



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

March 18, 2026

REGIONAL MEMORANDUM

No. **348** s. 2026

**PARTICIPANTS TO THE NATIONAL TRAINING OF TRAINERS
ON THE REVISED GRADES 6, 9, AND 10 CURRICULUM**

To: Schools Division Superintendents
All Others Concerned

1. With reference to DM-OULS-2026-082, this Office, through the Human Resource Development Division (HRDD), informs the field of the participants to the National Training of Trainers on the Revised Grades 6, 9, and 10 Curriculum.
2. Attached are the list of trainers and members of the Program Management Team, indicating their respective assigned training schedules.
3. All nominated trainer-participants must register and submit the following documents through tinyurl.com/g6910registration on or before **March 25, 2026**.
 - a. Duly signed Terms of Reference for Revised Grades 6, 9, and 10 Curriculum Trainers (*Enclosure No. 3*); and
 - b. PRC-templated Curriculum Vitae (*Enclosure No. 4*).
4. The participants must bring their own laptop, chargers, extension cords, other sources of internet connectivity (e.g., mobile data, pocket wifi, etc.), and personal wellness and health kit.
5. The participants shall arrange their travel in accordance with the schedules specified in the training matrix. They shall complete the training. **Late arrivals and early departures are strictly not allowed.**
6. Travel expenses of the participants shall be charged against the downloaded FY2026 HRTD Fund, subject to usual accounting and auditing rules and regulations.
7. Immediate dissemination of and compliance with this Memorandum are desired.

RONELO AL K. FIRMO CESO IV

Assistant Regional Director

Officer-in-Charge

Office of the Regional Director

Enclosures: As stated

References: As stated

To be indicated in the Perpetual Index under the following subjects:
REVISED CURRICULUM TRAINING OF TRAINERS

HRDD-CDPA



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Website: region8.deped.gov.ph



Enclosure No 1 to Regional Memorandum No 348, series of 2026

LIST OF TRAINER-PARTICIPANTS

**Training of Core Trainers on the Revised Grades 6, 9, and 10 Curriculum
April 6-10, 2026**

Grade 6

Learning Area	Name	Position	Division
English	JAYSON CLOSA	EPS	RO CLMD
Math	GLENDALE B. LAMISERIA	EPS	RO CLMD
Araling Panlipunan	JOEY SULANA	EPS	SDO Maasin City
GMRC	JULIET L. LIM	EPS	SDO Tacloban City
MAPEH	CRISTY LYN G. MERACAP	PSDS	SDO Biliran
TLE	SAMUEL M. FLORES	EPS	SDO Eastern Samar

Grade 9

Learning Area	Name	Position	Division
Filipino	DANDY G. ACUIN	EPS	RO CLMD
Science	JOHN PATRICK G. LAZARO	EPS	SDO Easter Samar
MAPEH	NANCY M. ABARRACOSO	EPS	SDO Samar

Grade 10

Learning Area	Name	Position	Division
English	ERWIN L. PURCIA	EPS	Calbayog City
Math	BETH CATHERINE DONGON	EPS	Baybay City

Grade 9/10 TLE

Specialization	Name	Position	Division
ICT- Visual Arts	JERIC M. LOGROSA	T2	Leyte Division
AFA- Fish Capture	WILREDO C. YAZAR	MT II	Calbayog City
FCS-Food Services	ANNA ROSE C. BUGAIS	Teacher III	Southern Leyte
IA-Automotive and Small Machine	NEAL MARTIN T. CALLEJA	Teacher III	Tacloban City

Prepared by:


GERTRUDES C. MABUTIN EdD
CLMD Chief

Validated by:


HARVIE D. VILLAMOR EdD
HRDD Chief

Training of Regional Trainers on the Revised Grades 6, 9, and 10 Curriculum
GRADE 6
April 20-24, 2026 | Venue: within NCR

ENGLISH

Name	Position	Division
MARVIN BRONOLA	Principal 1	SDO Leyte
HERSON A. DELANTAR	Master Teacher 1	SDO Catbalogan City
PAUL AARON M. MATUGUINA	Principal 1	SDO Ormoc City
HONEY ALGEIN LIPORADA	Principal 1	SDO Leyte
GLEN C. BULLECER	Master Teacher 1	SDO Tacloban City
ADELFA S. TAGRA	EPS	SDO Maasin City

