



Republic of the Philippines  
**Department of Education**  
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

December 19, 2025

**DIVISION MEMORANDUM**  
No. 144, s. 2025

**DEVELOPMENT OF GMRC / VE TRAINING RESOURCE PACKAGE (TRP)**

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Public Elementary, Secondary, and Integrated School Heads  
All Others Concerned

1. In line with the Division's commitment to enhance the quality of Good Manners and Right Conduct (GMRC) and Values Education (VE) instructional delivery of teachers and supervision of school head; and promote utmost excellence in teaching values education, the Schools Division of Marinduque, through the Curriculum Implementation Division shall conduct the Development of GMRC/VE Training Resource Package (TRP) in multiple phases:

- a. Phase I: Training on the TRP Development;
- b. Phase II: Development of TRP on Values Education Teaching Pedagogies;
- c. Phase III: Online Quality Assurance of the Developed TRP; and
- d. Phase IV: Revision and Finalization of the Developed TRP.

2. This initiative is anchored on **Project VALUES (Valuing Attitudes of Learners through Unified Efforts of Stakeholders)** which aims to upskill and reskill school heads on curriculum management and implementation; and capacitate teachers handling GMRC / VE on the Eight (8) Values Education Pedagogical Approaches.

3. This activity aims to:

- a. develop a well-structured and effective TRP that integrates values education teaching pedagogies, addressing the specific needs of educators in the SDO;
- b. validate accuracy and appropriateness of the TRP through a systematic evaluation process ensuring that it meets the standards of quality, relevance, and effectiveness in enhancing values education teaching pedagogies; and
- c. equip teachers and school heads with the necessary skills and knowledge to effectively integrate values education into their teaching practices, promoting a holistic learning environment.

