



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

October 5, 2026

REGIONAL MEMORANDUM

No. **1349** s. 2026

**MASTERCLASS SESSION AND RECOGNITION CEREMONY FOR
DEPED REGION VIII CERTIFIED LEARNING FACILITATORS**

To: Schools Division Superintendents
Regional Functional Division Chiefs
All Others Concerned

1. This Office, through the Human Resource Development Division, announces the conduct of the **Masterclass Session and Recognition Ceremony for DepEd Region VIII Certified Learning Facilitators** on **November 21-22, 2026** at venues to be announced in a separate issuance.

2. This activity aims to

- enhance the knowledge, skills, and attitudes (KSAs) of certified learning facilitators through learning session focused on improved learning facilitation strategies and adult learning principles; and
- to formally recognize and celebrate the achievements and contributions of the certified learning facilitators.

3. The activity shall be conducted in four (4) clusters as follows:

Cluster	Division/Office
A	Calbayog City (Host), Catbalogan City, Northern Samar
B	Leyte (Host), Tacloban City, Regional Office
C	Samar (Host), Eastern Samar, Borongan City
D	Ormoc City (Host), Baybay City, Biliran, Maasin City, Southern Leyte

4. The participants to this activity are the certified learning facilitators who registered and were verified through the DepEd Certified Learning Facilitators Registry with the link: **<https://bit.ly/R8-CLFs>**.

5. All participants who received the NEAPR Certification Code via their registered DepEd email are directed to update their details and ID photo with white background in the registry.

6. Attached are the Guidelines on the Certification of DepEd Region VIII Learning Facilitators, Program Matrix, List of Target Participants and the composition of the Program Management Team. Final list of participants shall be announced in a separate issuance.

7. All participants are required to attend the **Masterclass session** on **November 21, 2026**. Attendance is strictly required for certification issuance.
8. All participants must wear **corporate attire (Black coat, white formal shirt/blouse, and black slacks/knee-length black skirt)** during the Recognition Ceremony on **November 22, 2026**.
9. Expenses incurred in the conduct of this activity shall be charged against the downloaded HRD Fund to the Host Divisions while travel expenses of the participants and the members of the program management team shall be charged against their respective HRD or local funds, subject to usual accounting and auditing rules and regulations.
10. For inquiries and clarifications, please contact **Dr. Harvie D. Villamor**, HRDD Chief, through email at **hrdd.region8@deped.gov.ph**.
11. Immediate dissemination of and strict compliance with this Memorandum are desired.


SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Regional Director 

Enclosures: As stated

References: DepEd Order No. 1, series of 2020; RM No. 1034, s. 2026

To be indicated in the Perpetual Index under the following subjects:

CAPACITY BUILDING
LEARNING FACILITATORS
RECOGNITION

HRDD-CDPA



Enclosure 1 of Regional Memorandum No. 1349 s. 2026

GUIDELINES ON THE CERTIFICATION OF DEPED REGION VIII CERTIFIED LEARNING FACILITATORS

This outlines the qualification criteria, multi-stage screening process, and final eligibility parameters for learning facilitators included in the Master Class Session and the Recognition Ceremony of Certified Learning Facilitators (LFs) in DepEd Region VIII.

A. Basic Requirements

All learning facilitators cleared for inclusion were verified against the following minimum standards:

1. **Education:** Master's Degree in Education or a relevant field; or at least with National Certificate II (NC II) or Trainer's Methodology I (TM I) certifications issued by TESDA for facilitators specializing TLE, EPP, or TechPro tracks (with or without a postgraduate degree).
2. **Teaching Experience:** At least five (5) years of teaching experience in their specific learning area of expertise (may include employment in private schools).
3. **PD Program Involvement:** Documented engagement in K to 12 Basic Education Professional Development programs as participants, trainers, facilitators, or learning resource writers.
4. **Performance Rating:** A performance rating of at least Very Satisfactory (VS) for the last two (2) consecutive rating periods (School Years or Calendar Years).
5. **Core Competencies:** Excellent communication and facilitation skills, ICT proficiency, and physical fitness to conduct training activities.

B. Multi-Stage Screening

The evaluation transpired through a three-phase screening process:

1. **Division Level:** Screening and official recommendation by the respective Schools Division Office (SDO).
2. **Regional Level:** Verification conducted by the Human Resource Development Division (HRDD).
3. **Practical Assessment:** Evaluation of facilitation and presentation skills through demonstration sessions.

C. Professional Development

Prior to receiving official certification, Learning Facilitators are required to complete recognized Professional Development (PD) programs in at least one of the following areas:

1. Facilitation Skills and Adult Learning Principles (Andragogy),
2. PD Program Design and Development, or
3. Specialized PD programs designed to enhance LF competencies.