FILIPINO

Name	Position	Division
LOURDES L. MATAN	EPS	SDO Calbayog City
JENNIFER A. AVILA	PSDS	SDO Leyte
BLANCHIE L. DELA PENA	Principal III	SDO Biliran
JESTONI V. ABOQUE	Teacher III/ TIC	SDO Samar
LEMAR C. DE GUIA	Head Teacher II	SDO Samar
ALBERTO D. AZUL JR.	Head Teacher I	SDO Borongan City

MATHEMATICS

Name	Position	Division
ARNIO L. SALUDARIO	Principal III / DIC	SDO Northern Samar
JANICE Y. TAN	Principal II	SDO Leyte
JONATHAN G. BASMAYOR	Principal I	SDO Ormoc City
JULIETA P. DE LA ROSA	Teacher III	SDO Catbalogan City
IVAN A. ODON	Teacher III	SDO Eastern Samar
MIGUEL JR. V. DUMAS	EPS	SDO Tacloban City

SCIENCE

Name	Position	Division
MARIA VICTORIA R. VALENZONA	Master Teacher II	SDO Baybay City
CHRISTIE S. JAMORALIN	Master Teacher II	SDO Biliran
DAISY G. ALE	Master Teacher II	SDO Calbayog City
TANYA JANE E. BONGA	Master Teacher II	SDO Eastern Samar
ANNIE VIR D. TARIAO	Master Teacher II	SDO Ormoc City
JENNIFER A. BALLENA	EPS	SDO Borongan City

**Training of Regional Trainers on the Revised Grades 6, 9, and 10 Curriculum
GRADE 6**

ARALIN PANLIPUNAN

Name	Position	Division
DEOWEL F. ABAPO	EPS	SDO Baybay City
MAXIMIANO M. CASIÑO	Principal II	SDO Catbalogan City
EDELYN O. APAS	Head Teacher I	SDO Southern Leyte
ROSALYN A. SOSING	Principal IV	SDO Northern Samar
MELCHOR P. ERODA JR.	Teacher III	SDO Eastern Samar
IRIS P. CLAROS	Master Teacher I	SDO Ormoc City

GMRC

Name	Position	Division
BLESILDO A. ORQUIN	Principal II	SDO Calbayog City
REMARCO JONVIL F. DACALLOS	Master Teacher II	SDO Samar
ANTONIETA B. SUMABAT	Master Teacher I	SDO Southern Leyte
BENEDICT A. CABONDOCAN	Teacher III	SDO Eastern Samar
CHERRYLYN M. ABALOS	Head Teacher II	SDO Leyte
MICHAEL P. CANATOY	Head Teacher I	SDO Eastern Samar

MAPEH

Name	Position	Division
CHARO C. SOMBILON	Principal III	SDO Baybay City
MARIA CYRIL TONETTE M. NOMBRADO	Master Teacher II	SDO Tacloban City
MARILYN D. ONREJAS	Master Teacher I	SDO Biliran
MICHELLE B. MISSION	Master Teacher I	SDO Tacloban City
ANE ANNES D. CONDE	Master Teacher II	SDO Tacloban City
EDISON R. VILLASIN	Master Teacher II	SDO Borongan City

TLE

Name	Position	Division
CAROL GRACE S. CASULLA	Principal I	SDO Southern Leyte
LEONILA C. DUBLAS	Master Teacher II/TIC	SDO Southern Leyte
JEFFERSON D. TOYHACAO	Master Teacher I	SDO Southern Leyte
ODESSA O. TORLAO	Head Teacher I	SDO Tacloban City
EDSYL MARIE M. COLICO	MT-I/HT-Designate	SDO Tacloban City
MARICON F. ELARDO	MT-I/HT-Designate	SDO Tacloban City

