



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

02 JUN 2026

No. 348 s. 2026

**DIVISION WORKSHOP OF MASTER TEACHERS ON THE PREPARATION OF
LESSON PLANS IN REFERENCE TO NEW LEARNING DESIGN PRINCIPLES
AND THE 3-TERM BUDGET OF WORK (BOW)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Unit and Section Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. To support the Department of Education's commitment to curriculum relevance, teacher workload reduction, and enhanced instructional efficiency, this office will conduct the Division Workshop of Master Teachers on the Preparation of Lesson Plans in Reference to New Learning Design Principles and the 3-Term Budget of Work (BOW). This full-day event is scheduled for June 2, 2026, at the SDO Conference Hall.

2. The workshop aims to:

- Align lesson goals, activities, and assessments with the 3-Term BOW using the new single template.
- Apply the 8 evidence-based Learning Design Principles (Clear Goals, Scaffolding, Checks for Understanding, Active Retrieval, Metacognition, Social Learning, Values, and Inclusion).
- Equip Master Teachers to run school-based Learning Action Cell (LAC) sessions to roll out this simplified framework to all teachers.
- Enable instructional leaders to give quick, helpful feedback through short classroom walkthroughs and coaching

3. Participants in this workshop are all Public Elementary and Secondary School Master Teachers; however, in schools without an incumbent Master Teacher, the School Head shall designate a senior teacher or instructional leader as the official school representative. Attendees are advised to provide their own meals and snacks, and requested to bring their laptop computers, extension cords, and reference materials (3-Term BOW).

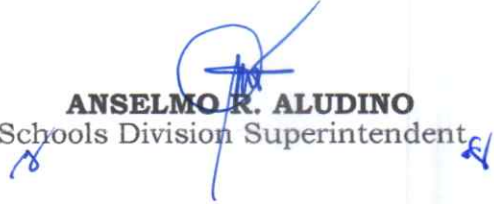
4. Teacher-participants shall be granted Vacation Service Credits (VSC), subject to the submission of a duly signed Daily Time Record (DTR), and workshop outputs, in accordance with existing DepEd policies on the grant of service credits for services rendered during school breaks or official activities.

5. Herein attached is the list of participants for reference.

6. For information and guidance.



Asuncion Street, 16-S Quiling Sur,
City of Batac, Ilocos Norte
Telephone No.: (077) 677-1993


ANSELMO R. ALUDINO
Schools Division Superintendent

Encl.: As stated
References: DO No. 009, s. 2026
To be included in the Perpetual Index
Under the following subject:

BUDGET OF WORK
WORKSHOP

LESSON PLANNING
3-TERM SCHOOL CALENDAR

CID/OZC_DM_Workshop of MTs
6157/May 26, 2026

Enclosure 1.

A. Program Management Team (PMT)

1	Anselmo R. Aludino	Schools Division Superintendent
2	Arnel S. Bandiola	Asst. Schools Division Superintendent
3	Marilou B. Sales, EdD	Chief Education Supervisor
4	Zorayda S. Paguyo, EdD	Education Program Supervisor
5	Aubrhey Marie R. Oasay, PhD	Education Program Supervisor
6	Eldefonso B. Natividad, PhD	Education Program Supervisor
7	Joycelyn P. Perdido, PhD	Education Program Supervisor
8	Marilou P. Omotoy, EdD	Education Program Supervisor
9	Jhon Rey D. Ortal, EdD	Education Program Supervisor
10	Aileen V. Joaquin	Education Program Supervisor
11	Opresinia Z. Castillo	Education Program Supervisor
12	Allan B. Garcia	Education Program Supervisor
13	Gladys B. Lampitoc	Education Program Supervisor
14	Geraldine O. Lao-at, PhD	Public Schools District Supervisor
15	Divelyn P. Maddela	Education Program Specialist II
16	Dale Justin S. Rabena	Project Development Officer II

