



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Division of City Schools – Tagbilaran City

**Office of the Schools Division  
Superintendent**

July 7, 2025

DIVISION MEMORANDUM  
No. 412, s. 2025

**ORIENTATION-WORKSHOP ON THE IMPLEMENTATION OF PROJECT SHARE  
(SELECTING, HARVESTING, ACKNOWLEDGING, REWARDING EXCELLENT VARIED  
INSTRUCTIONAL LEARNING RESOURCES)**

TO: Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Education Program Supervisors  
All Public Elementary and Secondary Principals.  
All Others Concerned

1. The Department of Education (DepEd), through the Curriculum Implementation Division (CID), will conduct an **Orientation-Workshop on the Implementation of Project SHARE** in line with the Regional Office's commitment to fostering a more collaborative environment between the Regional and Schools Division Offices. This activity will be conducted on July 12 and 19, 2025. Venue will be announced at a later date.
2. The objectives of the activity are to:
  - 2.1 orient the participants on the following:
    - 2.1.1 Mechanics of Project SHARE;
    - 2.1.2 iPlan Format;
    - 2.1.3 iPEC Evaluation Checklist and Quality Assurance Guidelines;
    - 2.1.4 Integration of AI in iPlan writeshop and demonstration session.
3. Participants to this orientation are found in Annex A and the matrix in Annex B.
4. They are requested to bring their laptops for the writeshop sessions.
5. Meals, materials and other expenses relative to the conduct of the activity shall be charged against the downloaded funds from the Regional Office with SARO No. RO-7-25-01092.
6. For immediate dissemination and strict compliance.

*W. D. Bongalos*  
For **WILFREDA D. BONGALOS PhD CESO V**  
Schools Division Superintendent

WDB/JAAL/CID/JTB



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Annex A

List of Writers:

| <b>MATHEMATICS</b>         |                  | <b>MAKABANSA</b>        |               |
|----------------------------|------------------|-------------------------|---------------|
| Inigo, Mylin O.            | Manga ES         | Baluca, Marlyn D.       | San Isidro ES |
| Lambus, Venice Marie B     | Cogon ES         | Autentico, Ma.Rachel P. | Cogon ES      |
| Saturinas, Cristelyn P.    | Ubujan ES        | Cagadas, Ma. Apryl M.   | Ubujan ES     |
| Sarco, Ma. Elena L.        | Tiptip ES        | Telmo, Marjorie S.      | Manga ES      |
| Cosain, Norhana M.         | Taloto ES        | Redula, Wilma           | Manga ES      |
| Montesco, Rose Francis B.  | San Isidro ES    | Bag-ao, Daryl R.        | Booy South ES |
| Curacha, Reina Lou L.      | Dampas ES        | Malicse, Irene C.       | City East ES  |
| Arayata, Jacqueline        | TCCES            | Tabiliran, Angusthia K. | TCCES         |
|                            |                  |                         |               |
| <b>READING</b>             |                  | <b>GMRC</b>             |               |
| Baliguian, Hazel May E.    | City East ES     | Simpao, Concepcion C.   | Ubujan ES     |
| Patac, Mildred             | Dao ES           | Autida, Gladys P.       | Cogon ES      |
| Lera, Maricel T.           | Dao ES           | Albuladora, Jean M.     | City East ES  |
| Viodor, Dionesa            | Cogon ES         | Besinga, Marjorie D.    | TCCES         |
| Talledo, Evelyn P.         | TCCES            | Morgia, Jennifer L.     | Cabawan ES    |
| Abiera, Genevieve A.       | Dao ES           | Felisilda, Josephine B. | Mansasa ES    |
| Duquilla Joan G.           | Eastern Cogon ES | Kibir, Miraflor B.      | City East ES  |
| Amora, Brylen Mary O.      | Booy ES          | Somontan, Grace L.      | Booy ES       |
|                            |                  |                         |               |
| <b>LANGUAGE</b>            |                  |                         |               |
| Cajilog, Aly Marie L.      | TCCES-SPSci      |                         |               |
| Torillo, Hazel B.          | Tiptip ES        |                         |               |
| Ybañez, Arlene P.          | Dampas ES        |                         |               |
| Divinagracia, Marcelina M. | Booy ES          |                         |               |
| Ceballos, Isabelita        | Manga ES         |                         |               |
| Ceño, Claudine S.          | TCCES            |                         |               |
| Dano, Fhelmee A.           | Dao ES           |                         |               |
| Wong, Marilu R.            | Eastern Cogon ES |                         |               |

