



Republic of the Philippines
Department of Education

Caraga Region

SCHOOLS DIVISION OF SURIGAO DEL SUR

Document Tracking No



October 27, 2025
S5M80750-2025

DEPED-DIVISION OF SURIGAO DEL SUR
RELEASED
 DATE: October 27, 2025
 TIME: 4:57 pm
 SIGNATURE: [Signature]

Division Memorandum
No. 466 s. 2025

3-DAY TRAINING ON SCHOOL PAPER MANAGEMENT

To: Public Schools District Supervisors
Heads of Public and Private Elementary and Secondary Schools
School Paper Advisers
All Others Concerned
This Division

1. To enhance the technical, editorial, and managerial capacities of school paper advisers and their student journalists, this Division, through the Curriculum Implementation Division, will hold a **3-Day Training on School Paper Management** on November 24-26, 2025 at Bayabas District.
2. The activity aims to;
 - a. Identify the essential components, standards, and processes involved in school paper management in alignment with DepEd and NSPC guidelines.
 - b. Demonstrate competence in writing, editing, lay outing, and overall publication managing through hands-on workshops and collaborative editorial tasks.
 - c. Exhibit commitment, teamwork, and ethical journalistic practices in producing quality and responsible school publications.
3. The priority participants are the school paper advisers and the editorial boards of the top 5 publications per municipality in elementary and secondary both in English and Filipino. Other interested school paper advisers in both private and public schools can still join the training upon approval of their school heads.
4. All participants shall register in this link <https://tinyurl.com/PAX-SCHOOL-PAPER-MANAGEMENT>. The deadline of registration is on November 17, 2025.
5. The participants are advised to bring laptops, extension wires, and internet modems to facilitate the workshop. They are also required to submit substitution slips indicating the teacher who will take over their classes. This is in adherence with DO 9 s. 2005, instituting measures to increase time on tasks.



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Enclosure No. 1

3-DAY TRAINING ON SCHOOL PAPER MANAGEMENT

TRAINING MATRIX

DAY 1

Time & Date	Activities
8:00- 9:00 am	Preliminaries/Pre-test - Nationalistic Song/ Philippine National Anthem - Ecumenical Prayer - Acknowledgement of Participants - Hermelita S. Toralba DSPA- President Sec - Opening Remarks - Jonathan Ambel- EPS - Statement of Purpose - Irene Grumez- EPS - Inspirational Message - Fluellen L. Cos, PhD CID Chief -Message - Lorenzo O. Macasocol, PhD, CESO V Emcee: Mavelle S. Sanchez DSPA- President- Elem
9:00-9:15 am	Health Break
9:15- 12:00 am	Understanding the Framework of School Paper Management -Bryan Sam Abrao School Paper Expert
12:00- 1:00 pm	LUNCH BREAK
1:00- 3:00 pm	Skills Enhancement: Writing, Editing, and Layout Development -Bryan Sam Abrao School Paper Expert
3:00- 3:15 pm	Health Break
3:15- 6:15 pm	Application and Attitude Building: Managing a Winnable and Ethical Publication -Bryan Sam Abrao School Paper Expert
6:15 -7:00 pm	Debriefing/ Journal Writing



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DAY 2

Time & Date	Activities
7:30- 8:00 am	MOL
8:00- 10:00 pm	Workshop on Editing, Revising and Polishing School Publication
10:00- 10:15 am	Health Break
10:15 am -12:15 pm	Cont. Workshop on Editing, Revising and Polishing School Publication
12:15 pm-1:00 pm	Lunch Break
1:00- 3:00 pm	Cont. Workshop on Editing, Revising and Polishing School Publication
3:00-3:15 pm	Health Break
3:15- 6:15 pm	Cont. Workshop on Editing, Revising and Polishing School Publication
6:15- 7:00 pm	Debriefing/ Reflection/ Journal

Day 3

Time & Date	Activities
7:30- 8:00 am	MOL
8:00- 10:00 am	Presentation of School Publication and Feedback giving
10:00- 10:15 am	Health Break
10:15 am -12:15 pm	Presentation of School Publication and Feedback giving
12:15 pm-1:00 pm	Lunch Break
1:00- 3:00 pm	Presentation of School Publication and Feedback giving
3:00- 3:15 pm	Health Break
3:15- 5:00 pm	Closing Program



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Enclosure No. 2

3-DAY TRAINING ON SCHOOL PAPER MANAGEMENT

PROGRAM MANAGEMENT TEAM

November 24-26, 2025

OVER-ALL PROGRAM MANAGEMENT TEAM

Chair: Lorenzo O. Macasocol, PhD, CESOV
 Schools Division Superintendent

Vice Chair: Laila F. Danaque, EdD, CESO VI
 Schools Division Superintendent

Members: Fluellen L. Cos, PhD
 Chief, Curriculum Implementation Division

Carl Tian Chow C. Correos
 Chief, Schools Governance and Operations Divisions

Program Manager	Erlyn G. Mangadlao Senior Education Program Specialist
Learning Manager	Irene Grumez, PhD Education Program Supervisor Journalism Focal-Filipino Jonathan L. Ambel Education Program Supervisor Journalism Focal- English
Resource Speakers/Learning Facilitators/Subject Matter Expert	Invited Resource Speakers
M&E Coordinator	Ramil Tersona Senior Education Program Specialist SMME
Documenter	Amorel P. Arreza, MT-I, Carrascal Randy A. Alvaro, T-III, Lianga
Secretariat	Stephanie B. Abis, T-I, Lanuza Ivy M. Arado, T-III, Madrid
Welfare Officer	Jade D. Fraga, T-II, Barobo Algien A. Parker, T-II, Madrid
Logistics officer	Philip S. Sanchez MT-II DSPAA- