



Republic of the Philippines  
Department of Education  
Region III  
**SCHOOLS DIVISION OF BULACAN**

August 4, 2025

**DIVISION MEMORANDUM**

No. 397, s. 2025

**PROJECT SCIENCE AND MATH EQUIPMENT PACKAGES (PRO-SME@E4.0):  
UPSKILLING SCIENCE TEACHERS IN LABORATORY RESOURCES  
UTILIZATION AND MANAGEMENT**

To: Assistant Schools Division Superintendent  
Division Chiefs  
Public Schools District Supervisors  
All Public Elementary School Heads  
All Public Secondary School Heads  
All Others Concerned

1. This is to announce the conduct of the teacher training entitled Project Science And Math Equipment Packages (Pro-Sme@E4.0): Upskilling Science Teachers in Laboratory Resources Utilization and Management on September 9-11, 2025 at Casa Corazon Pavilion, Menzyland Subdivision, Mojon, City of Malolos.
2. The in-service training aims to:
  - a. enhance their laboratory management skills, techniques, and processes to ensure the safety of learners during laboratory activities;
  - b. apply the principles of laboratory management, techniques, and processes that will enable them to develop and implement innovative pedagogies to enhance the science process skills of learners;
  - c. foster a culture of scientific literacy through engaging laboratory activities leading to the development of science investigatory projects; Review and fine tune the draft of the Science laboratory operations manual for content validation and field testing; and,
  - d. utilize an operational digitalized laboratory management system for inventory and tracking purposes.
3. The participants are the teacher-in-charge of the Science laboratory of the Special Science Elementary Schools and Regular ES; Science Technology and Engineering and regular JHS, and SHS.
4. Participants are required to bring their laptop, pocket wifi or mobile data, and an updated inventory of their laboratory resources in soft copy and hard copy.
5. In compliance with DepEd Order No. 9, s 2005, "Instituting Measures to Increased Engage Time-on-Task and Ensuring Compliance Therewith", the school head shall assign teachers as substitute on behalf of these personnel to ensure continuous conduct of classes.



Republic of the Philippines  
Department of Education  
Region III  
**SCHOOLS DIVISION OF BULACAN**

6. All expenses incidental to the conduct of this division training shall be charged against Division INSET fund while incidental expenses of the participants shall be charged from local or school/MOOE funds subject to the usual accounting and auditing procedures.
7. Local service credits subject to the approval of the Schools Division Superintendent shall be granted to the participants in attendance on Saturday, 20 September 2025.
8. The division training shall be cascaded during the school and cluster learning action cell using face-to-face or hybrid modality as applicable.
9. Enclosures include the training matrix, resource speakers, learning facilitators technical working group, and list of participating schools for reference.
10. Immediate and wide dissemination of this Memorandum is earnestly desired.

  
**NORMA P. ESTEBAN, EdD, CESO V**  
Schools Division Superintendent



Republic of the Philippines  
Department of Education  
Region III  
**SCHOOLS DIVISION OF BULACAN**

**Enclosure No. 1 of DM No. \_\_\_\_\_, s. 2025**

**A. TRAINING MATRIX**

Date/Time	Activity	Speaker/Facilitator
<b>Day 1: Sept. 18, 2025</b>		
7:30 - 8:00 AM	Arrival/Registration/Breakfast	TWG
8:00 - 8:30 AM	Opening Program	TWG
8:30 - 10:00 AM	Session 1: Introduction to Laboratory Management Inventory System	<b>Nica Marie B. Magisa, PhD</b> HT-III Parada National HS
10:00 - 10:30 AM	Health Break	
10:30 - 12:00 NN	Session 2: Hands-On Application/Utilization of the Lab Mgt. Inventory System	<b>Nica Marie B. Magisa, PhD</b> HT-III Parada National HS
12:00 - 1:00 PM	Lunch Break	
1:00 - 2:30 PM	Session 3: Techniques for Safe Storage and Disposal of Chemicals and Hazardous Materials	<b>Jayson B. Eugelio, MAED</b> Master Teacher I San Miguel National High School
2:30 - 3:00 PM	Health Break	
3:00 - 5:00 PM	Session 4: Strategies for Engaging and Supporting Students in Laboratory Activities	<b>Roy Ivan M. Reyes, MAED</b> Teacher III Virginia Ramirez-Cruz National High School
<b>Day 2: Sept. 19, 2025</b>		
7:30 - 8:00 AM	Arrival/Registration/Breakfast	TWG
8:00 - 8:30 AM	Management of Learning (MOL)	TWG/Participants
8:30 - 10:00 AM	Session 5: Updates on the Laboratory Skills and Techniques in Life Science	<b>Jaime R. Soriano I, MAED</b> Teacher III Cambaog National HS
10:00 - 10:30 AM	Health Break	
10:30 - 12:00 NN	Session 5: Updates on the Laboratory Skills and Techniques in Chemistry	<b>Jayson B. Eugelio, MAED</b> Master Teacher I San Miguel National High School
12:00 - 1:00 PM	Lunch Break	
1:00 - 2:30 PM	Session 6: Updates on the Laboratory Skills and Techniques in Physical Science	<b>Ma. Teresa E. Mendoza, PhD</b> Master Teacher II Taliptip National HS
2:30 - 3:00 PM	Health Break	
3:00 - 5:00 PM	Session 6: Updates on the Laboratory Skills and Techniques in General Science	<b>Mary Ann I. Santos, MAED</b> Teacher III Aguinaldo J. Santos NHS
<b>Day 3: Sept. 20, 2025</b>		
7:30 - 8:00 AM	Arrival/Registration/Breakfast	TWG





