



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



Office of the Schools Division Superintendent

February 10, 2025

**DIVISION MEMORANDUM**

No. 025, s. 2025

**DIVISION UPSKILLING OF ENGLISH TEACHERS ON LANGUAGE INSTRUCTION**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Public Secondary School Heads  
All Others Concerned

1. The Schools Division of Marinduque, through the Curriculum Implementation Division, will hold the Division Upskilling of English Teachers on Language Instruction on February 25-27, 2025 at Balar Hotel and Spa, Balaring, Boac, Marinduque.
2. The activity aims to:
  - a. provide high-quality professional learning opportunities to ensure that English teachers are not only competent in teaching the standards but are also proficient users of the target language; and
  - b. enable the participants to understand and apply teaching strategies and techniques that develop learner's communicative language competence.
3. Participants in this training are the select Junior High School English Teachers from the 46 secondary schools of this division. The list of participants is contained in the attached enclosure. They are requested to pre-register at <https://forms.office.com/r/BpcKzWCfp4>. They are expected to be at the venue before 8:00 AM of Day 1 (February 25, 2025). Check-in will be after the last session of Day 1 and check-out will be at 12:00 NN of Day 3 (February 27, 2025). Please see also attached Training Matrix.
4. Further, the participants are requested to bring with them their laptops, portable Wi-Fi, extension wire, copy of English Curriculum Guide (CG) or Most Essential Learning Competencies (MELCs), and a copy of this Memorandum.
5. Accommodation and food expenses shall be borne by SDO Marinduque.
6. Participants and members of the Program Management Team are entitled to one-day service credit / Compensatory Time-off for their attendance that will fall on a holiday.

*"DepEd Marinduque: Heart of the Philippines.  
Lead to Excel. Excel to Lead."*



Malusak, Boac, Marinduque  
Email: [marinduque@deped.gov.ph](mailto:marinduque@deped.gov.ph)  
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611  
Facebook Page: DepEd Marinduque

7. For the attendance of teachers that fall on weekdays, concerned school heads are requested to arrange substitute teachers to cover the classes of the concerned teachers who will be out of the school. If a substitute teacher is not available due to conflict in schedule, school heads must ensure that the target competencies for the week are covered by the concerned teachers.

8. Immediate and wide dissemination of the contents is desired.

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

Encl.: As stated  
Reference: Unnumbered Regional Memorandum  
re: Regional Capacity Building for Trainers on  
Upskilling English Teachers on Language Instruction  
To be indicated in the Perpetual Index  
under the following subjects:

LEARNING AREA, ENGLISH  
TEACHERS  
TRAINING PROGRAMS

*"DepEd Marinduque: Heart of the Philippines.  
Lead to Excel. Excel to Lead."*



Malusak, Boac, Marinduque  
Email: [marinduque@deped.gov.ph](mailto:marinduque@deped.gov.ph)  
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611  
Facebook Page: DepEd Marinduque

Enclosure No. 1 to Division Memorandum No. 025, s. 2025  
 re: Division Upskilling of English Teachers on Language Instruction

**LIST OF PARTICIPANTS**

No.	Name	School	District
1	Sheryl C. Medalla	Marinduque NHS	Boac North
2	Irene M. Loto	Ilaya NHS	
3	Cherry B. Mirafuente	Cawit NCHS	Boac South
4	Crystal L. Villar	Bagtingon NHS	Buenavista
5	Charity Sapallo	Buenavista NHS	
6	Crizzyann S. Falcan	BNHS – Bagacay Annex	
7	Jenicah Marie M. Mendoza	BNHS – Daykitin Annex	
8	Analyn L. Hironodo	BNHS – Lipata-Tungib Annex	
9	Carl Angelo B. Lasac	BNHS – Sihi Annex	
10	Cindy F. Limpiada	Yook NHS	
11	Marites S. Sena	Bangbang NHS	Gasán
12	Jean Katherine S. Distor	Bognuyan NHS	
13	Rowena S. Sabasa	Paciano A. Sena MHS	
14	Anabel V. San Juan	Tapuyan NHS	
15	Crystal Mae U. Serdena	Tiguion NHS	
16	Joanne C. Mogol	Argao NHS	Mogpog
17	Laiza Marie J. Pantoja	Balanacan NHS	
18	Josenia P. Constantino	Butansapa NHS	
19	Grace M. Logmao	Mogpog CNHS	
20	Hazel U. Logmao	Puting Buhangin NHS	
21	Mary Grace L. Paz	Sayao NHS	
22	Leizyl P. Revilloza	Alobo NHS	Santa Cruz East
23	Ebber R. Manalo	Makapuyat NHS	
24	Ella May L. Mazon	Masaguisi NHS	
25	Micole Pearl M. Milambiling	Tagum NHS	
26	Mark Rainier R. Pernia	Tambangan NHS	
27	Mark Angelo R. Cinto	Botilao NHS	Santa Cruz North
28	Nestle F. Palermo	Dolores NHS	
29	Mechelle V. Santiago	Hupi NHS	
30	Allen A. Peregrin	Ipil NHS	
31	Josie O. Oclares	Kasily NHS	
32	Marnelli T. Rioflorido	Landy NHS	
33	Laarni Postrado	Punong NHS	
34	Jennifer P. Fevidal	Kilo-kilo NHS	Santa Cruz South
35	Catherine R. Mandia	Maniwaya NHS	
36	Emalyn Q. Mataac	Matalaba NHS	
37	Judy Ann P. Quinto	Mongpong NHS	
38	Katrin Mae R. Par	Polo NHS	
39	Adora M. Revilla	Bonliw NHS	Torrijos
40	Maribeth S. Bugaay	Malibago NHS	
41	Jezreel C. Briones	Maranlig NHS	
42	Joy P. Elumba	Matuyatuya NHS	
43	Judith V. Lasac	Poctoy NHS	
44	Grecilda L. Pamfilo	Sibuyao NHS	
45	Angie R. Jaranilla	Tigwi NHS	
46	Jhonamie B. Mariposque	Torrijos SHS	