**Training of Regional Trainers on the Revised Grades 6, 9, and 10 Curriculum
GRADE 6**


TLE

Name	Position	Division
ARCHIEVAL S. ORBETA	Teacher III	SDO Tacloban City
MATTHEW D. CHUA	Master Teacher I	SDO Tacloban City
JENELIND J. MAÑUS	Master Teacher I	SDO Tacloban City
ANITA S. BELOY	Master Teacher I	SDO Tacloban City
EMMARNIE S. ESTOQUE	Teacher III	SDO Tacloban City
MA.PAZ BRIGIDA C. TABERNO	Teacher III	SDO Tacloban City
BONIFACIO OLOR	Principal IV	SDO Southern Leyte
RITCHEL MARIE B. VILLAMOR	CES	SDO Baybay City
JOHOANNA JOAN S. BINAHON	Teacher III	SDO Southern Leyte
ALLAN M. OROSCO	Master Teacher II	SDO Eastern Samar
JOSHUA MALONIE O. DAGUINO	Master Teacher II	SDO Eastern Samar
SERGIO P. ABRAJANO, JR.	Master Teacher III	SDO Eastern Samar
JULAN M. DAGUIL	Principal II	SDO Leyte
MA. VILLA A. RANES	Head Teacher III	SDO Leyte
WILLA C. MANDAPAT	Master Teacher III	SDO Leyte
JOVENA S. TADEFA	Principal III	SDO Leyte
ANALIE SUDARIO	Principal I	SDO Leyte
SHERNAN APURILLO	Principal I	SDO Leyte
GLAIZA R. BIDUA	Head Teacher I	SDO Leyte
JOHN CRIS M. FABI	Teacher III	SDO Leyte
MAY LANI S. TABAY	Teacher III	SDO Baybay City
JERWIN M. JAVIER	Teacher III	SDO Baybay City
MEDILL M. DONAYRE	Master Teacher I	SDO Baybay City
NELSON C. PONCE	Head Teacher II	SDO Maasin City

Prepared by:


GERTRUDES C. MABUTIN EdD
CLMD Chief

Validated by:


HARVIE D. VILLAMOR EdD
HRDD Chief

Training of Regional Trainers on the Revised Grades 6, 9, and 10 Curriculum**GRADE 9****April 27- May 1, 2026 | Venue: within NCR****ENGLISH**

Name	Position	Division
BERNIE JUDE R. LAMOGRAR	Master Teacher I	SDO Tacloban City
MAY REAH P. CAREL	Master Teacher II	SDO Leyte
HAZEL C. PAGHUNASAN	Master Teacher III	SDO Calbayog City
DONALYN O. PADILLA	Master Teacher I	SDO Southern Leyte
MA. ALITH R. GOMEZ	Principal I	SDO Tacloban City
AGNES C. GACELOS	Master Teacher I	SDO Samar

FILIPINO

Name	Position	Division
RONALD B. LLANETA	EPS	SDO Tacloban City
CHERYL A. TAN	Teacher III	SDO Catbalogan City
ARTHUR V. OLORVIDA	Head Teacher II	SDO Ormoc City
RONALDO N. VERANO	Master Teacher II	SDO Northern Samar
IRENE B. MANGLE	EPS	SDO Baybay City
RYAN E. DEPALCO	Master Teacher II	SDO Eastern Samar

MATHEMATICS

Name	Position	Division
DENNIS G. ALMOSA	Principal II	SDO Maasin City
GERRY L. TORILLO	Principal IV	SDO Baybay City
VIRGINIA S. PAGLINAWAN	Master Teacher I	SDO Calbayog City
LEA P. CARAQUIL	Head Teacher III	SDO Southern Leyte
ALVIN R. PAMORCAN	Academic Head Designate	SDO Biliran
JOSE ANDREY O. LUMBRE	Head Teacher III	SDO Leyte

ARALIN PANLIPUNAN

Name	Position	Division
JESSEL G. ALMACIN	Teacher III	SDO Maasin City
EMY G. SEPARA	Master Teacher III	SDO Tacloban City
LUCHA MAY T. SIDAYA	Master Teacher I	SDO Samar
RONILO C. CASPE	Master Teacher I	SDO Borongan City
AGA C. LAGARDE	Teachers III	SDO Calbayog City
CRISTELINO U. APAS JR.	Master Teacher II	SDO Ormoc City

**Training of Regional Trainers on the Revised Grades 6, 9, and 10 Curriculum
GRADE 9**

SCIENCE

Name	Position	Division
WILSON A. AUREO	EPS	SDO Baybay City
ANJIE T. BEDUYA	Teacher III	SDO Calbayog City
MARIA ROSEBELLE R. NACIONAL	Master Teacher II	SDO Catbalogan City
MARELLA G. GUIAL	Master Teacher II	SDO Eastern Samar
EUFEMIO ADARAYAN	Master Teacher I	SDO Northern Samar
AURA O. AGUILAR	Principal III	SDO Southern Leyte
MERCEDES T. CONSUS	Master Teacher II	SDO Samar
GALICANO JAY FABI	Master Teacher III	SDO Tacloban City
LESTER P. BERNARDINO	Master Teacher II	SDO Ormoc City