Republic of the Philippines  
Department of Education  
Region III  
**SCHOOLS DIVISION OF BULACAN**

8:30 – 10:00 AM	Session 7: Updating/Fine Tuning of the Science Laboratory Manual	Resource Speakers/Learning Facilitators
10:00 – 10:30 AM	Health Break	
10:30 – 12:00 NN	Session 8: Finalization/Fine Tuning of the Science Laboratory Manual	Learning Facilitators/Resource Speakers
12:00 – 1:00 PM	Lunch Break	
1:00 – 2:30 PM	Session 9: Planning for Field Testing and Implementation	<b>Marinella T. Pengson, PhD</b> DEPS-Science
2:30 – 3:00 PM	Health Break	
3:00 – 4:00 PM	Awarding of Certificates and Closing Program	Proponent/RPs/TWG
4:00 – 5:00 PM	Evaluation/Ways Forward	

**B. RESOURCE SPEAKERS/FACILITATORS AND WORK COMMITTEE**

<b>Proponent/Chairperson</b>	Marinella T. Pengson, PhD DEPS - Science
<b>Resource Speakers</b>	
<b>A</b>	Nica Marie B. Magisa, PhD Head Teacher III, Parada NHS
<b>B</b>	Maria Teresa E. Mendoza, PhD Master Teacher II, Taliptip NHS
<b>C</b>	Jaime R. Soriano I, MAED Teacher III, Cambaog NHS
<b>D</b>	Jayson B. Eugelio, PhD (CAR) Master Teacher I, San Miguel NHS
<b>E</b>	Mary Ann I. Santos, MAED Teacher III, Aguinaldo J. Santos NHS
<b>F</b>	Roy Ivan M. Reyes, MAED Teacher III Virginia Ramirez-Cruz NHS
<b>G</b>	Meriam H. Roldan, PhD Principal I Julian Sumbillo High School
<b>Technical Working Group</b>	
<b>A</b>	Meriam H. Roldan, PhD Principal I Julian Sumbillo High School
<b>B</b>	Joan T. Buluran, MAED Assistant School Principal II Guiguinto National Vocational HS
<b>C</b>	Gleynes R. Cruz, MAED Assistant School Principal II Alexis G. Santos NHS
<b>D</b>	Florida P. Tolentino, MAED Head Teacher III Carlos F. Gonzales HS
<b>E</b>	2 SDO Nurses



Republic of the Philippines  
Department of Education  
Region III  
SCHOOLS DIVISION OF BULACAN

Enclosure No. 2 of DM No. \_\_\_\_\_, s. 2025 List of Participating Schools

A. List of Participating Schools

Special Science Elementary Schools (25)

No.	Name of SSES Implementer	No. of Science Laboratory Custodian/ Participant
1	Bustos Elementary School	1
2	Cay Pombo Elementary School	1
3	Cong. Erasmo R. Cruz Mem. Central School	1
4	Cornelia M. de Jesus Mem. Central School	1
5	Guiguinto Central School	1
6	Hagonoy East Central School	1
7	Hagonoy West Central School	1
8	Hangga Elementary School	1
9	Lolomboy Elementary School	1
10	Maguinao Elementary School	1
11	Marilao Central Integrated School	1
12	Matias A. Fernando Memorial School	1
13	Northville Elementary School	1
14	Norzagaray Elementary School	1
15	Paombong Central School	1
16	Parada Elementary School	1
17	Plaridel Elementary School	1
18	Pulilan Central School	1
19	San Ildefonso Elementary School	1
20	San Miguel Elementary School	1
21	San Miguel North Central school	1
22	San Pascual Elemantary School	1
23	Sta. Maria Central School	1
24	Sta. Rita Elementary School	1
25	Tartaro Elementary School	1

