



Republic of the Philippines  
Department of Education

REGION XI

SCHOOLS DIVISION OF DIGOS CITY



Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

CID-2025- 546

To :

Assistant Schools Division Superintendent  
CID Chief  
Public Schools District Supervisors  
Education Program Supervisors  
Public School Heads  
Public School Teachers

Subject: **CONDUCT OF THE SEMINAR-WORKSHOP ON “STRENGTHENING TEACHING METHODOLOGIES FOR SHS-TVL INSTITUTIONAL READINESS”**

Date : November 4, 2025

Pursuant to the Division’s continuing efforts to enhance the instructional competencies of Senior High School (SHS) –Technical-Vocational-Livelihood (TVL) teachers and in preparation for institutional assessment, the Schools Division of Digos City shall conduct the Seminar-Workshop on “Strengthening Teaching Methodologies for SHS-TVL Institutional Readiness” on November 14, 2025, at Avenue One Hotel, Roxas Ext., Digos City.

The activity aims to:

- Equip SHS-TVL teachers with updated pedagogical approaches responsive to institutional assessment standards.
- Strengthen teachers’ skills in designing and delivering competency-based, contextualized, and industry-aligned lessons.
- Promote collaborative development of teaching strategies integrating 21st-century skills; and
- Develop an action plan for sustaining quality teaching practices supporting institutional readiness and accreditation requirements.

Furthermore, all participants are directed to bring laptop and extension cord, budget of work in every specialization offered and training plan based on the Curriculum Guide. The said documents are expected to be available during the seminar-workshop.

Concerned School Heads are expected to arrange classes ensuring no disruption of classes in compliance with DepEd Order No. 9, s. 2005 on “Instituting Measures to increase engaged Time-on-Task and ensuring compliance therewith”.

The participants’ meals, snacks and training kits shall be charged to the Downloaded Funds ROP-11-25-1514, all subject to the usual auditing rules and regulations.

For information, guidance, and compliance.

DepEd Schools Division of Digos City  
RECORDS SECTION

RELEASED  
NOV 07 2025 TIME: 2:44 PM

NOV 07 2025  
MELANIE P. ESTACIO, PhD, CESO VI  
Schools Division Superintendent

Enclosed: As stated.  
CID/efq

BY: [Signature]  
Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002  
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Management Committee:

- 1. Melanie P. Estacio, PhD, CESO VI-Schools Division Superintendent
- 2. Maria Genevieve T. Francisquette, CESO VI- ASDS
- 3. Beverly S. Daugdaug, EdD- Chief ES, CID
- 4. Jessica G. Lucero, EdD, PSDS
- 5. Gervasio R. Salinas, JR., PhD, PSDS
- 6. Neil D. Bongcayao, PSDS/JDVP Focal
- 7. Ivy F. Solano, PhD, EPS-Science/SHS-Focal
- 8. Elizabeth F. Quiñones, PhD, EPS- TLE
- 9. Russel Kevin T. Maurin- Nurse II
- 10. Reyzen Monserate- M & E

TVL Production Team/ TWG:

| Committee                     | Name                       | Position | School   |
|-------------------------------|----------------------------|----------|----------|
| Program In-Charge             | Sheryl M. Dinoy            | T-I      | DCSHS    |
|                               | Karen R. Tiempo            | T-II     | DCSHS    |
| Secretariat/<br>Documentation | Dave Markniel L. Saturnino | T-I      | DCSHS    |
|                               | Maria Katrina Cordova      | T-I      | DCSHS    |
| AVP In- Charge                | Rosel Alisoso              | T-I      | DCSHS    |
|                               | Sergie Loon                | T-I      | DCSHS    |
| Logistics                     | Jaymaer Geromo             | T-III    | Goma NHS |
|                               | Rian Huera                 | T-III    | DiCNHS   |
|                               | Rodel Hernan               | T-II     | DiCNHS   |