GMRC

Name	Position	Division
NELSON R. BELLO	EPS	SDO Calbayog City
ANTOLIN B. BAGASBAS	Master Teacher I	SDO Samar
ALEX REJUSO	EPS	SDO Northern Samar

MAPEH

Name	Position	Division
MARIA LEILANI H. GULFERIC	EPS	SDO Eastern Samar
ZAEA D. VILLAMOR	Principal II	SDO Biliran
MARY JOY BERNADAS	Master Teacher I	SDO Tacloban City
CONSTANTINO L. CANEDO JR.	Teacher III	SDO Ormoc City
VIVIAN B. CRUZ	T-3/TIC	SDO Leyte
NINO G. ACEBO	Principal I	SDO Tacloban City

Prepared by:


GERTRUDES C. MABUTIN EdD
CLMD Chief

Validated by:


HARVIE D. VILLAMOR EdD
HRDD Chief

**Training of Regional Trainers on the Revised Grades 6, 9, and 10 Curriculum
GRADE 10
April 27- May 1, 2026 | Venue: within NCR**

ENGLISH

Name	Position	Division
RODEL L. CABUHOC	Master Teacher III	SDO Leyte
MARIAM G. ARANAS	EPS	SDO Baybay City
JESUS I. MANGCO	Principal IV	SDO Biliran
SHERYL VARGAS	Teacher III	SDO Leyte
SAMUEL A. REPELENTE	Master Teacher III/TIC	SDO Calbayog City
CYRA MAE G. LADIAO	Teacher III	SDO Borongan City

FILIPINO

Name	Position	Division
AIENE M. MOLINA	Master Teacher IV	SDO Leyte
CHRISTIAN VINCENT M. SALA	Master Teacher II	SDO Southern Leyte
MYRA L. BATO	EPS	SDO Northern Samar
VIRGINIA C. PAPILLERAS	Master Teacher I	SDO Biliran
JENITA D. GUINOO	Master Teacher IV	SDO Maasin City
MARITA N. VALENZONA	Master Teacher II	SDO Baybay City

MATHEMATICS

Name	Position	Division
SARAH B. MACAWILI	Principal III	SDO Baybay City
SANTIAGO G. FABULA, JR.	EPS	SDO Borongan City
FATIMA MIGNO D. GUIA	Master Teacher II	SDO Leyte
EVELYN J. VIRTRUDES	Master Teacher II	SDO Northern Samar
ALLAN M. ROSELLO	EPS	SDO Southern Leyte
LOIDA R. VOCES	Principal III	SDO Samar

SCIENCE

Name	Position	Division
JASMIN J. SEBALLOS	Teacher III	SDO Catbalogan City
LANI S. SABALBERINO	Master Teacher II	SDO Tacloban City
HAZEL B. MENESES	Principal IV	SDO Borongan City
REYNARIO RUIZ, JR.	Asst. Principal	SDO Southern Leyte
IRHYN V. REYES	Master Teacher IV	SDO Leyte
LEE ANN B. LABINE	Master Teacher II	SDO Samar

**Training of Regional Trainers on the Revised Grades 6, 9, and 10 Curriculum
GRADE 10**

ARALIN PANLIPUNAN

Name	Position	Division
ALBINO C. LUCABAN	EPS	SDO Catbalogan City
GINALYN A. SON	Master Teacher I	SDO Eastern Samar
JUNASIS P. CAJIPE	Principal I	SDO Biliran
JENETH M. ALFARO	Master Teacher II	SDO Calbayog City
JOHN B. LUAY	Master Teacher I	SDO Leyte
GRIV BROWN V. AGUIRRE	Principal I	SDO Catbalogan City


GMRC

Name	Position	Division
GRACE DURANO	EPS	SDO Biliran
MARJORIE L. CABABAT	Master Teacher I	SDO Calbayog City
RENA F. MONROYO	Master Teacher II	SDO Northern Samar

MAPEH

Name	Position	Division
JOSE ALDRIN F. AVELLANA	Principal IV-MAPEH EPS Designate	SDO Baybay City
GIRLIE M. LALUNA	Principal I	SDO Leyte
DANREVE D. REVEZ	Master Teacher III	SDO Ormoc City
JEANIA M. TISTON	Principal III/DIC	SDO Leyte
RENEE A. CALAMBA	Master Teacher II	SDO Baybay City
ANGELA N. VILLASIN	Head Teacher VI	SDO Borongan City

