



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
SCHOOLS DIVISION OF NUEVA VIZCAYA

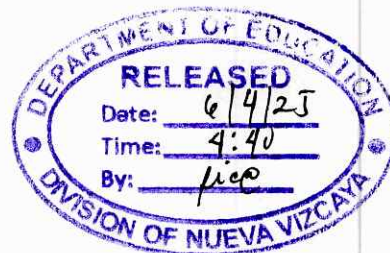
UNNUMBERED MEMORANDUM

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

DATE: 03 June 2025

SUBJECT: **STEWARDSHIP AND SPECIAL ASSIGNMENTS IN THE CURRICULUM IMPLEMENTATION DIVISION FOR SY 2025-2026**



1. 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 2025-2026 as follows:

A. Steward/ Anchor Districts and Special Assignment/Task

Districts	SY 2025-2026 (June- December)	SY 2025-2026 (January- May)
Ambaguio, Aritao 1	Bermelita E. Guillermo	Nimfa Norie A. Aquino
Bagabag 1, Kayapa West	Nimfa Norie A. Aquino	Macrino Raymundo A.
Bagabag 2, Dupax Del Sur	Ma. Concepcion D. Absalon	Bermelita Guillermo E.
Bayombong 1, Kasibu East	Orlando D. Vicente	Dindo John H. Moreno
Bayombong 2, Dupax Del Norte 2, Sta. Fe	Hilda D. Aragon	Roger S. Sebastian
Diadi, Dupax Del Norte 1, Bambang 1	Roger S. Sebastian	Orlando D. Vicente
Quezon, Bambang 2	Wilhelmina C. Castro	Hilda D. Aragon
Solano 2, Aritao 2, Kayapa East	Macrino A. Raymundo	Ma. Concepcion D. Absalon
Solano 1, Alfonso Castaneda	Ronnie B. Bibas	Wilhelmina C. Castro
Villaverde, Kasibu West	Dindo John H. Moreno	Ronnie B. Bibas



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya, 3700
Cellphone No: • +63 962 681 4945 • +63 992 035 2123
Email Address: nuevavizcaya@depd.gov.ph
Website: <https://sdonuevavizcaya.com/>



Republic of the Philippines
Department of Education
 Region II – Cagayan Valley
 SCHOOLS DIVISION OF NUEVA VIZCAYA

B. Special Assignments of Education Program Supervisors

In- Charge	Learning Area/Task	Special Assignment/PAPs
Dindo John H. Moreno	English	- Division Information Officer - ARAL Program- English
Ronnie B. Bibas	Science	- SSES/ STE - SHS (Academic Track) - CID Data Center
Nimfa Norie A. Aquino	Mathematics	- ARAL Program- Math - DMEA Co- Focal Person - Practice Teaching - Rewards and Recognition Co-Focal - Diploma Reconstitution
Roger S. Sebastian	Filipino	- Special interest Programs – SPJ, SPFL - Journalism
Wilhelmina C. Castro	Edukasyon sa Pagpapahalaga	- CID Training Proposals (IPPD, SPPD, MPPD) - Client Satisfaction Survey - GAD
Macrino A. Raymundo	MAPEH	- FLO-ALS, ADM - M and E and TA on Curriculum (Private Schools) - SPS, SPA, Sports
Ma. Concepcion D. Absalon	Araling Panlipunan	- IPED - ECHO- CID In- Charge
Orlando D. Vicente	Technology and Livelihood Education	- Senior HS (Tech Pro) - JDVP, SPTVE - Festival of Talents
Hilda D. Aragon	KE and SPED	- Research and Development Projects - DMEA Focal Person - OPCR
Bermelita E. Guillermo	LRMS	- Project BIDA and CLAPS 7S/ Housekeeping, - ARAL Program- Summer

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



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya, 3700
Cellphone No: • +63 962 681 4945 • +63 992 035 2123
Email Address: nuevavizcaya@deped.gov.ph
Website: <https://sdonuevavizcaya.com/>



Republic of the Philippines
Department of Education
 Region II – Cagayan Valley
 SCHOOLS DIVISION OF NUEVA VIZCAYA