List of Participants:

| Kapatagan NHS                            |                             | Position       |
|------------------------------------------|-----------------------------|----------------|
| 1.                                       | Aimee Amor C. Porto         | School Head    |
| 2.                                       | Katrina C. Pua              | T-I            |
| 3.                                       | Nadja M. Lovitos            | T-I            |
| 4.                                       | Jaylord G. Tolero           | T-I            |
| 5.                                       | Thonver R. Sampaga          | T-I            |
| 6.                                       | Marelle T. Niere            | T-I            |
| 7.                                       | Cliffon D. Dinoy            | T-I            |
| 8.                                       | Felix Ray Dumagan           | T-II           |
| Goma NHS                                 |                             |                |
| 9.                                       | King Devesfruto             | School Head    |
| 10.                                      | Rosalie P. Magcamit         | T-III          |
| 11.                                      | Jymaer T. Geromo            | T-III          |
| 12.                                      | Imma Tessie Donne D. Llemit | T-I            |
| 13.                                      | Junem S. Beli-ot            | T-I            |
| 14.                                      | Phil Mark D. Pulido         | T-I            |
| Digos City Senior High School- TVL Track |                             |                |
| 15.                                      | Rizza L. Villaluna          | School Head    |
| 16.                                      | Karen R. Tiempo             | T-I            |
| 17.                                      | Dave Markniel L. Saturnino  | T-I            |
| 18.                                      | Rosel S. Alisoso            | T-I            |
| 19.                                      | Sergie F. Loon              | T-I            |
| 20.                                      | Maria Katrina D. Cordova    | T-I            |
| 21.                                      | Sheryl M. Dinoy             | T-I            |
| 22.                                      | Cyril Espanol               | T-I            |
| Matti NHS                                |                             |                |
| 23.                                      | Juvic Sucayre               | School Head    |
| 24.                                      | Rhema B. Bangcas            | T-I            |
| 25.                                      | Alvin M. Watin              | T-I            |
| 26.                                      | Sheila Bliss G. Pellazar    | T-I            |
| 27.                                      | Nelfa D. Cafe               | T-I            |
| 28.                                      | Galileo Jr. B. Flores       | MT-I           |
| Digos City NHS                           |                             |                |
| 29.                                      | Noba Rubion                 | School Head    |
| 30.                                      | Jose G. Taporoc, Jr.        | TLE Dept. Head |
| 31.                                      | Iname Romitman              | MT-II          |
| 32.                                      | Ronald Salape               | MT-II          |
| 33.                                      | Michael Timtim              | MT-II          |
| 34.                                      | Joanne Erebias              | MT-II          |
| 35.                                      | May Ann De Quia             | MT-I           |
| 36.                                      | Jesse James Ruiz            | MT-I           |
| 37.                                      | Diosa May Torrefiel         | T-III          |
| 38.                                      | Luzane Uriarte              | T-III          |
| 39.                                      | Rian Huera                  | T-III          |
| 40.                                      | Riocris Peralta             | T-III          |
| 41.                                      | Dennis Camanzo              | T-III          |
| 42.                                      | Ian Dalen                   | T-II           |
| 43.                                      | Marlon Mercader             | T-II           |
| 44.                                      | Rodel Hernan                | T-II           |
| 45.                                      | Jeramie Hapay               | T-II           |
| 46.                                      | Rosemarie Alpos             | T-I            |





**Strengthening Teaching Methodologies for SHS–TVL Institutional Readiness**  
@ Avenue One Hotel, Roxas Ext., Digos City  
on November 14, 2025