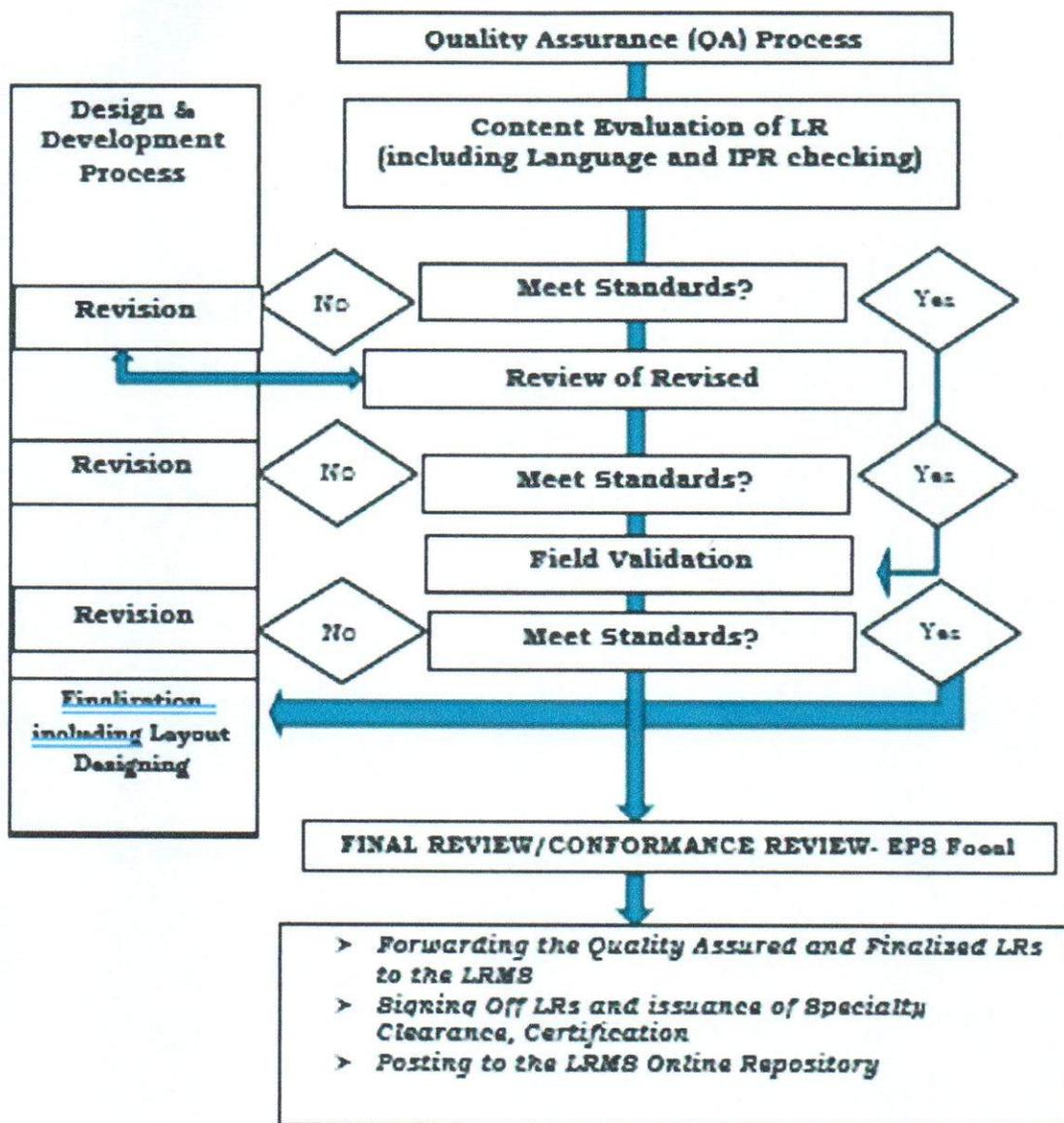
4. The composition of the development and quality assurance team and their roles and functions, timeline and other provisions of this project are attached as enclosures.
5. Members of the team are encouraged to observe timeline and submission protocols to ensure smooth and systematic evaluation process. They are entitled to receive five (5) days service credits / compensatory time-off (CTO) for services rendered on weekend / holiday per DepEd Order No. 53, a. 2023 and CSC-DBM Joint Circular No. 2, s. 2025.
6. For online activity, meeting link will be sent one (1) day before the schedule. Link for the submission of outputs will also be posted according to the project's timeline.
7. Immediate dissemination of this Memorandum is desired.

  
**LYNN G. MENDOZA, EdD**  
OIC, Schools Division Superintendent

Encls: None  
Reference: None  
To be indicated in the Division Perpetual Index  
under the following subjects:

ELEMENTARY EDUCATION  
LEARNING AREA, EsP  
TEACHERS  
TRAINING  
VALUES EDUCATION  
WORKSHOP  
CID/JEM/DevelopmentofGMRCVETRP/12/19/2025

Process Flow for Development and Quality Assurance of the GMRC / VE Training Resource Package



**ROLES AND FUNCTIONS OF THE DEVELOPMENT  
AND QUALITY ASSURANCE TEAM**

<b>COMPOSITION</b>	<b>ROLES AND FUNCTIONS</b>
TRP Developers	Develop, revise and finalize TRP Package, including the Pretest / Post Test, Session Guide, Slide decks; and Lesson Plan.
Content Evaluators	Ensure the pedagogical and content quality of the TRP
Language Editors	Ensure the language accuracy and correctness of the TRP
Layout Artists	Finalize the final format or layout of the TRP
Project Development Officer (PDO)	Coordinates the overall workflow, facilitates communication among teams, and ensures timely progress across all phases
EPS in-Charge in Learning Resource Management Section (LRMS)	Oversees quality assurance, ensures alignment with DepEd LR standards, and finalizes of the TRP
Education Program Supervisor / Focal Person	Monitors the progress of the TRP's development and quality assurance, Ensures content aligns with standards. Oversees integration of feedback from evaluators and editors, Conducts the final review before submission, and Drafts Division Memorandum for the utilization of the GMRC/VE TRP Package through conducting training of trainers for Teachers and School Heads