Prepared by:


GERTRUDES C. MABUTIN EdD
CLMD Chief

Validated by:


HARVIE D. VILLAMOR EdD
HRDD Chief

**Training of Regional Trainers on the Revised Grades 6, 9, and 10 Curriculum
GRADE 9/10 TLE
May 4-8, 2026 | Venue: within NCR**

Specialization	Name	Position	Division
Information and Communication Technology (ICT)			
Computer Programming	ALMER H. BUGAL	Master Teacher I	SDO Tacloban City
	GENEVEVE C. FALCON	Teacher III	SDO Southern Leyte
Computer Systems Servicing	DATCHIE M. LOREZO	Master Teacher III	SDO Southern Leyte
	HAROLD H. TAN	Teacher III	SDO Eastern Samar
	JUSTIN T. PIMENTEL	Teacher III	SDO Southern Leyte
	RANDY N. MACAWILI	ASP II	SDO Eastern Samar
Visual Arts	SHEENA MAE L. SIBI	Teacher II	SDO Southern Leyte
	JONNEL R. LARIOSIA	Teacher III	SDO Leyte
Telecommunications	NESTOR D. LUNA	Master Teacher II	SDO Leyte
	ROMEL DAGAMI	Teacher III	SDO Tacloban City
Agri-Fishery Arts			
Crop Production	JONAS VERGEL P. CATORCE	Teacher II	SDO Calbayog City
	LILIA L. DACLES	Teacher III	SDO Catbalogan City
Animal Production	ELMER FLORENDO	Master Teacher I	SDO Leyte
	ARACELI CORONEL	Teacher III	SDO Leyte
Aquaculture	ARTURO G. GABIN	Teacher III	SDO Calbayog City
	EDELBERTO A. VENTURA	Teacher V	SDO Calbayog City
Fish Capture	FE ESPERE	Teacher III	SDO Southern Leyte
	WILSON R. CATARIN	Teacher V	SDO Calbayog City
Food & Beverages Processing	MARGARITA M. MACATIMPAG	Teacher III	SDO Samar
	APRYL ANN O. AGUMIN	Teacher III	SDO Ormoc City
Food and Consumer Services			
Food Preparation	KEVIN A. MUNGAL	Teacher III	SDO Northern Samar
	PAUL BRYAN B. SINGCOL	Master Teacher I	SDO Leyte
	RODNEY M. SAJA	Teacher I	SDO Southern Leyte
	LINFLORE N. CALOPE	Teacher I	SDO Southern Leyte
	GAYLON, D. IRES	Master Teacher II	SDO Eastern Samar
	CHERRY CASILAN	Teacher II	SDO Leyte
	MARISSA ESTABILLO	Master Teacher II	SDO Leyte
Garments	CELERINA SALAZAR	Teacher III	SDO Maasin City
	LORINA A. GUSTON	Teacher III	SDO Southern Leyte
Handicrafts	JANICE P. AMONCIO	Teacher III	SDO Southern Leyte
	CLEOFE E. DIAZ	Teacher II	SDO Samar
Food Services	MENANDRO E. SINGSON	Teacher II	SDO Eastern Samar

