



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

May 14, 2026

DIVISION MEMORANDUM

No. 585 s. 2026

**CONDUCT OF "SKILLSHARE: A LAC SESSION ON SKILLS EXCHANGE" IN
EDUKASYONG PANTAHANAN AT PANGKABUHAYAN (EPP), TECHNOLOGY AND
LIVELIHOOD EDUCATION (TLE), AND TECHNICAL-VOCATIONAL-LIVELIHOOD
(TVL)/TechPro TRACK**

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID & SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary & Secondary School Heads
TLE Department Heads
All Others Concerned

1. In line with the MATATAG Curriculum's focus on collaborative learning, continuous professional development, and skills enhancement, this division through the Curriculum Implementation Division (CID), shall implement the **Learning Action Cell (LAC)**, through the "**SkillShare: A LAC Session on Skills Exchange**" project in Edukasyong Pantahanan at Pangkabuhayan (EPP), Technology and Livelihood Education (TLE), and Technical-Vocational-Livelihood (TVL)/TechPro Track beginning School Year 2026-2027.

2. This project aims to provide a platform for teachers to share expertise, innovative strategies, and classroom-tested practices aligned with the Edukasyong Pantahanan at Pangkabuhayan (EPP), Technology and Livelihood Education (TLE), and Technical-Vocational-Livelihood (TVL-TechPro) curricula. Through this initiative, teachers will exchange effective instructional approaches that promote learner competence, creativity, productivity, and employability, while fostering a culture of collaboration, reflective practice and continuous improvement across the Division of Catanduanes.

3. Specifically, the activity aims to:

- a. enhance teachers' pedagogical and technical competencies aligned with the MATATAG Curriculum framework;
- b. strengthen collaboration, collegiality, and peer mentoring through professional dialogue and skills exchange;
- c. share innovative instructional strategies and best practices and learning resources in EPP, TLE, and TVL/TechPro teaching; and
- d. foster creativity, resourcefulness, and reflective practice among teachers to improve instructional delivery and learner engagement.



San Roque, Virac, Catanduanes

052-8114036 / 09623505374

catanduanes@deped.gov.ph

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4. The activity shall involve all EPP, TLE, and TVL/TechPro teachers in each zone, district, and municipality, together with their respective School Heads, Department Heads, LAC Coordinators, and Key School Heads. The Education Program Supervisor (EPS) in charge of EPP/TLE/TVL-TechPro, in coordination with the Public Schools District Supervisors (PSDS), shall oversee the implementation of the activity and provide supervision, monitoring, technical assistance, and guidance throughout the conduct of the LAC sessions to ensure effective and quality implementation.
5. Public Schools District Supervisors, Key School Heads, Department Heads and School/District/Municipal LAC Coordinators shall be convened through a **virtual orientation and planning session on June 2, 2026** to discuss the objectives, guidelines, and implementation procedures and monitoring mechanisms of the **“SkillShare: A LAC Session on Skills Exchange”** project. The orientation aims to ensure that all designated coordinators and facilitators are adequately prepared to effectively manage and facilitate the LAC sessions and provide appropriate support and guidance to participating teachers in their respective zones/districts/municipalities.
6. A complete and updated list of all teachers handling EPP, TLE, and TVL-TechPro subjects shall be submitted to this Office through the **online link** that will be provided. The submitted data shall serve as the official basis for planning, coordination, monitoring and documentation of the **“SkillShare: A LAC Session on Skills Exchange”** activities.
7. Attached to this Memorandum is the list of Key School Heads, Department Heads, and School/District LAC Coordinators who shall compose the Program Management Team and serve as facilitators of the “SkillShare: A LAC Session on Skills Exchange” project. The identified personnel are likewise expected to prepare and submit an implementation plan to ensure the smooth and effective conduct of the activity in their respective areas of responsibility.
8. Travel and other related expenses incurred in the conduct of the activity by both PMT and participants shall be charged against school MOOE and/ or other available local funds, subject to the applicable budgeting, accounting, and auditing rules and regulations.
10. Immediate dissemination of and strict compliance with this Memorandum are hereby desired.


MA. JEANY T. ABAYON
OIC, Schools Division Superintendent

CID/abc
05/14/2026



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Terms of Reference (TOR)

Program Management Team (PMT)

Key School Heads / District LAC Coordinators / Public Schools District Supervisor (PSDS) / Education Program Supervisor (EPS) – EPP/TLE/TVL

Purpose

The Program Management Team (PMT) shall oversee the planning, implementation, monitoring, and documentation of the “SkillShare: A LAC Session on Skills Exchange” activity to ensure its effective and timely conduct.

Composition

The PMT shall be composed of the following:

- Key School Heads
- District LAC Coordinators
- Public Schools District Supervisor (PSDS)
- Education Program Supervisor (EPS) in charge of EPP/TLE/TVL

Roles and Responsibilities

The Program Management Team shall:

1. Prepare and submit a detailed implementation plan for the activity in coordination with the Schools Division Office.
2. Lead and facilitate the SkillShare LAC sessions at the district municipal and zonal levels.
3. Identify and mobilize teacher-facilitators and participants based on identified needs and expertise.
4. Ensure alignment of the activity with LAC guidelines, division priorities, and professional development standards.
5. Coordinate logistical requirements, including venue preparation, scheduling, and resource mobilization.
6. Monitor the conduct of the activity and ensure active participation and engagement of teachers.
7. Document the proceedings of the activity, including attendance, highlights, and best practices shared.
8. Prepare and submit the required narrative, financial, and accomplishment reports to the concerned office within the prescribed timeline.
9. Provide guidance, technical assistance, and oversight to Key School Heads and LAC Coordinators during the planning and implementation of the activity.
10. Ensure that EPP/TLE/TVL learning areas are properly represented and integrated in the SkillShare sessions.

Accountability

The PMT shall be accountable to the Schools Division Office through the Curriculum Implementation Division (CID) for the proper implementation and reporting of the activity.



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Other Roles in the LAC Session

1. LAC Leader / Facilitator

- Leads the LAC session and ensures that objectives are met
- Facilitates discussions and collaborative activities
- Guides reflection and synthesis of shared practices

2. Assistant Facilitator / Co-Facilitator

- Supports the LAC Leader in managing group activities
- Assists in time management and group coordination
- Helps ensure active participation of all members

3. Resource Person / Skill Sharer

- Shares expertise, best practices, and innovative strategies
- Provides demonstrations, samples, or practical applications
- Responds to questions and clarifies concepts during sessions

4. Documenter / Secretariat

- Records minutes of the meeting and key discussion points
- Manages attendance sheets and photo documentation
- Compiles session outputs and supporting documents

5. Timekeeper

- Ensures adherence to the approved program schedule
- Signals transitions between session segments

6. Moderator

- Manages open forums, Q&A, and sharing sessions
- Ensures orderly discussion and equitable participation

7. Logistics Officer

- Prepares the venue and instructional materials
- Ensures availability and functionality of equipment and supplies

8. Finance / Budget Officer

- Assists in the proper utilization and documentation of funds
- Ensures expenses comply with budgeting, accounting, and auditing rules



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9. Monitoring and Evaluation (M&E) Officer

- Observes session implementation and participant engagement
- Administers evaluation tools and consolidates feedback

10. Rapporteur / Synthesis Lead

- Summarizes key insights, agreements, and action points
- Presents consolidated outputs during plenary or closing session

Executive Committee

Chairperson	: Ma. Jeany T. Abayon OIC, Schools Division Superintendent
Vice Chairperson	: Delfin A. Bondad Asst. Schools Division Superintendent
Program Director	: Romel G. Petajen Chief Education Supervisor
Program Manager	: Amelia B. Cabrera Education Program Supervisors
Vice Chairperson	: Public Schools District Supervisors
Members	: Allan M. Benoyo Aileen A. Tabilog Ava Doreen Mahilum Lilibeth Tabuzo Jane Tuplano



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Program Management Team

Elementary

Zone /District/ Municipality	Name of PSDS	LAC Coordinator /Leader	Asst. LAC Leader	Secretariat
Bagamanoc North	Arnold Valledor			
Bagamanoc South	Arnold Valledor			
Baras North	Jose Arcilla Jr			
Baras South	Jose Arcilla Jr			
Bato East East	Belen Tapas			
Bato West	Belen Tapas			
Caramoran North	Delfin De Leon	Mary Ann Galicia		
Caramoran South	Delfin De Leon	Edwin Rezare		
Gigmoto	Jose Arcilla Jr			
Panganiban	Nieva Tuibeo	Liza Robles		
Pandan East	Brenda Villarey	Bernardo Condono		
Pandan West	Brenda Villarey			
San Miguel North	Marisol Lim	Hondina Tatad		
San Miguel South	Marisol Lim	Jhonney Boy Bernal		
San Andres East	Ruth Sorrrera	Rolly Nazareno		
San Andres West	Ruth Sorrrera	Joni Toledo		
Viga East	Joselito Ruiz	Jheramie Teope		
Viga West	Joselito Ruiz			
Virac North	Elias Abundo	Lorenzo Gando	Emil Masagca	
Virac South	Miguelito Rodriguez	Reynante Tabuzo		

Secondary

Zone /District/ Municipality	Name of PSDS	LAC Coordinator /Leader	Asst. LAC Leader	Secretariat
Zone 1	Elias Abundo Miguelito Ruiz Ruth Sorrrera			
Zone 2	Marisol Lim Jose Arcilla Jr Belen Tapas			
Zone 3	Arnold Valledor Nieva Tuibeo Joselito Ruiz			
Zone 4	Delfin De Leon Brenda Villarey			



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