**LIST OF TRP DEVELOPMENT TEAM**

<b>ASSIGNED PEDAGOGY</b>	<b>TRP DEVELOPERS</b>	<b>POSITION / DESIGNATION</b>	<b>SCHOOL</b>	<b>DISTRICT</b>
1. Values Analysis	Mrs. May Ann Maniquez	Master Teacher I	Marinduque National HS	Boac North District
2. Values Inculcation	Wenie N. Riego	Master Teacher I	Marinduque National HS	Boac North District
3. Values Clarification	Mrs. Pinky J. Cuello	Head Teacher I	Marinduque National HS	Boac North District
4. Moral Development	Mrs. Liberty O. Togonon	Master Teacher I	Cawit ES	Boac South District
5. Community of Inquiry	Mrs. Ciela Marie N. Almonte	Teacher III	Marinduque National HS	Boac North District
6. Social and Emotional Learning	Mrs. Mary Jean R. Jao	Master Teacher II	Manlibunan ES	Sta. Cruz South District
7. Action Learning	Mr. Rundelle Peñaredonda	Master Teacher I	Tamayo ES	Sta. Cruz East District
8. Experiential Learning	Mr. Von G. Cudiamat	Teacher I	Bognuyan NHS	Gasán District

**LIST OF TRP QUALITY ASSURANCE TEAM**

<b>ASSIGNED PEDAGOGY/IES</b>	<b>CONTENT EVALUATORS</b>	<b>POSITION / DESIGNATION</b>	<b>SCHOOL</b>	<b>DISTRICT</b>
1. Values Analysis	Mrs. Maxima R. Marquez	Principal II	Matalaba NHS	Sta. Cruz South District
2. Values Incultation				
3. Values Clarification	Mrs. Analy Z. Monterozo	Principal I	Lamesa ES	Sta. Cruz North District
4. Moral Development				
5. Community of Inquiry	Dr. Arlene R. Diaz	Principal I	Dolores ES	Sta. Cruz North District
6. Social and Emotional Learning				
7. Action Learning	Dr. Gina M. Mapacpac	Principal III	Balanacan ES	Mogpog District
8. Experiential Learning				

<b>ASSIGNED PEDAGOGY/IES</b>	<b>IPR CHECKERS / LANGUAGE EVALUATORS</b>	<b>POSITION / DESIGNATION</b>	<b>SCHOOL</b>	<b>DISTRICT</b>
1. Values Analysis	Mrs. Florenil M. Malabayabas	Head Teacher VI	Marinduque National HS	Boac North District
2. Values Incultation				
3. Values Clarification	Mrs. Bernadette P. Requintel	Principal I	Bonliw NHS	Torrijos District
4. Moral Development				
5. Community of Inquiry	Mrs. Elizabeth R. Paralejas	Principal II	Matuyatuya ES	Torrijos District
6. Social and Emotional Learning				
7. Action Learning	Mrs. Thelma M. Salvacion	Principal II	Buenavista NHS	Buenavista District
8. Experiential Learning				

<b>ASSIGNED PEDAGOGY/IES</b>	<b>LAYOUT ARTISTS</b>	<b>POSITION / DESIGNATION</b>	<b>SCHOOL</b>	<b>DISTRICT</b>
1. Values Analysis	Mr. Elmer L. De Luna	Principal I	Botilao ES	Sta. Cruz North District
2. Values Inculcation				
3. Values Clarification	Mr. Vincent L. Maderazo	Head Teacher III	Hinapulan ES	Boac North District
4. Moral Development				
5. Community of Inquiry	Mr. Joey Mataac	Principal I	Dampulan ES	Torrijos District
6. Social and Emotional Learning				
7. Action Learning	Mr. Christian Fiegalan	Teacher In-Charge	Timbo ES	Buena Vista District
8. Experiential Learning				

**TIMELINE OF TRP DEVELOPMENT AND QUALITY ASSURANCE**

<b>TRP PHASES</b>	<b>IMPLEMENTATION / START DATE</b>	<b>TARGET OUTPUTS</b>	<b>COMPLETION DATE</b>
Phase I: Online Training on the TRP Development	January 14-15, 2026 (Wednesday & Thursday)	Capacitated the Development & Quality Assistance Teams on TRP Development	January 15, 2026
Phase II: Development of TRP on Values Education Teaching Pedagogies	January 16-17, 24, & 31, 2025 (Saturdays)	Developed TRP <ul style="list-style-type: none"> <li>• Pre and Post Test</li> <li>• Session Guide</li> <li>• Slide deck</li> <li>• Lesson Plan</li> </ul>	January 31, 2026 (Saturday)
Phase III: Online Quality Assurance of the Developed TRP	February 4-6, 2026 (Wednesday & Friday)	Quality Assured TRP <ul style="list-style-type: none"> <li>• Pretest and Post Test</li> <li>• Session Guide</li> <li>• Slide deck</li> <li>• Lesson Plan</li> </ul>	February 28, 2026 (Saturday)
Phase IV: Revision and Finalization of the Developed TRP	March 11-13, 2026 (Wednesday to Friday)	Revised and Finalized TRP <ul style="list-style-type: none"> <li>• Pre and Post Test</li> <li>• Session Guide</li> <li>• Slide deck</li> <li>• Lesson Plan</li> </ul>	March 28, 2026

**INDICATIVE PROGRAM MATRIX  
DEVELOPMENT OF GMRC / VE  
TRAINING RESOURCE PACKAGE (TRP)**

**Phase I: Training on TRP Development on January 14-15, 2026**

<b>Time</b>	<b>Topic</b>	<b>Facilitator / Resource Speaker</b>
<b>Day 1</b>		
<b>January 14, 2026 (Wednesday)</b>		
7:30 AM – 8:00 AM	Arrival and Registration	
8:01 AM – 8:45 AM	Opening Program	<b>PMT</b>
	Welcome Remarks	<b>John M. Chavez</b> Chief ES - CID
	Message	<b>Dr. Lynn G. Mendoza</b> OIC-Schools Division Superintendent
	Presentation of Objectives and Expected Outputs	<b>Dr. Jennifer E. Monte</b> EPS, GMRC/VE & ADM
8:46 AM – 9:00 AM	HEALTH BREAK	
9:01 AM – 12:00 AM	Session 1: Key Content Areas for Training Resource Package; Framework and Components of a TRP	<b>Dr. Mariam B. Rivamonte</b> ESP, LRMS
12:01 Noon – 1:00 PM	LUNCH BREAK	
1:01 PM – 2:00 PM	Continuation of Session 1	
2:01 PM – 3:00 PM	Session 2: Good Manners and Right Conduct (GMRC) and Values Education (VE) Framework	<b>Dr. Jennifer E. Monte</b> EPS, GMRC/VE & ADM
3:01 PM – 3:15 PM	HEALTH BREAK	
3:16 PM – 4:15 PM	Continuation of Session 2	
4:16 PM – 4:30 PM	Daily Evaluation	
<b>Day 2</b>		
<b>January 15, 2026 (Thursday)</b>		
8:00 AM – 8:30 AM	Management of Learning (MOL)	
8:31 AM – 9:45 AM	Session 3a: Values Education Pedagogies Overview <ul style="list-style-type: none"> <li>• Values Inculcation</li> <li>• Values Clarification</li> <li>• Values Analysis</li> </ul>	<b>Pinky J. Cuello</b> Head Teacher 1, MNHS
9:46 AM – 10:00 AM	HEALTH BREAK	
10:01 AM – 12:00 Noon	Session 3b: Values Education Pedagogies Overview <ul style="list-style-type: none"> <li>• Socio-Emotional Learning</li> <li>• Moral Development</li> <li>• Experiential Learning</li> </ul>	<b>May Ann P. Maniquez</b> Master Teacher 1, MNHS