	RICHELLE A. CANQUE	Teacher III	SDO Ormoc City
	IVY JILL D. DUGOS	Teacher III	SDO Maasin City
	ANNA ROSE C. BUGAIS	Teacher III	SDO Southern Leyte
	JULIET S. RAMA	Master Teacher II	SDO Tacloban City
	DINO SAMSON	Principal II	SDO Eastern Samar
Beauty care	RECHELLE JOY C. SANTANA	Master Teacher I	SDO Southern Leyte
	NELDA C. LEYSON	Teacher II	SDO Tacloban City
Health and Wellness	ALBERT MAHINAY	Teacher III	SDO Biliran
	ODETTE O. SAY	Teacher II	SDO Samar
Tourism Services	IRENE P. CALAPRE	Teacher III	SDO Maasin City
	MARLETT ANN DE LOS SANTOS	Master Teacher II	SDO Eastern Samar
Hotel Services	JULIE ANNE C. GONZALES	Teacher I	SDO Southern Leyte
	JAYSON B. REALINO	Teacher I	SDO Leyte
Industrial Arts (IA)			
Residential Plumbing	LEMUEL P. VALLE JR.	Master Teacher I	SDO Tacloban City
	CYGIE GADOR	Teacher III	SDO Maasin City
Residential Construction	ANDREW INDIC	Teacher III	SDO Leyte
	MANUEL JR. C. SAMPUANG	Teacher III	SDO Southern Leyte
Carpentry	MARDONIO T. RIBO	Master Teacher II	SDO Northern Samar
	FITZ RAYNULF S. ADALLA	Teacher III	SDO Northern Samar
Metal and Engineering	JAKE ANTHONY A. MAJADILLAS	Master Teacher I	SDO Tacloban City
	PILIPINITA A. EVARISTO	Master Teacher I	SDO Northern Samar
	ORLANDO Q. ANACLETO, JR.	Master Teacher I	SDO Leyte
	HYACINTH EXITO	Teacher III	SDO Southern Leyte
Electronics and Electrical Engineering	NEIL REXION P. GUSTON	Teacher III	SDO Leyte
	VICTOR D. DUMAGUIT	EPS	SDO Southern Leyte
	NATHANIEL D. FLORES	Teacher III	SDO Southern Leyte
	RAYMUND DAYUNAN	Teacher II	SDO Southern Leyte
Automotive and Small Machine	DANTE C. PELICANO	Teacher VI	SDO Eastern Samar
	YAKIT R. JERICHO	Teacher II	SDO Samar

Prepared by:

GERTRUDE C. MABUTIN EdD
CLMD Chief

Validated by:

HARVIE D. VILLAMOR EdD
HRDD Chief

Enclosure No 2 to Regional Memorandum No _____, series of 2026

**LIST OF NATIONAL TRAINING CLASS MANAGERS,
M&E OFFICERS AND WELFARE OFFICERS**

A. Training of Core Trainers on the Revised Grades 6, 9, and 10 Curriculum

Role	Name	Position	Division
Class Manager	CLARK DAVE P. ARANTE	SEPS	RO HRDD

B. Training of Regional Trainers on the Revised Grades 6 Curriculum

Role	Name	Position	Division
Process Observers	HARVIE D. VILLAMOR	CES	RO HRDD
	GERTRUDES MABUTIN	CES	RO CLMD
Training Coordinator	CLARK DAVE P. ARANTE	SEPS	RO HRDD
Class Managers	MICHAEL P. RADOMES	SEPS	SDO Catbalogan City
	PETER R. BOBILES	SEPS	SDO Northern Samar

C. Training of Regional Trainers on the Revised Grades 9&10 Curriculum Except TLE

Role	Name	Position	Office
Class Managers	VENUS Y. CUESTA	SEPS	SDO Eastern Samar
	RIZI MAE J. CODAL	SEPS	SDO Maasin City
	HILDA G. FERNANDEZ	OIC-SEPS	SDO Southern Leyte
M&E Officers	GLAIZA MEA D. RIN	EPS II M&E	SDO Southern Leyte
	CELSO G. TAPDASAN	SEPS M&E	SDO Eastern Samar
Welfare Officer	RIZZA P. DELIVA	Nurse II	SDO Tacloban City

D. Training of Regional Trainers on the Revised Grades 9&10 TLE Curriculum

Role	Name	Position	Office
Class Managers	SONIA L. AFABLE	SEPS	SDO Borongan City
	MARISOL C. MARGATE	EPS II	SDO Samar
Training Coordinator	JASPER PAUL A. YCOY	SEPS	SDO Baybay City
M&E Officers	NAZARENO E. ORTILLO	EPS II M & E	SDO Samar

Prepared by:


CLARK DAVE P. ARANTE
SEPS

Noted by:


HARVIE D. VILLAMOR EdD
HRDD Chief

Enclosure No 3 to Regional Memorandum No _____, series of 2026

**TERMS OF REFERENCE FOR THE REVISED GRADES 6, 9, & 10
CURRICULUM TRAINERS**

BEFORE SESSION

1. Session Preparation
 - a. Thoroughly review the training design, training matrix, session guide, and presentation materials.
 - b. Ensure readiness to exhibit subject-matter expertise:
 - i. Delivery of accurate content
 - ii. Transitioning topics logically
 - iii. Presenting concepts clearly and aligned to session objectives.
 - c. Practice use of technology and resources in the delivery of sessions.
 - d. Coordinate with the class manager the preparation of training materials and technologies as identified in the training resource package.
2. Learning Environment Setup
 - a. Prepare tools and resources needed for delivery, including technology.
 - b. Coordinate with the class manager the training room's physical arrangement requirements to support an optimal training experience.
3. Professionalism
 - a. Present oneself in a professional manner and ensure that attire is appropriate for the training context.

