



Republic of the Philippines  
**Department of Education**  
REGION VI- Western Visayas  
**SCHOOLS DIVISION OF SAGAY CITY**

JAN 23 2025

**DIVISION MEMORANDUM**

No. 057, S 2025

**REVIEW OF REVISED SUPPORT READING MATERIALS FOR NATIONAL LEARNING RECOVERY PROGRAM IMPLEMENTATION**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors – CID & SGOD  
Public Schools District Supervisors  
Public Elementary & Secondary School Heads  
All Other Concerned

1. The Schools Division Office of Sagay City, through the Curriculum Instruction Division, Learning Resources Management Section, will conduct a Review of Revised Support Reading Materials for National Learning Recovery Program Implementation on January 28 to 31, 2025, at O Hotel, San Sebastian St. Bacolod City.
2. The activity aims to:
  - a. review the revised division-based learning resources to support the implementation of the National Learning Recovery Program;
  - b. conduct Quality Assurance on the remaining LR ;
  - c. examine and finalize resource illustrations based on standards; and
  - d. upload the final materials to the portal.
3. Enclosed is the List of Technical Working Group, and Activity Matrix.
4. Compensatory Time Off/Service Credits shall be given to the participants as stipulated in the CSC MC No. 6, s 2022, hence January 29, 2025, is a holiday. Policies V, No. 5. Officials and employees under flexible work arrangement shall be entitled to Compensatory Overtime Credit/Overtime Pay if they physically reported for work and rendered services beyond the normal eight (8) hours on scheduled workdays or forty (40) hours a week, and those rendered on rest days or scheduled days off, holidays, and special nonworking days, both exclusive of time for lunch and rest, subject to the provisions of CSC-DBM Joint Circular No. 2, s. 2015,3 as amended, and other related civil service, budgeting, accounting, and auditing rules and regulations.
6. It is understood that in the conduct of the activity, there shall be no discrimination in the provision of such partnership on account of age, school, gender, civil status, disability, religion, or other similar factors, personal circumstances that run counter to the principles of equal opportunity.
7. Immediate and widest dissemination of this Memorandum is desired.

**DANNIE CLARK M. UGUIL, CESE**  
Assistant Schools Division Superintendent  
OIC-Office of the Schools Division Superintendent





Republic of the Philippines  
**Department of Education**  
REGION VI- Western Visayas  
**SCHOOLS DIVISION OF SAGAY CITY**

Enclosure No. 1

**List of Technical Working Group**

No.	Participants	School/Office
1	Shuena Mie Sarita	Bulanon Farm School
2	Aroebelle Pearl Pasamanero	Sagay NHS
3	Gelyn Oliveros	ELMIS
4	Mary Joy Chisno	VNHS
5	Amalia Villegas	SNHS
6	Ruth Ann Monterroyo	ELMIS
7	Arnel Epanto	VNHS
8	Mark Sagayno	VNHS
9	Daisy Rodriguez	SCSHS
10	April Basa	JBPSES
11	Almie Gargar	SHIS
12	Grace Lee	ELMIS
13	Rica Grace Cabahug	Tuong E/S
14	Rizamie Flores	RGES
15	Jason Elidia	SHNS
16	Herdilito Lanoso	ELMIS
17	Joan Caneda	SCSHS
18	Jaypee Santillan	Suyac E/S
19	Cara Lachica	JBPSES
20	Jacel Labrador	MLES
21	Mary Ann Arellano	MLES
22	James Arellano	CBES
23	Elica Mari Manglar	LRMS
24	Mary Ann Maru	MLES
25	Jeana Opena	SNHS
26	Nenita Gamao	CID
27	Jecen Despi	SGOD
28	Jonah Uypico	ICT
29	Arnold Ayco	CID
30	Cesar Demafiles	CID
31	Feliciano Mercurio	CID
32	Alma Mirasol	CID
33	Jacento Garganera	CID
34	Salvacion Enso	CID
35	Jonel Manale	CID
36	Glendame Flores	CID
37	Benjie Bautista	CID
38	Gina Radan	CID
39	Glenda Tan	CID
40	Benito Aquino	CID
41	Eleanor Lo	CID
42	Richard Rubin	CID
43	Marilyn Gamboa	CID
44	Analee Buhayan	CID
45	Mayo Villamor	CID
46	Analee Alingco	CID
47	Romeo Santillan	CID
48	Marlon Solívio	CID
49	Jordan Beliganio	CID
50	Marlon Dublin	CID
51	Elizabeth Romo	CID



Republic of the Philippines  
**Department of Education**  
 REGION VI- Western Visayas  
**SCHOOLS DIVISION OF SAGAY CITY**

Enclosure No. 2

Activity MATRIX		
Time	Activity	Focal Person/ Facilitator
<b>Day 1 – January 28, 2025</b>		
6:00 am – 8:00 am	Arrival of the Participants	
8:00 am – 8:30 am	Registration	
8:30 am – 9:00 am	Opening Program	LRMS Team
9:00 am – 12:00 nn	<b>Plenary session :</b> Accomplishing Meta Data for each LRs	Analee Alingco – Librarian II
12:00 nn – 1:00 pm	<b>HEALTH BREAK</b>	
1:00 pm – 3:00 pm	<b>Plenary Session :</b> Review of Quality Assurance tool	Mayo Villamor/ Marlon Dublin
3:00 pm – 5:00 pm	<b>Break away Session :</b> Quality Assurance of LRs	English – Elizabeth Romo Filipino – Romeo Santillan Aral Pan – Jordan Beliganio Science – Marlon Solivio
<b>Day 2 – January 29, 2025</b>		
8:00 am – 12:00 nn	Continuation of the Quality Assurance of LRs	English – Elizabeth Romo Filipino – Romeo Santillan Aral Pan – Jordan Beliganio Science – Marlon Solivio
12:00 nn – 1:00 pm	<b>HEALTH BREAK</b>	
1:00 pm – 5:00 pm	Continuation of the Quality Assurance of LRs	English – Elizabeth Romo Filipino – Romeo Santillan Aral Pan – Jordan Beliganio Science – Marlon Solivio
<b>Day 3 – January 30, 2025</b>		
8:00 am – 12:00 nn	Continuation of the Quality Assurance of LRs	English – Elizabeth Romo Filipino – Romeo Santillan Aral Pan – Jordan Beliganio Science – Marlon Solivio
12:00 nn – 1:00 pm	<b>HEALTH BREAK</b>	
1:00 pm – 5:00 pm	Continuation of the Quality Assurance of LRs	English – Elizabeth Romo Filipino – Romeo Santillan Aral Pan – Jordan Beliganio Science – Marlon Solivio
<b>Day 4 – January 31, 2023</b>		
8:00 am – 12:00 nn	Presentation of the final QAed Output and portal uploading	LRMS Team
12:00 nn – 1:00 pm	<b>HEALTH BREAK</b>	
1:00 pm onward	<b>Closing Program/ Home sweet Home</b>	