12:01 Noon – 1:00 PM	LUNCH BREAK	
1:01 PM – 3:00 PM	Session 3c: Values Education Pedagogies Overview <ul style="list-style-type: none"> <li>• Action Learning</li> <li>• Community of Inquiry</li> </ul>	<b>Wenie Riego</b> Master Teacher 1, MNHS
3:01 PM – 4:00 PM	Synthesis and Next Steps	<b>Dr. Jennifer E. Monte</b> EPS, GMRC/VE & ADM
4:01 PM – 4:10 PM	Evaluation	
4:10 PM – 4:30 PM	Closing Program	PMT

**INDICATIVE PROGRAM MATRIX  
DEVELOPMENT OF GMRC / VE  
TRAINING RESOURCE PACKAGE (TRP)**

**Phase II: Development of TRP on Values Education Teaching Pedagogies on  
January 16-17, 24 & 31, 2026**

<b>Time</b>	<b>January 16, 2025 (Friday)</b>	<b>January 17, 2025 (Saturday)</b>	<b>January 24, 2025 (Saturday)</b>	<b>January 31, 2025 (Saturday)</b>
8:00 AM – 9:00 AM	Opening Program	Development of the Training Resource Package on Values Education Teaching Pedagogies		
9:01 AM – 12:00 Noon	Workshop on the Development of the Training Resource Package (TRP) on Values Education Teaching Pedagogies			
12:01 PM – 1:00 PM	<b>LUNCH BREAK</b>			
1:01 PM – 2:00 PM	Submission of Outputs for the Day			
2:01 PM – 3:00 PM	Comments and Technical Assistance from the Language Experts			
3:01 PM – 4:00 PM	Presentation of the Output Submitted and Accountability Tracker			
4:01 PM – 4:30 PM	Ways Forward and Closing Program			

**INDICATIVE PROGRAM MATRIX  
DEVELOPMENT OF GMRC / VE  
TRAINING RESOURCE PACKAGE (TRP)**

**Phase III Revision and Finalization of the Developed TRP on Values Education  
Teaching Pedagogies on February 4-6, 2026**

<b>Time</b>	<b>February 4, 2025 (Wednesday)</b>	<b>February 5, 2025 (Thursday)</b>	<b>February 6, 2026 (Friday)</b>
8:00 AM – 9:00 AM	Opening Program	Quality Assurance of the Developed Training Resource Package (TRP) on Values Education Pedagogies	
9:01 AM – 12:00 Noon	Quality Assurance of the Developed Training Resource Package (TRP) on Values Education Pedagogies		
12:01 PM – 1:00 PM	<b>LUNCH BREAK</b>		
1:01 PM – 3:00 PM	Comments and Technical Assistance from the Language Experts		
3:01 PM – 4:00 PM	Presentation of the Output Submitted and Accountability Tracker		
4:01 PM – 4:30 PM	Ways Forward and Closing Program		

**INDICATIVE PROGRAM MATRIX  
DEVELOPMENT OF GMRC / VE  
TRAINING RESOURCE PACKAGE (TRP)**

**Phase IV: Online Quality Assurance Development of TRP on Values Education  
Teaching Pedagogies on March 11-13, 2026**

<b>Time</b>	<b>March 11, 2025 (Wednesday) Online</b>	<b>March 12, 2025 (Thursday)</b>	<b>March 13, 2025 (Friday)</b>
7:30 AM – 8:00 AM	Arrival and Registration	Management of Learning	
8:01 AM – 8:30 AM	Opening Program	Revision of the Developed TRP on Values Education Teaching Pedagogies	Finalization of the Developed TRP on Values Education Teaching Pedagogies
8:31 AM – 12:00 Noon	Presentation of the Output Submission and Accountability Tracker		
12:01 PM – 1:00 PM	LUNC BREAK		
1:01 PM – 3:30 PM	Provision of Technical Assistance from the Resource Speaker on the Developed TRP on Values Education Teaching Pedagogies	Presentation of the Quality Assured TRP on Values Education Teaching Pedagogies	Submission of the Finalized TRP on Values Education Teaching Pedagogies
3:31 PM – 4:00 PM		Finalization of the Developed TRP on Values Education Teaching Pedagogies	
4:01 PM – 4:30 PM		Closing Program / Celebration of Success	

