



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

June 1, 2026

DIVISION MEMORANDUM

No. 622 s. 2026

**DIVISION RURAL FARM SCHOOL READINESS ASSESSMENT OF CARAMORAN
SCHOOL OF FISHERIES BY THE DIVISION TECHNICAL WORKING GROUP
(TWG)**

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

1. In line with the Department's commitment to ensuring quality, accessible, and compliant educational operations, notice is hereby given regarding the conduct of the Division Rural Farm School Establishment Readiness Assessment of Caramoran School of Fisheries, Hitoma, Caramoran, Catanduanes on June 4, 2026.
2. This assessment aims to evaluate the school's compliance with established DepEd standards, assess its infrastructure, manpower, and curriculum readiness, and provide technical assistance to ensure smooth transitions and operations under the RFS framework.
3. To ensure a thorough validation process, the Division Technical Working Group (TWG) is directed to travel to the venue on the specified date.
4. Attached are the following:
 - Enclosure 1- Updated Composition of Technical Working Group (TWG) for ocular Readiness Assessment
 - Enclosure 2 - Indicative schedule for the assessment activity
5. The School Head of Caramoran School of Fisheries, along with the school's internal committee, is advised to prepare the required documents, folders, and portfolios organized according to the RFS readiness checklist tool (e.g., land titles/donation deeds, school site development plans, enrolment trends, inventory of furniture/classrooms, and teacher loading).
6. Travel, meals, and other incidental expenses incurred by the Division TWG during this activity shall be charged against the Division MOOE/local funds, while local hospitality and preparation expenses of the host school shall be charged against the School MOOE, subject to the usual accounting and auditing rules and regulations.



San Roque, Virac, Catanduanes

052-8114036 / 09623505374

catanduanes@deped.gov.ph

www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

7. A service vehicle shall also be provided by the Division Office for this urgent activity.
8. Immediate dissemination of and strict compliance with this Memorandum is directed.

By Authority of the OIC - Schools Division Superintendent:


EVA S. TOLENTINO
Administrative Officer V

CID/jtt
06/01/2026



📍 San Roque, Virac, Catanduanes
☎ 052-8114036 / 09623505374
✉ catanduanes@deped.gov.ph
🌐 www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)
TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

Enclosure No. 1 to Division Memorandum No. 622 s. 2026

Updated Division Technical Working Group (TWG)

Functional Area / Role	Assigned Personnel / Office
Team Leader	Chief, School Governance and Operations Division, Mary Jean S. Romero or EPS –SGOD, Aroline T. Borja
Co-Team Leader	Chief, Curriculum Implementation Division (CID), Romel G. Petajen or FLP-RFS Focal Person, Jesslyn T. Taway
Legal Requirements	Legal Officer- Attorney III, Norlito Jr. P. Agunday
Physical Facilities & Infrastructure	Division Engineer, Roger Matienzo
Planning, Data, & Governance	Planning Officer III, Rey C. Bonayon or SEPS-M&E or Maria Rita SR. Tablate
Human Resource & Personnel	Administrative Officer IV (HRMO), Marichelle B. Llave or Representative
Budget & Finance	Accountant III, Angelo James O. Aguinalde or Budget Officer. AO V, Liza R. Bernardo
Curriculum Compliance	Concerned Education Program Supervisor (EPS)/ PSDS Amelia B. Cabrera and Arnold M. Valledor
Partnerships	SEPS Marife M. Brequillo or PSDS of the District, Delfin I. de Leon
Safety and Sanitation/ Gulayan sa Paaralan Focal	Nurse II, Anthony B. Aguirre
Secretariat	PDO I (Youth Formation) Alfredo Z. Bagadiong



📍 San Roque, Virac, Catanduanes

☎ 052-8114036 / 09623505374

✉ catanduanes@deped.gov.ph

🌐 www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)
TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

Enclosure No. 2 to Division Memorandum No. 622 s. 2026

Indicative Schedule for Assessment Activity

Time	Activity	Key Focal Persons
8:00 AM – 8:30 AM	Arrival and Briefing	Division TWG & School Quality Management Team
8:30 AM – 12:00 PM	Document Review and On-Site Inspection	Division TWG & Subject Matter Focals
12:00 PM – 1:00 PM	<i>Lunch Break</i>	—
1:00 PM – 3:30 PM	Continuation of Validation & Formulation of Recommendations	Division TWG
3:30 PM – 5:00 PM	Post-Assessment Exit Conference & Debriefing	All TWG Members & School Stakeholders



San Roque, Virac, Catanduanes

052-8114036 / 09623505374

catanduanes@deped.gov.ph

www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph