



Republic of the Philippines
Department of Education
 Region II – Cagayan Valley
 Schools Division of Nueva Vizcaya

UNNUMBERED MEMORANDUM

TO: Assistant Schools Division Superintendent
 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
 06-2026-391



DATE: June 04, 2026

SUBJECT: **STEWARDSHIP AND SPECIAL ASSIGNMENTS IN THE CURRICULUM IMPLEMENTATION DIVISION FOR SY 2026-2027**

1. This office informs the Steward District Assignments and Special Assignments of the Education Programs Supervisors and Public Schools District Supervisors/ Districts In-Charge and Staff of the Curriculum Implementation Division (CID) for SY 2026-2027 as follows:

A. Steward/ Anchor Districts and Special Assignment/Task -

Districts	SY 2026-2027 May -December	SY 2026-2027 January - May
Ambaguio, Aritao 1	Roger S. Sebastian	Hilda D. Aragon
Bagabag 1, Kayapa West	Dindo John H. Moreno	Maria Concepcion D. Absalon
Bagabag II , Dupax Del Sur	Ronnie B. Bibas	Nimfa Norie A. Aquino
Bayombong 1, Kasibu East	Maria Concepcion D. Absalon	Bermelita E. Guillermo
Bayombong 2, Dupax Del Norte 2, Sta. Fe	Wilhelmina C. Catro	Ronnie B. Bibas
Diadi, Dupax Del Norte 1, Bambang 1	Macrino A. Raymundo	Wilhelmina C. Catro
Quezon, Bambang 2	Orlando D. Vicente	Macrino A. Raymundo
Solano 2, Aritao 2, Kayapa East	Hilda D. Aragon	Dindo John H. Moreno
Solano 1, Alfonso Castaneda	Bermelita E. Guillermo	Orlando D. Vicente
Villaverde, Kasibu West	Nimfa Norie A. Aquino	Roger S. Sebastian



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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	<ul style="list-style-type: none">• Division Information Officer• QA of CID/SDO Memoranda• ARAL Program Focal• Journalism CO-Focal• HRMPSB Member• ISO TA PM Owner• Multigrade (Deputy)
Bermelita E. Guillermo	LRMS	<ul style="list-style-type: none">• PLGU IMS Focal• 7S/ Housekeeping, /Record filing• HRMPSB Member• ISO LR PM Owner
Ronnie B. Bibas	Science	<ul style="list-style-type: none">• SSES, STE/ STEM• KHAN Focal Person• CID Data Center Focal• SHS Academic Focal• LTE in Science and Math• HRMPSB Member
Nimfa Norie A. Aquino	Mathematics	<ul style="list-style-type: none">• DMEA Focal Person• LTE in Science and Math• Practice Teaching• Rewards and Recognition Co- Focal• Diploma Reconstitution• HRMPSB Member• ISO TA PM Owner
Roger S. Sebastian	Filipino	<ul style="list-style-type: none">• Special interest Programs – SPJ, SPFL• Journalism Focal• MADRASAH (Deputy)
Orlando D. Vicente	Technology and Livelihood Education	<ul style="list-style-type: none">• Senior HS- TVL• JDVP, SPTVE• FOT Focal• Ways and Means• CID fixtures In-Charge
Ma. Concepcion D. Absalon	Araling Panlipunan	<ul style="list-style-type: none">• IPED /Culture• SALN• ECHO- CID In- Charge• Events /Accommodation Focal
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• FOT Co-Focal



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

In- Charge	Learning Area/Task	Special Assignment/PAPs
		<ul style="list-style-type: none"> SARP ISO Mand E PM Owner
Hilda D. Aragon	KE and SPED	<ul style="list-style-type: none"> Research and Development Projects/ CID Training Proposals (IPPD, SPPD, MPPD) DMEA Co-Focal PLGU Fund Focal for CID Activities CID Data Center Co-Focal
Wilhelmina C. Castro	Edukasyon sa Pagpapahalaga	<ul style="list-style-type: none"> GAD Focal Client Satisfaction Survey Events /Accommodation Co- Focal Flag rites Focal for CID PCAT-VAWC

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/ REAT	English, Science, Math, AP, MAPEH, Filipino	Hilda D. Aragon Nimfa Norie A. Aquino

I. National Test		
A. Administration		
1. NAT 6, NAT 10, 12	English, Science, Math, AP, Filipino	Nimfa Norie A. Aquino Hilda D. Aragon Dindo John H. Moreno Ma. Concepcion D. Absalon Ronnie B. Bibas 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	Accreditation	Orlando D. Vicente Bermelita E. Guillermo
6. MFAT	Needs Assessment	Hilda d. Aragon
7. Literacy and Numeracy Assessment	Grade 11	Dindo John H. Moreno Nimfa Norie A. Aquino



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

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 Roger R. Sebastian
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 (2026-2027)
JUNE	Ronnie B. Bibas
JULY	Hilda D. Aragon
AUGUST	Dindo John H. Moreno
SEPTEMBER	Macrino A. Raymundo
OCTOBER	Roger S. Sebastian
NOVEMBER	Nimfa Norie A. Aquino
DECEMBER	Maria Concepcion D. Absalon
JANUARY	Wilhelmina C. Castro
FEBRUARY	Orlando D. Vicente
MARCH	Bermelita E. Guillermo
APRIL	Ronnie B. Bibas
MAY	Hilda D. Aragon

E. Special Assignment/Task of PSDS

No	PSDS/STAFF	District/POSITION	Special Assignment/PAPs
1.	Marivic C. Bacud	Bayombong II	BSP, Multigrade (Focal)
2.	Singasing G. Valdez	Bagabag II	GSP, TA Summary
3.	Edward M. Santiago	Bayombong II	Instructional Supervision Rewards and Recognition
4.	Arnel A. Panganiban	Bambang II	Teachers' Organization, LAC
5.	Cesario C. Mariano	Bagabag II	M and E – Summary
6.	Mona Liza Cabato Merlyn S. Abat	Solano 1 Bayombong I	Monthly ECHO- Coordinator/ Accommodation
7.	Josie L. Conde	Dupax Norte I	Special Events Coordinator
8.	Edgar B. Capuno	EPSA	PMIS, Flag rites preparation
9.	Yunima T. Batog	EPSA	ISO Secretariat- CID CID Secretariat (Meetings)



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

10.	Maria Victoria A. Padro	PDO II	DMEA Team member, Bulletin Boards In-Charge
11.	Chester R. Cortez	Librarian	Publication & CID Documentation in-charge, Flag Rites Focal, Special Events Co- Focal Bulletin Boards In-Charge
12.	Rubilyn Gajo	District In-Charge- Ambaguio	MADRASAH (Focal)

2. The term of reference is hereto attached.
3. For information, guidance, and compliance.



Republic of the Philippines
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SCHOOLS DIVISION OF NUEVA VIZCAYA

Annex 1 of Unnumbered Memorandum dated June 4, 2026
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
 - Collect and summarize reports/updates for MANCOM
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



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

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: <ul style="list-style-type: none">• 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
Wednesday	
Thursday	
Friday	Report to the CID for report preparation/submission and feedback giving