**PROJECT ORGANIZATION AND STAFFING**

Overall Chairperson	Dr. Lynn G. Mendoza
Overall Vice-Chairperson	Dr. Mabel F. Musa
Project Supervisor	John M. Chavez
Project Manager / Program Owner	Dr. Jennifer E. Monte
EPS in-Charge in LRMS	Dr. Mariam B. Rivamonte
Members of the Implementation Team	(To be determined per activity)
Member of the Process Observer Monitor	Kyle David V. Atienza
Members of the Activity Evaluation Team	Dr. Fretzie P. Alcantara
Members of the Activity Health Team	c/o Dr. Rica Mai O. Larga
Members of the Support Staff & Documentation	Charmain J. Mogol Joseph Arnold L. Almonte



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**ACTIVITY PROPOSAL**

**I. ACTIVITY DESCRIPTION**

<b>Activity Title:</b>	Division Training on Pedagogical Approaches, Teaching Strategies, and Assessment in Good Manners and Right Conduct (GMRC) and Values Education (VE) under Project VALUES
<b>Type of Activity:</b>	Training / Orientation
<b>Activity Proponent:</b>	CID – GMRC/VE Focal Person
<b>Number of Beneficiaries:</b>	229 Public Elementary, Secondary, and Integrated School Heads
<b>Location of Beneficiaries:</b>	Schools Division of Marinduque
<b>Date of Implementation:</b>	SY 2026-2027
<b>Area of Activity Implementation:</b>	Schools Division of Marinduque
<b>Budget Requirement:</b>	Php. 322, 000.00
<b>Budget Requested:</b>	Php. 322, 000.00
<b>Source of Fund:</b>	HRDS Fund / MOOE

**II. BACKGROUND / SITUATIONAL ANALYSIS / RATIONALE**

Values Education is a crucial part of the Enhanced K to 12 Curriculum in the Philippines. It is taught through the subject Good Manners and Right Conduct (GMRC) and Values Education (VE), and is mandated by Republic Act No. 11476 titled Values Education Act signed into law on June 25, 2020 aiming to develop Filipino citizens that is “Maka-Diyos, Maka-tao, Makakalikasan, and Makabansa”.

GMRC and VE aim to develop values needed for lifelong learning and employment; focus on internalizing values and character development; and to produce competent, job-ready, active, responsible, and patriotic citizens.

The MATATAG Curriculum, unveiled in 2023, emphasizes the development of foundational skills, including values and character formation and uses eight (8) pedagogical approaches – Values Inculcation, Values Clarification, Values Analysis,



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Moral Development, Community of Inquiry, Socio-Emotional Learning, Action Learning, and Experiential Learning.

Data shows that only three (3) teachers in SDO Marinduque are Values Education major; 1, 413 or 100% elementary teachers and 629 or 99.68% out of 631 secondary teachers were untrained teachers on Values Integration and Values Teaching Strategies and Pedagogies who were Non-VE major; and only 58 out of 299 or 19.40% of school heads both in elementary and secondary were trained in the MATATAG Curriculum (GMRC 1, 4, and VE 7).

Moreover, observation notes submitted by school heads both from elementary and secondary levels for the month of July and August 2025 revealed some significant findings regarding the teaching of GMRC/Values Education:

1. **Low Submission Rate:** Only 19 out of 229 school heads (8.30%) submitted the required Observation Notes Form;
2. **Low Observation Rate:** Only 19 out of 229 school heads (8.30%) observed GMRC/Values Education classes; and
3. **Lack of Pedagogical Approaches:** The submitted notes showed no evidence of the 8 pedagogical approaches being used in teaching the subject.