**PROGRAM OF ACTIVITY**

| Nov. 14, 2025    | ACTIVITY                                                                                                                                       | Person In-Charge                                                           |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| 7:00-8:00am      | <b>Part 1. Preliminaries</b>                                                                                                                   |                                                                            |
|                  | Makabayan Song<br>Prayer                                                                                                                       | AVP<br><b>KATRINA PUA</b><br>T-II/Kapatagan NHS                            |
|                  | Regional Hymn<br>SDO-Digos City Hymn                                                                                                           | AVP<br>AVP                                                                 |
|                  | Acknowledgement of Participants /<br>Welcome Message                                                                                           | <b>BEVERLY S. DAUGDAUG, EdD</b><br>CID-Chief                               |
|                  | Inspirational Message                                                                                                                          | <b>MELANIE P. ESTACIO, PhD, CESO VI</b><br>Schools Division Superintendent |
|                  | <b>Part II. Activity Proper</b>                                                                                                                |                                                                            |
| 8:00-9:00am      | Senior High School Updates                                                                                                                     | <b>IVY F. SOLANO, PhD</b><br>EPS-Science/SHS-Focal                         |
| 9:00-10:00am     | JDVP Highlights and Updates                                                                                                                    | <b>NEIL D. BONGCAYAO, EdD</b><br>PSDS/JDVP Focal                           |
| 10:00- 11:00am   | Enhance knowledge on TVL teaching<br>methodologies and assessments process<br>Session 1: Pedagogical Alignment for<br>Institutional Assessment | <b>RAYMUND L. LUCZON</b><br>TESDA-CCNTS                                    |
| 11:00-12:00 noon | Session 2: Industry practices and<br>requirements based on TESDA Training<br>Regulations (TRs) and local market data                           | <b>MR. LITO D. TORRES</b><br>TESDA Trainer                                 |
| 12:00-1:00pm     | <b>Lunch Break</b>                                                                                                                             |                                                                            |
|                  |                                                                                                                                                |                                                                            |
| 1:00-2:00 pm     | Apply strategies in contextual lesson<br>planning<br>Workshop 1: Designing Industry-Based<br>Lessons                                           | <b>QUEENIELYN G. ALMEREZ, PhD</b><br>DSSC-Associate Professor IV           |
| 2:00-2:05pm      | <b>Rhythmic Dance Break</b>                                                                                                                    | <b>DiCNHS Teachers</b>                                                     |
| 2:05-3:05pm      | Strengthening Teaching Practices<br>through Peer Learning, Industry Needs,<br>and Market Demand                                                | <b>MR. DAEJOONG JANG</b><br>Barista/Industry Partner                       |
| 3:05-4:05pm      | Develop sustainability plans:<br>Institutional readiness strategies                                                                            | <b>RUSHDEE M. CUBIAN, PhD</b><br>USEP-Associate Professor IV               |
|                  | <b>Part III- Closing Program</b>                                                                                                               |                                                                            |
| 4:05-4:30pm      | Closing Message                                                                                                                                | <b>ELIZABETH F. QUIÑONES, PhD</b><br>EPS-EPP/TLE/TVE/TVL                   |
| 4:30-4:40pm      | Giving of Certificates to the Participants<br>and Photo Ops                                                                                    | <b>ELIZABETH F. QUIÑONES, PhD</b><br>EPS-EPP/TLE/TVE/TVL                   |
| 4:40-5:00pm      | Closing prayer /Home sweet home                                                                                                                | <b>ROSALIE MAGCAMIT</b><br>T-III/Goma NHS                                  |

*“Technical education thrives when teachers lead with passion and precision.”*





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Project Design

|                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                       |                   |
|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------------|-------------------|
| Program                                                                               | Senior High School – Technical-Vocational-Livelihood (SHS–TVL) Track                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                       |                   |
| Activity Title                                                                        | Strengthening Teaching Methodologies for SHS–TVL Institutional Readiness                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |                       |                   |
| General Objective                                                                     | To align and enhance the teaching methodologies of Senior High School TVL teachers in preparation for institutional assessment, ensuring quality, industry-relevant, and competency-based instruction.                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                       |                   |
| Specific Objectives                                                                   | <ul style="list-style-type: none"><li>Equip SHS–TVL teachers with updated pedagogical approaches responsive to institutional assessment standards.</li><li>Strengthen teachers’ skills in designing and delivering competency-based, contextualized, and industry-aligned lessons.</li><li>Promote collaborative development of teaching strategies that integrate 21st-century skills (critical thinking, creativity, collaboration, and communication).</li><li>Develop an action plan for sustaining quality teaching practices that support institutional readiness and accreditation requirements.</li></ul>                                                   |           |                       |                   |
| Proposed Date                                                                         | November 14, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |                       |                   |
| Amount                                                                                | P 60, 900.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                       |                   |
| Source of Funds                                                                       | Source<br>ROP-11-25-1514                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | Amount<br>P 60,900.00 |                   |
| Items of Expenditures<br>Meals, snacks, accommodation and learning kits<br>Honorarium | No. of Pax/Units Required                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Unit Cost | Days Required         | Total             |
|                                                                                       | 60 pax                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 600.00    | 1                     | 36,000.00         |
|                                                                                       | 62 sets                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 200.00    | 1                     | 12,400.00         |
|                                                                                       | 5 pax                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 2,500.00  | 1                     | 12,500.00         |
|                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                       | <b>P60,900.00</b> |
| Total                                                                                 | P 60, 900.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                       |                   |
| Rationale                                                                             | <p>The Senior High School Technical-Vocational-Livelihood (SHS–TVL) Track provides learners with practical skills and competencies aligned with TESDA standards, preparing them for employment, entrepreneurship, or higher education. With the upcoming institutional assessment, there is a pressing need to capacitate SHS–TVL teachers on effective teaching methodologies that meet quality assurance requirements.</p> <p>This training will provide teachers with enhanced knowledge and practice on learner-centered pedagogies, competency-based instruction, and industry-responsive approaches. By strengthening their instructional skills, SHS–TVL</p> |           |                       |                   |