B. List of Participants

No.	SCHOOL	MASTER TEACHER	POSITION
1	Baay ES	Bactin, Josie O.	Master Teacher I
2	Baligat ES	Bonagua, Wilfredo E.	Master Teacher II
3	Baoa East ES	Lizardo, Regie P.	Master Teacher II
4	Baoa ES	Sugui, Lorena A.	Master Teacher I
5	B. Macadaeg MES	Ruiz, Mary Jane P.	Master Teacher I
6	Bil-loca ES	Marzan, Devie R.	Teacher VI
7	Biningan ES	Rupisan, May-Ann A.	Teacher VI
8	Camandingan ES	Acosta, Gilda G.	Master Teacher II
9	CAMES	Respicio, Aiken Jay T.	Master Teacher II
10		Fiesta, Rowena Bolo	Master Teacher II
11	Colo-Mabaleng ES	Daga, Ethewalda D.	Master Teacher I
12	CuMaPit ES	Polendey, Jake Ian D.	Master Teacher I
13	Dariwdiw ES	Arellano, John Resty R.	Master Teacher I
14	Hilario Valdez MES	Diculen, Marlene F.	Master Teacher II
15		Sagun, Marites A.	Master Teacher II
16		Sayabat, Gregg Mark G.	Master Teacher I
17	Magnuang ES	Calivoso, Julie Ann S.	Master Teacher I
18	Maipalig-Quiom ES	Aguinaldo, Melody V.	Master Teacher I
19	MMMES	Patricio, Christie C.	Master Teacher II
20		Melchor, Leonora R.	Master Teacher I
21	Nagbacalan ES	Ibe, Roger L.	Master Teacher I
22	Naguirangan-Capacuan ES	Ulit, Jonalyn C.	Master Teacher I
23	P. Q. Pimentel ES	Raguindin, Jovelle L.	Master Teacher II
24	Parangopong ES	Dela Cruz, Hazel B.	Master Teacher I
25	Payao ES	Gapas, Maricon P.	Master Teacher I
26	Quiling ES	Franco, Glen Jayson L.	Master Teacher III
27	Rayuray ES	Laurio, Maria Angelica R.	Master Teacher I
28	San Mateo ES	Manaran, Rona S.	Master Teacher II
29	Sumader ES	Diculen, Mark Anthony D.	Master Teacher III
30	Tabug ES	Villanueva, Rommel S.	Master Teacher I
31	BNHS	Lumang, Marlon T.	Master Teacher I
32	CBNHS Payao	Rasco, Leilani M.	Master Teacher II
33	CBNHS Poblacion	Ventura, Ronald T.	Master Teacher I
34		Verzosa, Clarafina P.	Master Teacher I
35		Caluya, Jomar E.	Master Teacher I
36		Austria, Mary Joyce B.	Master Teacher I
37		Vento, Mark Fabian N.	Master Teacher I
38	CBNHS Rayuray	Dela Cruz, Chrystelle Jade C.	Teacher IV
39	CMVNHS	Durante, Lovely Jane L.	Master Teacher I
40	FEMSHS	Sebastian, Queeny Joyce F.	Master Teacher II
41	GARSHS	Agulay, Michelle Aquino	Master Teacher II

Enclosure 2.

TRAINING MATRIX

June 2, 2026

TIME	TOPIC	RESOURCE PERSON/S
8:00 - 8:30	Registration & Attendance Check	
8:30 - 9:00	Preliminaries <ul style="list-style-type: none">• Pambansang Awit• Opening Prayer• Welcome Remarks & Statement of Purpose	Dr. Marilou B. Sales
9:00 - 9:45	Session 1 Guidelines on Lesson Planning and Learning Design	Dr. Geraldine O. Lao-at
9:45 - 10:00	Snacks Break	
10:00 - 11:00	Workshop 1 Lesson Plan Preparation	
11:00 - 12:00	Presentation of Outputs & Critiquing	
12:00 - 1:00	Lunch Break	
1:00 - 3:30	Break-out Session/Workshop 2 Budget of Work	All Education Program Supervisors
3:30 - 4:30	Presentation of Outputs & Critiquing	
4:30 - 5:00	Submission of Outputs & Closing	