Enclosure 2 of Regional Memorandum No. _____, s. 2026

TARGET PARTICIPANTS

Cluster	Offices	No of Participants
A	SDO Northern Samar, SDO Calbayog City, SDO Catbalogan City	207
B	SDO Leyte, SDO Tacloban City, Regional Office	221
C	SDO Samar, SDO Eastern Samar, SDO Borongan City	207
D	SDO Baybay City, SDO Biliran, SDO Maasin City, SDO Southern Leyte, SDO Ormoc City	180

PROGRAM MANAGEMENT TEAM

Steering Committee	
DR. SALUSTIANO T. JIMENEZ JD, CESO III Regional Director	Over-all Chairperson
DR. MARILYN B. SIAO CESO IV Assistant Regional Director	Over-all Co-Chairperson
DR. CARMELA R. TAMAYO CESO V Schools Division Superintendent	Member
DR. MARGARITO A. CADAYONA JR., CESO VI Schools Division Superintendent	Member
Core Program Management Team	
DR. HARVIE D. VILLAMOR HRDD Chief	Program Manager
CLARK DAVE P. ARANTE Senior Education Program Specialist	Program Coordinator
DR. ALEJANDRA B. LAGUMBAY QAD Chief	M&E Lead Focal
FRITZ G. MELCHOR Administrative Assistant I	Secretariat
Onsite Program Management Team	
Cluster A	
DR. JOEL A. ZARTIGA CESO VI OIC-Schools Division Superintendent, SDO Calbayog City	Onsite Chairperson
DR. AVELINA P. TUPA SGOD Chief	Onsite Program Manager
MARITA R. SENOLOS Senior Education Program Specialist	Onsite Program Coordinators
SHARON D. Balsa Education Program Specialist II	
ROSALIA P. RIVERA Senior Education Program Specialist	M&E Officer
NIKKI IVY S. DOLLADO Nurse II	Welfare Officers
SOPHIA C. MONTERON Nurse II	
RINA M. ABOGANDA Education Program Specialist II	Documenters/Technical Staffs
DRIXEL IDOL ORTEGA Administrative Assistant III	
DOMINIC P. OLASIMAN HRD Staff	

Cluster B	
DR. MARIZA S. MAGAN CESO V Schools Division Superintendent, SDO Leyte	Onsite Chairperson
DR. GIL R. ESPLANADA JR. SGOD Chief	Onsite Program Manager
JENNIE S. VILLASIN Senior Education Program Specialist TESSA T. MACABACYAO Education Program Specialist II	Onsite Program Coordinators
FATIMA CHRISTIE V. PALAÑA Senior Education Program Specialist	M&E Officer
2 NURSES	Welfare Officers
NOVA C. ALMADEN Administrative Officer II KAYE ALEXANDRIA B. PUNZALAN Administrative Officer II JEFFREY DE VEYRA Administrative Officer II	Documenters/Technical Staffs
Cluster C	
DR. MOISES D. LABIAN JR, CESO V Schools Division Superintendent, SDO Samar	Onsite Chairperson
FRANCIA A. TAN SGOD Chief	Onsite Program Manager
MARISOL C. MARGATE Education Program Specialist II	Onsite Program Coordinators
GERRY P. OCENAR Senior Education Program Specialist	M&E Officer
ARLENE F. ABELLAR Nurse II EMELINA P. CAPATOY Nurse II	Welfare Officer
ROBI MATHEL R. CALINAO Administrative Assistant III KATHLEEN G. YBOA Administrative Assistant III	Documenters/Technical Staffs
Cluster D	
DR. CARMELINO P. BERNADAS CESO V Schools Division Superintendent, SDO Ormoc City	Onsite Chairperson
ARTEMIA G. LEOBERAS SGOD Chief	Onsite Program Manager
RITCHEL CAPILLANES Senior Education Program Specialist MA. MAY ULDALIAH A. SARAPUDDIN Education Program Specialist II	Onsite Program Coordinators
ROSEMARIE LEQUIN Senior Education Program Specialist	M&E Officer
ASHDEL ARTES Nurse II LENNIE JADE CAZEÑAS Nurse II	Welfare Officers
RYAN BUGHAO Planning Officer ANA LIEZEL VILLAVER Senior Education Program Specialist ALVIN SOSMEÑA Information Technology Officer	Documenters/Technical Staffs

Enclosure 3 of Regional Memorandum No. _____, s. 2026

**MASTERCLASS SESSION AND RECOGNITION CEREMONY FOR
DEPED REGION VIII CERTIFIED LEARNING FACILITATORS
November 21-22, 2026**