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|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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|                       | teachers will be better prepared to contribute to institutional compliance, improve learner outcomes, and sustain high-quality program implementation.                                                                                                                                                                                                                                                                                                                                                                   |
|                       | It also adheres to Republic Act No. 9184 (Government Procurement Reform Act), ensuring transparency and efficiency in resource utilization. The activity was supported by P 60, 900.00 <b>from ROP-11-25-1514</b> , covering meals, snacks, and accommodations for participants.                                                                                                                                                                                                                                         |
| General Methodology   | <ol style="list-style-type: none"><li><b>Preparation and Coordination</b> – Planning of training modules, inviting facilitators, and preparing logistics.</li><li><b>Conduct of Training</b> – Lecture-discussions, workshops, demo teaching, and collaborative lesson design.</li><li><b>Action Planning</b> – Participants create strategies for institutional readiness in their schools.</li><li><b>Evaluation and Commitment Setting</b> – Reflection, sharing of insights, and post-training assessment.</li></ol> |
| Learning Facilitators | <ul style="list-style-type: none"><li>Division EPS for EPP/TLE/TVE/TVL</li><li>TESDA-accredited trainers</li><li>Industry Experts</li></ul>                                                                                                                                                                                                                                                                                                                                                                              |
| Participants          | See Attached list of participants                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

### Schedule of Activities

| Time                                               | Session Objectives                                                      | Activity/Session                                              | Expected Outputs                                         | Topic/Content                        | Methodology             | Person Responsible     |
|----------------------------------------------------|-------------------------------------------------------------------------|---------------------------------------------------------------|----------------------------------------------------------|--------------------------------------|-------------------------|------------------------|
| <b>Day 1: Orientation &amp; Initial Assessment</b> |                                                                         |                                                               |                                                          |                                      |                         |                        |
| 8:00 – 9:00 AM                                     | Open the program and set objectives                                     | Opening Program                                               | Attendance, orientation                                  | Training goals                       | Short Program, Speeches | Division Officials     |
| 9:00 – 11:00 AM                                    | Enhance knowledge on TVL teaching methodologies and assessments process | Session 1: Pedagogical Alignment for Institutional Assessment | Presentation Materials/ Training Plan per Specialization | Effective teaching skills strategies | Lecture-discussion, Q&A | TESDA Resource Speaker |
| 11:00 – 12:00 NN                                   | Apply strategies in contextual lesson planning                          | Workshop 1: Designing Industry-Based Lessons                  | Draft lesson exemplars                                   | Competency-based teaching            | Hands-on Workshop       | Facilitators           |
| 12:00 – 1:00 PM                                    | Lunch Break                                                             |                                                               |                                                          |                                      |                         |                        |



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|                |                                                                                           |                                                                                                                |                                                                                             |                                                                                            |                         |                           |
|----------------|-------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|-------------------------|---------------------------|
| 1:00 - 3:00 PM | Strengthening Teaching Practices through Peer Learning, Industry Needs, and Market Demand | Session 2: Industry practices and requirements based on TESDA Training Regulations (TRs) and local market data | Industry Needs and Market Demand Matrix (competency → industry practice → market relevance) | Linking curriculum competencies, teaching strategies, industry practices and market demand | Lecture-discussion, Q&A | DOLE/DTI Resource Speaker |
| 3:00 - 4:30 PM | Develop sustainability plans                                                              | Action Planning                                                                                                | Draft school-based plan                                                                     | Institutional readiness strategies                                                         | Planning Workshop       | Participants              |
| 4:30 - 5:00 PM | Conclude and set commitments                                                              | Closing Program                                                                                                | Post-evaluation forms                                                                       | Reflections & commitments                                                                  | Sharing, Evaluation     | Division Officials        |

Prepared by:

**ELIZABETH F. QUIÑONES**  
EPS for EPP/TLE/TVE/TVL

Recommending approval:

**BEVERLY S. DAUGDAUG, EdD**  
Chief-Curriculum Implementation Division  
Date: 9-9-2015

Funds Available:

**GISELLE D. GONZALES**  
AO II - OIC Budget Office  
Date: 9/27/15

Approved by:

**MELANIE P. ESTACIO, PhD, CESO VI**  
Schools Division Superintendent  
Date: \_\_\_\_\_