DURING SESSION

1. Session Opening
 - a. Present the session objectives and expectations clearly.
 - b. Facilitate motivational or mood-setting activities as designed in the training resource package.
2. Session Facilitation
 - a. Deliver sessions based on the quality-assured training design using the training resource package.
 - a. Establish rapport and encourage participation.
 - b. Use clear language, correct grammar, and a well-modulated voice.
 - c. Use non-verbal communication effectively.
 - d. Apply appropriate and clean humor to help sustain engagement.
 - e. Make learning relevant by supporting the discussion with real-life, contextualized examples and activities.
 - f. Give clear instructions for all activities/exercises.
 - g. Observe and address participants' needs, strengths, and challenges.
 - h. Use clear and focused questioning.
 - i. Ask follow-up questions to clarify responses and refine
 - j. understanding.
 - k. Listen attentively and respond firmly and promptly.
 - l. Deliver sessions within the allotted time.
 - m. Inform participants of time requirements for activities and assessments.
 - n. Use appropriate technology with confidence and ease.

- o. Synthesize participant responses and session activities.
 - i. Highlight key outputs.
 - ii. Guide the group to a consensus or conclusion.
 - iii. Generate ideas from participant sharing.
 - iv. Emphasize relationships between activities and sessions.
- p. Make timely adjustments to content, methodology, and schedule based on learner needs or emerging situations.
- q. Check/evaluate and provide constructive feedback to participants' output and performance.

AFTER SESSION

- 1. Follow-through and Support
 - a. Return checked/evaluated outputs to participants, with feedback for support and improvement.
 - b. Review documentation reports and results of end-of-day evaluation to identify learning-related action items that need to be addressed during the training.
- 2. Reflection and Improvement
 - a. Participate in daily debriefing sessions to process training experience and set directions for sustaining training quality.
 - b. Reflect on personal performance and incorporate feedback for improvement.


I _____, _____ of _____, hereby
(Name) *(Designation)* *(SDO and/or Region)*
confirm and strongly commit to fulfill my role as trainer and to perform all responsibilities outlined. Specifically, I:

- i. am willing to cascade training sessions in my respective region or school division;
- ii. commit to complete all post-training outputs, reporting requirements, and follow-through activities; and
- iii. uphold professional and training quality standards and adhere strictly to the TOR-defined duties.

SIGNATURE ABOVE PRINTED NAME

Date signed: _____

Enclosure No 4 to Regional Memorandum No _____, series of 2026

	Professional Regulation Commission
	RESUME OF RESOURCE PERSON

CPD COUNCIL OF/FOR _____

RECENT 2X2
PICTURE (color
photo with white
background)

Principal
 Alternate
 Substitute

Part I. Personal Circumstances

Name:	Nickname:
Residence Address:	Contact Details
Business Address:	Landline No.:
	Mobile No. 1:
	Mobile No. 2:
	Email Add.:
Nationality/Citizenship:	

Note: The CPD Council shall be informed of any change/s on resource person/s at least 10 days before the CPD program offering. Substitute resource person may submit this duly accomplished form three (3) days from the completion of the CPD program.

Part II. Track Record

	Specialization	Sub-Specialization
Major Competency Areas		

Part III. Education and Employment				
Educational Background	Name of School/University	Address	Inclusive Dates	Degree Earned
College				
Post-Graduate				
Work Experience: Five (5) most recent	Position	Agency/Company		Inclusive Dates

Part IV. Other Relevant Information							
Profession/s		License No.		Issued on:		Valid until:	
AIPO Membership		National/Chapter		Position		Date	

Other Major Affiliations (Professional, Civic)	National/Chapter	Position:	Date

I hereby certify that the above information written by me are true and correct to the best of my knowledge and belief. I further authorize PRC and other agencies to investigate the authenticity of all the documents presented.

I am agreeing to the PRC Privacy Notice and giving my consent to the collection and processing of my personal data in accordance thereto.

[Electronically paste here your scanned PRC ID for professionals or other government-issued or company ID]

Signature Over Printed Name

Date