With this data the Schools Division of Marinduque will conduct a Division Training on Pedagogical Approaches, Teaching Strategies, and Assessment in Good Manners and Right Conduct (GMRC) and Values Education (VE) under Project VALUES.

### III. DESIRED IMPACT AND OUTCOMES OF THE PROJECT

This activity aims to achieve the following:

1. upskill and reskill school heads on curriculum management and implementation; and
2. capacitate teachers handling GMRC / VE on the 8 VE teaching pedagogies.

### IV. RISK MANAGEMENT PLAN

POSSIBLE RISK	PREVENTIVE MEASURES AND STRATEGIES	MECHANISM TO MONITOR RISKS
Technological-related Risks	Partnership with DICT, program rehearsal with technical team and DICT	Assigning a technical team to maintain a good program flow
Natural calamities (e.g., typhoon) and other priority PPAs that can	Formulation of contingency plan for possible postponement of	Regular monitoring of the weather forecast through Division DRRM

affect the calendar of activities	program	Coordinator; Regular monitoring of the SDO's calendar of activities and coordination with other program owners
Conflict on schedule of select resource speakers / persons / facilitators / PMT members	Replace them by the alternate resource speakers / persons / facilitators / PMT members to handle the topic/s assigned as reflected in the training matrix	Open communication with the target resource speakers / persons / facilitators / PMT members

## V. PROJECT ORGANIZATION AND STAFFING

Overall Chairperson	Dr. Lynn G. Mendoza
Overall Vice-Chairperson	Dr. Mabel F. Musa
Project Supervisor	John M. Chavez
Project Manager / Program Owner	Dr. Jennifer E. Monte
EPS in-Charge in LRMS	Dr. Mariam B. Rivamonte
Members of the Implementation Team	(To be determined per activity)
Member of the Process Observer Monitor	Kyle David V. Atienza
Members of the Activity Evaluation Team	Dr. Fretzie P. Alcantara
Members of the Activity Health Team	c/o Dr. Rica Mai O. Larga
Members of the Support Staff & Documentation	Charmain J. Mogol Joseph Arnold L. Almonte

## VI. PROJECT WORK PLAN

Strategies and Activities	Performance Target and / or indicator	Learning Development to be addressed	Timeline / Duration	Office Personnel Responsible
<b>Pre-Implementation Phase</b>				
1. Present activity proposal and communicate relevant information to the CID Chief, ASDS, and SDS	Meeting with CID Chief, Budget and Finance Section, ASDS, and SDS	Needs assessment and Development Planning	November 2025	CID (EPS - EsP/GMRC/VE)
2. Formulate and craft Division Memorandum, Activity Design and Procurement	The project manager, together with the team members	Development, Planning, and Learning Method	November 2025	CID (EPS - EsP/GMRC/VE)

Documents	prepared and submitted the needed documents			
3. Discuss details of the program implementation with team members	Number of regular meetings conducted by the focal person to finalize the program implementation	Development and Planning	November 2025	CID (EPS - EsP/GMRC/VE)
<b>Program Implementation Phase</b>				
1. Development of the GMRC/VE Training Resource Package (TRP)	Number of developers / writers of the GMRC/VE TRP	Onboarding	January - March 2026	CID (EPS - EsP/GMRC/VE & ADM)
2. Conduct Division Training on Pedagogical Approaches, Teaching Strategies, and Assessment in Good Manners and Right Conduct (GMRC) and Values Education (VE)	Number of participants who will attend the Division Training on Pedagogical Approaches, Teaching Strategies, and Assessment in Good Manners and Right Conduct (GMRC) and Values Education (VE)	Onboarding	August to December 2026	CID (EPS - EsP/GMRC/VE & ADM)
<b>Post-Implementation Phase</b>				
1. Prepare and submit Accomplishment Report	Number of accomplishment report prepared and submitted	Technical Skills	December 2026	CID (EPS - GMRC/VE)

## VII. DETAILED BUDGET REQUIREMENT

The proposed activity will be needing a budget amounting to PhP 72, 000.00 to be charged to the Division MOOE and PhP 250, 000.00 to be charged to HRDS Fund with a total budget of PhP 322, 000.00 subject to the usual accounting and editing rules.