Regular Elementary Schools (25)

No.	Name of Elementary School	No. of Science Laboratory Custodian/ Participant
1	Anyatam Elementary School	1
2	Antonio C. Cruz Elementary School	1
3	Balagtas Central School	1
4	Cacarong Elementary School	1
5	Don Pablo Amisola Memorial School	1
6	Engr. Vicente R. Cruz Memorial School	1
7	Francisco Balagtas Memorial School	1
8	Guyong Elementary School	1





Republic of the Philippines  
Department of Education  
Region III

**SCHOOLS DIVISION OF BULACAN**

9	Jose C. Castro Memorial ES	1
10	Kapitangan Elementary School	1
11	Liciada Elementary School	1
12	Maronquillo Elementary School	1
13	Mamerto C. Bernardo Memorial CS	1
14	Obando Central School	1
15	Pinaod Central School	1
16	Pinag-anakan Integrated School	1
17	Pinagkuartelan Integrated School	1
18	San Rafael Central School	1
19	San Vicente Elementary School	1
20	Sibul Elementary School	1
21	Sta. Catalina Bata Elementary School	1
22	Sta. Cruz Elementary School	1
23	Sto. Cristo Elementary School	1
24	Sto. Niño Elementary School	1
25	Tabang Elementary School	1

**JHS – Science Technology Engineering Program (19)**

No.	Name of STE Implementer	No. of Science Laboratory Custodian/ Participant
1	Aguinaldo Santos National High School	1
2	Alexis G. Santos National High School	1
3	Assemblywoman Felicitas G. Bernardino MTS	1
4	Bajet Castillo High School	1
5	Balagtas National Agricultural HS	1
6	Bunsuran National High School	1
7	Calumpit National High School	1
8	Carlos F. Gonzales High School	1
9	Dr. Felipe National High School	1
10	Fortunato F. Halili NAS	1
11	Norzagaray National High School	1
12	Obando National High School	1
13	Parada National High School	1
14	Prenza National High School	1
15	Pres. Diosdado Macapagal Memorial HS	1
16	Pulong Buhangin National High School	1
17	San Ildefonso National High School	1
18	San Miguel National High School	1
19	San Roque National High School	1

**Regular Junior High Schools (20)**

No.	Name of Secondary School	No. of Science Laboratory Custodian/ Participant
1	Akle High School	1



Republic of the Philippines  
Department of Education  
Region III  
**SCHOOLS DIVISION OF BULACAN**

2	Banga HS	1
3	Batia HS	1
4	Binagbag NHS	1
5	Cambaog NHS	1
6	Frances NHS	1
7	Gat Francisco Balagtas HS	1
8	Gen. Gregorio Del Pilar MHS	1
9	Guiguinto NVHS – Annex	1
10	Kalayakan HS	1
11	Laura F. Halili NHS	1
12	Minuyan NHS	1
13	Obando School of Fisheries	1
14	Partida HS	1
15	Romeo Acuña Santos MHS	1
16	San Gabriel NHS	1
17	San Miguel-Meysulao HS	1
18	San Pedro National High School	1
19	Taal High School	1
20	Virginia Ramirez-Cruz NHS	1

**SHS (20)**

No.	Name of Senior High School	No. of Science Laboratory Custodian/ Participant
1	Bulihan High School	1
2	Carlos F. Gonzales High School	1
3	Dampol 1st National High School	1
4	Doña Candelaria Meneses Duque NHS	1
5	Dr. Pablito V. Mendoza, Sr. High School	1
6	Felizardo C. Lipana NHS	1
7	Heritage Homes Integrated School	1
8	Iba National High School	1
9	Iluminada Mendoza-Roxas MHS	1
10	John J. Russell MHS	1
11	Julian B. Sumbillo HS	1
12	Lolomboy National NHS	1
13	Lydia D. Villangca Trade School	1
14	Maronquillo National HS	1
15	North Hills Village High School	1
16	San Miguel National High School	1
17	Sta. Catalina Bata National High School	1
18	Sta. Maria National High School	1
19	Talipit National High School	1
20	Vedasto R. Santiago HS	1