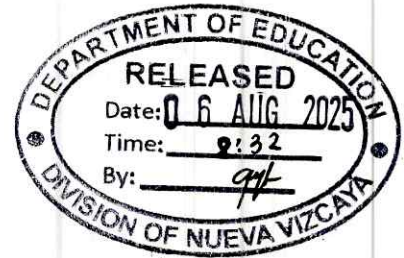




Republic of the Philippines
Department of Education
Region II – Cagayan Valley
SCHOOLS DIVISION OF NUEVA VIZCAYA



05 August 2025

DIVISION MEMORANDUM
No. 364, s. 2025

**ASSIGNED PRE-WORK AND NEW SCHEDULE OF THE
DIVISION WRITE-SHOP FOR THE CRAFTING OF SCHOOLS'
STUDENT HANDBOOK FOR THE SCHOOL YEAR 2025-2026**

To: Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
Public Schools District Supervisors/District In-Charge
All others concerned

1. Relative to the conduct of the **Division Writeshop for the Crafting of Schools' Student Handbook, SY 2025-2026**, this Office announces the assigned **Pre-Work Tasks** for the participants to be ready and bring during the writeshop proper on **August 11-12, 2025 at SDO Conference Hall, Bayombong, Nueva Vizcaya** as listed to wit:

No	Tasks	Assigned Participants
1	Handbook Structure, Parts and/or Content	Macrino A. Raymundo EdD
		Ma Concepcion D. Absalon PhD
		Ronnie B. Bibas EdD
		Wilhelmina B. Castro
2	References: legal bases, guidelines, policies	Atty. Julius Caesar G. Domingo, CPA
3	Sample school handbooks	Rommel G. De Gracia PhD
4	Secretariat, Communication & Documentation	Noli Mar M. Navarro EdD
		Marc Henrick Nicanor
		Dindo John H. Moreno PhD
5	Content Inputs	Bermelita A. Guillermo PhD
		Luviminda M. Cordero EdD
		Kevin Marf B. Saquing PhD
		Marivic C. Bacud PhD
6	Lay-out and Design	Chester Cortez
7	Sharers	Maria Victoria A. Padro
8	Moderator	Zaida Asuncion PhD
9	Quality assurance of outputs	Melany M. Asuncion PhD
		Maricel S. Franco PhD, CESE
		Romulo S. Ancheta PhD
		Atty. Julius Caesar G. Domingo, CPA
10	Consultant	Adonis C. Ceperez EdD, CESE
		Orlando E. Manuel PhD, CESO V

2. For information, guidance and compliance.

ORLANDO E. MANUEL PhD., CESO V
Schools Division Superintendent