PARTICULARS	UNIT / QUANTITY	AMOUNT	TOTAL AMOUNT
Procurement of food for participants, resource speakers, and members of the Program Management Team (PMT) for 4 days for 33 pax (AM and PM Snacks, Lunch) with stand by provision of water dispenser and glasses			
<b>Flexible Workshop on the Development of the GMRC/VE Training Resource Package (TRP)</b>	30 pax	100.00	3,000.00
<b>Phase 1: Training on the TRP Development</b>			
<b>DAY 1 - Morning Snack - Plated</b> Pinoy Carbonara with bottled water	30 pax	400.00	12,000.00
<b>Lunch - Managed Buffet</b> Steamed rice, creamy vegetable soup, fried pork kare with alamang, fruits in season, water	30 pax	100.00	3,000.00
<b>PM Snack - Plated</b> Siopao and bottled water	30 pax	100.00	3,000.00
<b>Day 2- Morning Snack - Plated</b> Clubhouse sandwich with pineapple juice (in glass)	30 pax	400.00	12,000.00
<b>Lunch - Managed Buffet</b> Steamed rice, crab and corn soup, beef broccoli, fruits in season, water	30 pax	100.00	3,000.00
<b>PM Snack - Plated</b> Pinoy spaghetti with ice tea (in glass)	30 pax	100.00	3,000.00
<b>Phase IV: Revision and Finalization of the Developed TRP</b>			
<b>Day 1 - Morning Snack - Plated</b> Pansit habhab with toasted bread and bottled juice	30 pax	400.00	12,000.00
<b>Lunch - Managed Buffet</b> Steamed rice, malunggay soup, chicken afritada, buttered vegetables, fruits in season, water	30 pax	100.00	3,000.00
<b>PM Snack - Plated</b> Egg and Cheese Sandwich with malunggay juice	30 pax	100.00	3,000.00
<b>Day 2 - Morning Snack - Plated</b> Palabok with bottled juice	30 pax	400.00	12,000.00
<b>Lunch - Managed Buffet</b> Steamed rice, sinigang na isda sa misu, lumpiang shanghai, coffee jelly, water	30 pax	100.00	3,000.00
<b>PM Snack - Plated</b> Ginataang halo-halo with bottled water			
<b>TOTAL (Fund Source: Division MOOE)</b>			<b>PhP. 72,000.00</b>

<b>PARTICULARS</b>	<b>UNIT / QUANTITY</b>	<b>AMOUNT</b>	<b>TOTAL AMOUNT</b>
Procurement of food and accommodation for the participants, resource speakers, and members of the Program Management Team (PMT) for 3 days for 138 pax (AM and PM Snacks, Lunch) with stand by provision of water dispenser and glasses			
Conduct Division Training on Pedagogical Approaches, Teaching Strategies, and Assessment in Good Manners and Right Conduct (GMRC) and Values Education (VE)	138 pax	1,800.00	248, 400.00
Supplies and Materials		1,600.00	1, 600.00
<b>TOTAL (Fund Source: HRDS Fund)</b>			<b>PhP. 250, 000.00</b>
<b>TOTAL FUND (Division MOOE+HRDS Fund)</b>			<b>Php. 322, 000.00</b>

#### **VIII. ASSURANCE TOOL**

*Please see attached QAME Form F*

Prepared by:

**JENNIFER E. MONTE, PhD**  
Education Program Supervisor

Noted:

**JOHN M. CHAVEZ**  
Chief Education Supervisor  
CID

Recommending Approval:

**MABEL F. MUSA, PhD, CESE**  
Assistant Schools Division Superintendent

Approved:

**LYNN G. MENDOZA, EdD**  
OIC - Schools Division Superintendent