



Republic of the Philippines
Department of Education
 REGION II – CAGAYAN VALLEY
 SCHOOLS DIVISION OF NUEVA VIZCAYA

UNNUMBERED MEMORANDUM

TO: Curriculum Implementation Division Chief
 Education Program Supervisors
 Public Schools District Supervisors/ District In-Charge
 CID Staff
 All others concerned

FROM: **ORLANDO E. MANUEL PhD, CESO V**
 Schools Division Superintendent of
08-2024-215 a

DATE: August 6, 2024

SUBJECT: **STEWARDSHIP AND SPECIAL ASSIGNMENTS IN THE CURRICULUM IMPLEMENTATION DIVISION FOR SY 2024-2025**



- This office informs the Steward/ Anchor District Assignments and Special Assignments of the Education Programs Supervisors and Public Schools District Supervisors/ Districts In-Charge for SY 2024-2025 as follows:

A. Steward/ Anchor Districts and Special Assignment/Task

Districts	SY 2024-2025 (1st Semester)	SY 2024-2025 (2nd Semester)
Ambaguio, Aritao 1	Ronnie B. Bibas	Orlando D. Vicente
Bagabag 1, Kayapa West	Bermelita E. Guillermo	Wilhelmina C. Castro
Bagabag, Dupax Del Sur	Dindo John H. Moreno	Hilda D. Aragon
Bayombong 1, Kasibu East	Wilhelmina C. Castro	Roger S. Sebastian
Bayombong 2, Dupax Del Norte 2, Sta. Fe	Macrino A. Raymundo	Ma. Concepcion D. Absalon
Diadi, Dupax Del Norte 1, Bambang 1	Hilda D. Aragon	Ronnie B. Bibas
Quezon, Bambang 2	Roger S. Sebastian	Nimfa Norie A. Aquino
Solano 2, Aritao 2, Kayapa East	Nimfa Norie A. Aquino	Dindo John H. Moreno
Solano 1, Alfonso Castaneda	Ma. Concepcion D. Absalon	Macrino A. Raymundo
Villaverde, Kasibu West	Orlando D. Vicente	Bermelita E. Guillermo

B. Special Assignments of Education Program Supervisors

In- Charge	Learning Area/Task	Special Assignment/PAPs
Dindo John H. Moreno	English	<ul style="list-style-type: none"> Division Information Officer NLC English
Bermelita E. Guillermo	LRMS	<ul style="list-style-type: none"> Project BIDA and CLAPS 7S/ Housekeeping, LR





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Ronnie B. Bibas	Science	<ul style="list-style-type: none">• SSES,STE/ STEM• NLC Focal Person• CID Data Center (Focal Person)
Nimfa Norie A. Aquino	Mathematics	<ul style="list-style-type: none">• NLC- Mathematics• DMEA Focal Person• LTE in Math• Practice Teaching• Rewards and Recognition Co- Focal• Diploma Reconstitution
Roger S. Sebastian	Filipino	<ul style="list-style-type: none">• Special interest Programs – SPJ, SPFL• Journalism
Orlando D. Vicente	Technology and Livelihood Education	<ul style="list-style-type: none">• Senior HS• JDVP, SPTVE• Ways and Means
Ma. Concepcion D. Absalon	Araling Panlipunan	<ul style="list-style-type: none">• IPED• Culture• SALN• ECHO- CID In- Charge
Macrino A. Raymundo	MAPEH	<ul style="list-style-type: none">• FLO-ALS, ADM• M and E and TA on Curriculum (Private Schools)• SPS, SPA, Sports
Hilda D. Aragon	KE and SPED	<ul style="list-style-type: none">• MFAT• Research and Development Projects• DMEA Co-Focal/OPCR/CESPES
Wilhelmina C. Castro	Edukasyon sa Pagpapahalaga	<ul style="list-style-type: none">• CID Training Proposals (IPPD, SPPD, MPPD)• Client Satisfaction Survey• CID Updates

C. Assessment

*Focal Person: Macrino A. Raymundo		
Kind of Test	Area of Learning	Focal Person
I. Local Test		
1. Quarterly	All learning Areas	Arnel A. Batalla
2. DEAT	English, Science, Math, AP, MAPEH	Hilda D. Aragon
3. REAT	English, Science, Math, Filipino, AP	Nimfa Norie A. Aquino



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I. National Test		
A. Administration		
1. NAT 6, -10, 12	English, Science, Math, AP, Filipino	Nimfa Norie A. Aquino Ma. Concepcion D. Absalon Hilda D. Aragon Ronnie B. Bibas Dindo John H. Moreno Roger S. Sebastian
2. NCAE	Career Guidance	Wilhelmina C. Castro Roger S. Sebastian Macrino A. Raymundo
3. ELLNA	English, Math 1, 2, 3	Dindo John H. Moreno Nimfa Norie A. Aquino
4. A and E (ALS)	Out of School Youth	Macrino A. Raymundo
5. PEPT	Overaged for accreditation	Orlando D. Vicente Bermelita E. Guillermo
6. NLC	English, Science, Math	Ronnie B. Bibas, Ezekiel Garingan
B. e - Transmission		
1. RMA	Math 1, 2, 3	Nimfa Norie A. Aquino
2. CRLA	English 1,2,3	Dindo John H. Moreno
3. PHILIRI	English 4-6, 7	Dindo John H. Moreno
4. NC II	Senior High School	Orlando D. Vicente
I. International Test		
1. PISA	SME	Ronnie B. Bibas
2. SEA PLM	English, Filipino	Dindo John H. Moreno
3. TIMMS	Elementary	Nimfa Norie A. Aquino Roger S. Sebastian

D. Officer In-Charge (OIC) of the Month

MONTH	IN-CHARGE (2024-2025)
AUGUST	Orlando D. Vicente
SEPTEMBER	Bermelita E. Guillermo
OCTOBER	Ma. Concepcion D. Absalon
NOVEMBER	Wilhelmina C. Castro
DECEMBER	Ronnie B. Bibas
JANUARY	Hilda D. Aragon
FEBRUARY	Dindo John H. Moreno
MARCH	Macrino A. Raymundo
APRIL	Roger S. Sebastian

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MAY	Nimfa Norie A. Aquino
JUNE	Orlando D. Vicente
JULY	Bermelita E. Guillermo

E. Special Assignment/Task of PSDS

No	PSDS	District	Special Assignment/PAPs
1.	Marivic C. Bacud	Bayombong II	Multigrade, BSP
2.	Singasing G. Valdez	Bagabag II	GSP, TA (Monthly Reports)-EPS, PSDS & DICs
3.	Imelda S. Moreno Irene Bosque Jerry B. Lazaro	Solano I Sta. Fe Aritao II	ELLN/CRLA/ Numeracy
4.	Edward M. Santiago	Bambang II	Instructional Supervision, Rewards and Recognition
5.	Arnel A. Panganiban	Bambang I	Teachers' Organization, LAC
6.	Monalisa A. Cabato/ Rubilyn C. Gajo	Bagabag I Quezon	MADRASAH
7.	Cesario C. Mariano	Solano II	M and E – Monthly Reports (EPS, PSDS, DIC)
8.	Merlyn S. Abat	Bayombong I	Monthly ECHO- Coordinator/ Accommodation
9.	Lina L. Pal-ec	Dupax Del Sur	Reports Management Coordinator
10.	Josie L. Conde	Dupax Norte I	Special Events Coordinator

7. The terms of reference is hereto attached.

8. For information, guidance and compliance.