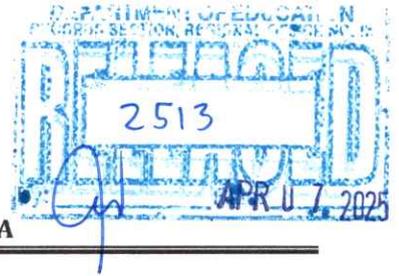




Republic of the Philippines
Department of Education
 REGIONAL OFFICE IX, ZAMBOANGA PENINSULA



Office of the Regional Director

April 3, 2025

REGIONAL MEMORANDUM

No. 186, s. 2025

**ORIENTATION-WORKSHOP ON THE PROJECT OPERATIONS MANUAL
 AND IMPLEMENTATION SUPPORT MISSION OF TEACEP**

To: Assistant Regional Director
 Schools Division Superintendents
 All Others Concerned

1. In line with the implementation of the Teacher Effectiveness and Competencies Enhancement Project (TEACEP) which aims at improving the literacy and numeracy skills of the learners, the Regional Office IX through the **Curriculum and Learning Management Division**, in collaboration with the Human Resource Development Division, will conduct the **Orientation-Workshop on the Project Operations Manual (POM) and Implementation Support Mission of TEACEP** on May 4-6, 2025 at NEAP R, Tiguma, Pagadian City.
2. The activity aims to discuss with the participants the TEACEP POM and present the division accomplishment of the Workplace Action Plan (WAP).
3. The participants of this activity, along with the training matrix, are attached. They are required to bring their laptops and extension wires. Participants are expected to present their accomplishment report of the WAP.
4. The first meal is dinner of May 4, and the last meal is PM snacks on May 6. The first day of accommodation is Day 0.
5. Board and lodging of participants shall be charged against the regional HRD funds, while incidental and travel expenses shall be charged against the MOOE/local funds, subject to the usual government accounting and auditing procedures.
6. For more information and/or clarifications, please contact the HRDD through the Chief, Dr. Marietta R. Anhaw and Regional TEACEP Coordinator, Rodolf John T. Rodriguez, PhD through rodolfjohn.rodriguez001@deped.gov.ph.
7. For the information, guidance, and compliance of all concerned.

Digitally signed by Legaspi Ruth Fuentes
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RUTH L. FUENTES, CESO III
 Regional Director

CLMD/EBP/rjr/RM
 _____/April 3, 2025



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Enclosure to RM 16s. 2025: **ORIENTATION-WORKSHOP ON THE PROJECT OPERATIONS MANUAL AND IMPLEMENTATION SUPPORT MISSION OF TEACEP**

I. Participants

No	Name of Participant	Position	Office
1	Helen T. Calaguian	TEACEP Coordinator	Dapitan City
2	Rosa Belina P. Gemperoso	Budget Officer	Dapitan City
3	Olga P. Miranda	Accountant	Dapitan City
4	Riela Angela C. Josol	TEACEP Coordinator	Dipolog City
5	Randyl A. Geraga	Budget Officer	Dipolog City
6	Ana Riva E. Lanat	Accountant	Dipolog City
7	Helen DR De Leon	TEACEP Coordinator	Isabela City
8	Ariane Joy F. Zerrudo	Accountant	Isabela City
9	Amaflor Y. Bejerano	Budget Officer	Isabela City
10	Araceli G. Cagadas	TEACEP Coordinator	Pagadian City
11	Amie Q. Tomon	Budget Officer	Pagadian City
12	Myrien Glien Tano Mier	Accountant	Pagadian City
13	Elga Z. Jarlega	TEACEP Coordinator	Zamboanga City
14	Gelyn T. Park	Budget Officer	Zamboanga City
15	Chrisnelle C. Soberano	Accountant	Zamboanga City
16	Grace T. Dela Cruz	TEACEP Coordinator	Zamboanga del Norte
17	Casemera V. Lunjas	Budget Officer	Zamboanga del Norte
18	Arvie C. Ompoy	Accountant	Zamboanga del Norte
19	Myrna G. Jala	TEACEP Coordinator	Zamboanga del Sur
20	Bernadeth R. Gulben	Budget Officer	Zamboanga del Sur
21	Mejelyn L. Balud	Accountant	Zamboanga del Sur
22	Gernin S. Laraño	TEACEP Coordinator	Zamboanga Sibugay
23	Maria Aylene Mascarina	Budget Officer	Zamboanga Sibugay
24	Mary Beneth Lagroma	Accountant	Zamboanga Sibugay
25	Christy Maalam	Budget Officer	Regional Office IX
26	Bryan Rule	Accountant	Regional Office IX



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II. RTWG

No	Name	Position	Office
27	Jason A. Almonite	Engineer IV, TEACEP Focal	Project Management Service – Project Management Division
28	Eugenio B. Penales	Chief, CLMD	Regional Office IX
29	Lucman L. Manupac	Chief, QAD	Regional Office IX
30	Marietta R. Anhaw	Chief, HRDD	Regional Office IX
31	Rodolf John T. Rodriguez	TEACEP Focal	Regional Office IX
32	Rizanor L. Albarico	Education Program Supervisor	Regional Office IX
33	Elvie A. Casera	Education Program Specialist	Regional Office IX
34	Julius M. Pandan	Education Program Specialist	Regional Office IX
35	Angelo Malon	Administrative Assistant	Regional Office IX
36	Claiza Azuelo	Dorm Manager	Regional Office IX

Annex B. Program of Activities

Date & Time	Activity	Point Persons
May 4, 2025	Arrival Dinner	
May 5, 2025	Day 1	
6:00 AM – 8:00 AM	Breakfast and Registration	PMT
8:00 AM – 9:00 AM	Opening Program	PMT
9:00 AM – 10:30 AM	Session 1: Walkthrough Project Operations Manual	Jason A. Almonite Engineer IV, TEACEP Project Focal Project Management Service – Project Management Division
10:30 AM – 10:45 AM	Morning Snack Break	
10:45 AM – 12:00 PM	Workshop on POM	
12:00 PM – 1:00 PM	Lunch Break	–
1:00 PM – 2:00 PM	Session 2: Budget Preparation for TEACEP	Jason A. Almonite Engineer IV, TEACEP Project Focal Project Management Service – Project Management Division
2:00 PM – 4:00 PM	Workshop Afternoon Snack Break	
4:00 PM – 5:00 PM	Presentation of Reports	Per Division



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6:00 PM – 7:00 PM	Dinner	
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Day 2: May 6, 2025

Time	Activity	Details
6:00 AM – 7:30 AM	Breakfast and Preparation	Participants prepare for the day's sessions
7:30 AM – 8:00 AM	MOL	
8:00 AM – 9:30 AM	Session 3: Workshop on the Workplace Action Plan Report	Rodolf John T. Rodriguez EPS TEACEP Coordinator Project Manager
9:30 AM – 9:45 AM	Snacks/Health Break	
9:45 AM – 12:00 Noon	Session 4: Workshop on the Consolidation of Trained Teachers and School Leaders	Marietta R. Anhaw HRDD Chief
12:00 PM – 1:00 PM	Lunch Break	–
1:00 PM – 2:30 PM	Presentation of Outputs	
2:30 PM – 5:00 PM	Ways Forward Closing Program	–