*“DepEd Marinduque: Heart of the Philippines.  
 Lead to Excel. Excel to Lead.”*



Malusak, Boac, Marinduque  
 Email: [marinduque@deped.gov.ph](mailto:marinduque@deped.gov.ph)  
 Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611  
 Facebook Page: DepEd Marinduque

## PROJECT ORGANIZATION STAFF

<i>Name</i>	<i>Designation</i>	<i>Role</i>
John M. Chavez	Chief, CID	Overall Project Supervisor
Jelly L. Sore	EPS, English	Project Manager
Rowel S. Laririt	Principal II	Resource Person
Maxima R. Marquez	Principal II	Resource Person
Elizabeth P. Paralejas	Principal I	Resource Person
Bernadette M. Ricafrente	Principal I	Resource Person
Bernadette P. Requintel	Principal I	Resource Person
Ray Alben M. Manaog	Principal I	Resource Person
Ederlyn C. Quezada	Principal I	Resource Person
Dr. Marife M. Moreno	Head Teacher I	Resource Person
Eleanor M. Malimata	MT II / OIC-Dept. Head	Resource Person
Charmain J. Mogol	Librarian II	PMT Member
Kyle David V. Atienza	SEPS, HRDS	Activity Evaluation Head
Dr. Fretzie P. Alcantara	SEPS, SMME	PO and Monitoring Head
Nurse on Duty		Health Team Member

*“DepEd Marinduque: Heart of the Philippines.  
Lead to Excel. Excel to Lead.”*



Malusak, Boac, Marinduque  
 Email: [marinduque@deped.gov.ph](mailto:marinduque@deped.gov.ph)  
 Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611  
 Facebook Page: DepEd Marinduque

Enclosure No. 2 to Division Memorandum No. 025, s. 2025  
 re: Division Upskilling of English Teachers on Language Instruction

### TRAINING MATRIX

<b>DAY 1</b>	
Time	Activity
7:00-8:00 AM	Arrival and Registration of Participants
8:01-9:45 AM	Opening Program Leveling of Expectations Pretest
9:46-10:00 AM	Health Break
10:01-12:00 NN	Plenary Session 1- Raising the Bar, Lowering the Barriers in English Language Instruction Jelly L. Sore – EPS, English Maxima R. Marquez – Principal II, Matalaba NHS
12:00-1:00 PM	Lunch Break
12:01-2:45 PM	Plenary Session 2 – Revisiting Communicative Competence: Understanding the K to 10 MATATAG Curriculum in English Dr. Marife M. Moreno – Head Teacher I, Botilao NHS
2:46-3:00 PM	Health Break
3:01-4:45 PM	Continuation of Plenary Session 2 Elizabeth R. Paralejas – Principal I, Matuyatuya NHS
4:46-5:00 PM	Clearing House
5:01-7:00 PM	End-of-Day Evaluation/Debriefing/Dinner
<b>DAY 2</b>	
6:00-7:45 AM	Breakfast
7:46-8:00 AM	Management of Learning
8:01-9:45 AM	Plenary Session 3 – Understanding and Applying Grammatical Competence in Language Instruction Elenor M. Malimata – OIC, Department Head, Marinduque NHS
9:46-10:00 AM	Health break
10:01-11:45 AM	Continuation of Plenary Session 3 Ray Alben M. Manaog – Head Teacher III, Bagtingon NHS
11:46-12:00 NN	Clearing House
12:01-1:00 PM	Lunch Break
1:01-2:45 PM	Plenary Session 4 – Understanding and Applying Strategic Competence in Language Instruction Elizabeth R. Paralejas – Principal I, Matuyatuya NHS
2:46-3:00 PM	Health Break
3:01-4:45 PM	Continuation of Plenary Session 4 Ederlyn C. Quezada – Teacher III, Maranlig NHS
4:46-5:00 PM	Clearing House
5:01-7:00 PM	End-of-Day Evaluation/Debriefing/Dinner
<b>DAY 3</b>	
6:00-7:45 AM	Breakfast
7:46-8:00 AM	Management of Learning

*“DepEd Marinduque: Heart of the Philippines.  
Lead to Excel. Excel to Lead.”*



Malusak, Boac, Marinduque  
 Email: [marinduque@deped.gov.ph](mailto:marinduque@deped.gov.ph)  
 Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611  
 Facebook Page: DepEd Marinduque

8:01-9:45 AM	Plenary Session 5: Understanding and Applying Socio-linguistic Competence in Language Instruction Bernadette P. Requintel – Principal I, Bonliw NHS
9:46-10:00 AM	Health Break
10:01-11:45 AM	Continuation of Plenary Session 5 Bernadette M. Ricafrente – Principal I, Alobo NHS
11:46-12:00 NN	Clearing House
12:01-1:00 PM	Lunch Break
1:01-2:45 PM	Plenary Session 6 – Understanding and Applying Discourse Competence in Language Instruction Rowel S. Laririt – Principal II, Landy NHS
2:46-3:00 PM	Health Break
3:01-4:45	Continuation of Plenary Session 6 Ray Alben M. Manaog – Head Teacher III, Bagtingon NHS
4:45-5:00 PM	End-of-Day Evaluation / Closing Program

*“DepEd Marinduque: Heart of the Philippines.  
Lead to Excel. Excel to Lead.”*



Malusak, Boac, Marinduque  
 Email: [marinduque@deped.gov.ph](mailto:marinduque@deped.gov.ph)  
 Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611  
 Facebook Page: DepEd Marinduque