Program Matrix

CLUSTER A

TIME/DAY	ACTIVITY	PERSON/S-IN-CHARGE
November 21		
1:00 p.m.	Arrival and Registration	
2:00 p.m.	Opening Program National Anthem Prayer DepEd RO8 Hymn Quality Policy Statement Acknowledgement of Participants and Statement of Purpose Message	DR. AVELINA P. TUPA SGOD Chief, SDO Calbayog City DR. MARILYN B. SIAO CESO IV Assistant Regional Director
2:20 p.m.	Mastering Adult Learning Design & Facilitation	DR. MILANER R. OYO-A Principal IV
4:30 p.m.	End of Day Evaluation	
November 22		
8:30 a.m.	Preliminaries Nationalistic Song Prayer Message	DR. SALUSTIANO T. JIMENEZ JD, CESO III Regional Director
9:15 a.m.	Recognition Rites	
10:30 a.m.	Pledge of Commitment	DR. HARVIE D. VILLAMOR HRDD Chief
11:00 a.m.	Closing Message	DR. JOEL A. ZARTIGA CESO VI OIC-Schools Division Superintendent SDO Calbayog City

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Program Matrix

CLUSTER B

TIME/DAY	ACTIVITY	PERSON/S-IN-CHARGE
November 21		
1:00 p.m.	Arrival and Registration	
2:00 p.m.	Opening Program National Anthem Prayer DepEd RO8 Hymn Quality Policy Statement	
	Acknowledgement of Participants and Statement of Purpose	DR. GIL R. ESPLANADA JR. SGOD Chief, SDO Leyte
	Message	DR. MARILYN B. SIAO CESO IV Assistant Regional Director
2:20 p.m.	Mastering Adult Learning Design & Facilitation	ATTY. CALICK D. ARRIETA Resource Person
4:30 p.m.	End of Day Evaluation	
November 22		
8:30 a.m.	Preliminaries Nationalistic Song Prayer Message	DR. SALUSTIANO T. JIMENEZ JD, CESO III Regional Director
9:15 a.m.	Recognition Rites	
10:30 a.m.	Pledge of Commitment	DR. CARMELA R. TAMAYO CESO V Schools Division Superintendent
11:00 a.m.	Closing Message	DR. MARIZA S. MAGAN CESO V Schools Division Superintendent SDO Leyte

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Program Matrix

CLUSTER C

TIME/DAY	ACTIVITY	PERSON/S-IN-CHARGE
November 21		
1:00 p.m.	Arrival and Registration	
2:00 p.m.	Opening Program National Anthem Prayer DepEd RO8 Hymn Quality Policy Statement	
	Acknowledgement of Participants and Statement of Purpose	DR. AVELINA P. TUPA DR. GIL R. ESPLANADA JR. FRANCIA A. TAN ARTEMIA G. LEOBERAS SGOD Chiefs
	Message	DR. MARILYN B. SIAO CESO IV Assistant Regional Director
2:20 p.m.	Mastering Adult Learning Design & Facilitation	MR. ZALDY A. TABUGOCA Education Program Supervisor SDO Samar
4:30 p.m.	End of Day Evaluation	
November 22		
8:30 a.m.	Preliminaries Nationalistic Song Prayer Message	DR. SALUSTIANO T. JIMENEZ JD, CESO III Regional Director
9:15 a.m.	Recognition Rites	
10:30 a.m.	Pledge of Commitment	DR. MARGARITO A. CADAYONA JR, CESO VI Schools Division Superintendent
11:00 a.m.	Closing Message	DR. MOISES D. LABIAN JR, CESO V Schools Division Superintendent, SDO Samar

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Program Matrix

CLUSTER D

TIME/DAY	ACTIVITY	PERSON/S-IN-CHARGE
November 21		
1:00 p.m.	Arrival and Registration	
2:00 p.m.	Opening Program National Anthem Prayer DepEd RO8 Hymn Quality Policy Statement	
	Acknowledgement of Participants and Statement of Purpose	ARTEMIA G. LEOBERAS SGOD Chief, SDO Ormoc City
	Message	DR. MARILYN B. SIAO CESO IV Assistant Regional Director
2:20 p.m.	Mastering Adult Learning Design & Facilitation	DR. JOSEMILO P. RUIZ Assistant Schools Division Superintendent SDO Baybay City
4:30 p.m.	End of Day Evaluation	
November 22		
8:30 a.m.	Preliminaries Nationalistic Song Prayer Message	DR. SALUSTIANO T. JIMENEZ JD, CESO III Regional Director
9:15 a.m.	Recognition Rites	
10:30 a.m.	Pledge of Commitment	CLARK DAVE P. ARANTE Senior Education Program Specialist
11:00 a.m.	Closing Message	DR. CARMELINO P. BERNADAS CESO V Schools Division Superintendents