Quality Assurance Team

| <b>MATH</b>              | <b>School/Office</b> | <b>MAKABANSA</b>              | <b>School/Office</b> |
|--------------------------|----------------------|-------------------------------|----------------------|
| Geagonia, Elisa B.       | Division Office      | Incog, Nenita J.              | Division Office      |
| Gone, Editha G.          | City East ES         | Barol, Lemuel B.              | TCCS SPED Center     |
| Omasas, Maria Rachel S.  | Cogon ES             | Fortich, Ma. Sandra Isabel S. | DCPNHS-JHS           |
| Membreve, Jonathan D.    | TCCES-SPSci          | Barimbao, Maricel O.          | Cogon NHS            |
| Gallentes, Concepcion I. | TCCES-Reg            | Lacang, Alberto A.            | Division Office      |
|                          |                      |                               |                      |
| <b>READING</b>           |                      | <b>GMRC</b>                   |                      |
| Amistoso, Aimee T.       | Division Office      | Sarabia, Neolita S.           | Division Office      |
| Anore, Lorelei G.        | Taloto ES            | Collyer, Cherry Michelle F.   | Division Office      |
| Jala, Glaiza T.          | Cogon ES             | Correa, Eldiebrando S.        | Mansasa ES           |
| Lopos, Ma. Dulce Alma A. | Dampas ES            | Galendo, Joselito C.          | Booy South ES        |
| Gutas, Lanie G.          | DCPNHS-SHS           | Gamil, Clementina A.          | Ubujan ES            |
|                          |                      |                               |                      |
| <b>LANGUAGE</b>          |                      |                               |                      |
| Incog, Beatriz E.        | Division Office      |                               |                      |
| Doroy, Proserpina A.     | Manga ES             |                               |                      |
| Galon, Eufe Rhoda R.     | San Isidro ES        |                               |                      |
| Roxas, Maria Chona B.    | Booy ES              |                               |                      |
| Milar, Procilita H.      | DCPNHS-JHS           |                               |                      |

## Annex B

## MATRIX OF ACTIVITIES

| Time                         | Activity   | Persons Involved   |
|------------------------------|--|--|
| <b>DAY 1 - July 12, 2025</b> |  |  |
| 7:45-8:00                    | Registration   | Mrs. Emily L. Acabo<br>Dr. Esther L. Cagas   |
| 8:00-9:00                    | Preliminaries:<br>Prayer<br>Philippine National Anthem<br>Bagong Pilipinas Hymn<br>Division Hymn<br>DepEd Quality Policy Statement | AVP  |
|                              | Words of Welcome   | Dr. Aimee T. Amistoso<br>EPSvr- English  |
|                              | Roll Call of Participants  | Mrs. Maricel O. Barimbao<br>Head Teacher - Cogon NHS   |
|                              | Statement of Objectives  | Dr. Janet T. Butalid<br>OIC-CID Chief  |
|                              | Message  | Wilfreda D. Bongalos PhD, CESO V<br>(or her representative)<br>Schools Division Superintendent |
|                              | <b>Energizer</b>   |  |
| 9:00-10:00                   | Session 1: Mechanics of Project SHARE<br>Video of Project SHARE  | Dr. Neolita S. Sarabia<br>EPSvr – LRMDwS & GMRC/Values Ed.                                     |
| <b>10:00-10:15</b>           | <b>Health Break</b>  |  |
| 10:15-11:15                  | Session 2: Mastering the iPlan Format  | Dr. Elisa B. Geagonia<br>EPSvr – Mathematics   |
| 11:15-12:00                  | Showing of sample iPLAN made during the Regional Roll Out  | Mrs. Ma. Dulce Alma A. Lopos<br>Principal, Dampas ES   |
| <b>12:00-1:00</b>            | <b>Lunch Break</b>   |  |
| 1:00 -3:00                   | Session 3: iPlan Quality Assurance Mechanics   | Dr. Aimee T. Amistoso<br>EPSvr – English   |
| <b>3:00-3:15</b>             | <b>Health Break</b>  |  |
| 3:15-5:00                    | Clustering for iPLAN Assignment of Writers and QA Team   | Dr. Nenita J. Incog<br>EPSvr –Araling Panlipunan   |
| <b>Day 2- July 19, 2025</b>  |  |  |
| 8:00-8:20                    | MOL/Reflections of the Day   |  |
| 8:20-10:00                   | iPlan Writeshop by Learning Area   | Learning Area Supervisors  |
| <b>10:00-10:15</b>           | <b>Health Break</b>  |  |
| 10:15-12:00                  | Quality Assurance  | Dr. Aimee T. Amistoso<br>EPSvr- English  |
| <b>12:00-1:00</b>            | <b>Lunch Break</b>   |  |
| 1:00-3:30                    | Continuation   | Dr. Aimee T. Amistoso<br>EPSvr- English  |
| <b>3:30-3:45</b>             | <b>Health Break</b>  |  |
| 3:45-5:00                    | Closing Program  |  |
| Officers of the Day          | Day 1 - Mrs. Concepcion C. Simpao  | Day 2 - Mrs. Marilu R. Wong  |