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
B. e- Transmission		
1. RMA	Math Key Stages 1,2,3	Nimfa Norie A. Aquino
2. CRLA	English 1, 2, 3	Dindo John H. Moreno
3. PHILIRI	English 4, 5, 6	Dindo John H. Moreno
4. NC II	Senior High School	Orlando D. Vicente
II. 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 (2025-2026)
JUNE	Orlando D. Vicente
JULY	Bermelita E. Guillermo
AUGUST	Ma. Concepcion D. Absalon
SEPTEMBER	Wilhelmina C. Castro
OCTOBER	Ronnie B. Bibas
NOVEMBER	Hilda D. Aragon
DECEMBER	Dindo John H. Moreno
JANUARY	Macrino A. Raymundo
FEBRUARY	Roger S. Sebastian
MARCH	Nimfa Norie A. Aquino
APRIL	Ma. Concepcion D. Absalon
MAY	Wilhelmina C. Castro



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya, 3700
Cellphone No: • +63 962 681 4945 • +63 992 035 2123
Email Address: nuevavizcaya@deped.gov.ph
Website: <https://sdonuevavizcaya.com/>



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
SCHOOLS DIVISION OF NUEVA VIZCAYA

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	CRLA ELLN ELLN
4.	Edward M. Santiago	Bambang II	Instructional Supervision, Rewards and Recognition, Ammungan
5.	Arnel A. Panganiban	Bambang I	Teachers' Organization, PTA
6.	Monalisa A. Cabato/ Rubilyn C. Gajo	Bagabag I/ Quezon	MADRASAH
7.	Cesario C. Mariano/ Lina L. Pal-Ec	Solano II Dupax Del Sur	M and E – Monthly Reports (EPS, PSDS, DIC)
8.	Merlyn S. Abat/ Josie L. Conde	Bayombong I Dupax Norte I	Accommodation, Special Events Coordinator

7. The term of reference is hereto attached.
8. For information, guidance and compliance.



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya, 3700
Cellphone No: • +63 962 681 4945 • +63 992 035 2123
Email Address: nuevavizcaya@deped.gov.ph
Website: <https://sdonuevavizcaya.com/>



Republic of the Philippines
Department of Education
 Region II – Cagayan Valley
 SCHOOLS DIVISION OF NUEVA VIZCAYA

STEWARDSHIP/SPECIAL ASSIGNMENTS
Terms of Reference

1. As district stewards, the EPS shall:
 - disseminate information, updates, issuances, advisories, urgent communications and reports that the districts need to comply/submit.
 - coordinate activities where participation of the teachers, school heads, and schools in the district is needed.
 - provide technical assistance/coaching/mentoring whenever necessary.
2. As Officer-In-Charge of the Month, the EPS shall perform the following in the absence of the chief:
 - Act on routed correspondences and urgent concerns
 - Represent the chief in meetings, programs and activities and related events
3. On special assignments, the EPS and PSDS/DIC shall:
 - Ensure full implementation and maintain portfolio of the assigned Programs, Activities and Projects in the schools
 - Monitor and evaluate implementation of their assigned Programs, Activities and Projects in the schools
 - Provide technical assistance whenever necessary
 - Prepare and submit required reports related to the PAPs on time.
 - Maintain an updated portfolio and submit annual accomplishment at the end of the school year
4. To ensure proper coordination, updated information, and continual improvement, a suggested weekly itinerary is indicated in the table below:

A. District Supervisors

Days	Activities/Task
Monday	Report to the SDO/CID office for attendance to the flag raising ceremony, weekly meetings, planning, feedback giving, report completion/submission and the like
Tuesday	Conduct Instructional Supervision and TA on Curriculum and Learning to school heads of the assigned district
Wednesday	M and E/ TA on special Assignment/ Portfolio (Schools in other districts)
Thursday	Conduct M and E/TA on SBM, MOOE, DRRM, private schools, etc to school heads of the assigned district
Friday	Prepare reports either at the CID or in the districts/schools

B. Education Program Supervisors

Days	Activities/Task
Monday	Report to the SDO/CID office for attendance to the flag raising ceremony, weekly/monthly meetings, planning, feedback giving, report completion/submission and the like
Tuesday	Conduct MISTAH PLUS on Curriculum along:
Wednesday	



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya, 3700
Cellphone No: • +63 962 681 4945 • +63 992 035 2123
Email Address: nuevavizcaya@deped.gov.ph
Website: <https://sdonuevavizcaya.com/>



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
SCHOOLS DIVISION OF NUEVA VIZCAYA

Thursday	• subject specialization/area • special curricular programs/special interest programs • special and additional assignments/portfolio • learning resources • learning assessment • research/innovations/development projects • other curriculum related concerns
Friday	Report to the CID for report preparation/submission and feedback giving



 **Address:** Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya, 3700
 **Cellphone No:** • +63 962 681 4945 • +63 992 035 2123
 **Email Address:** nuevavizcaya@deped.gov.ph
 **Website:** <https://sdonuevavizcaya.com/>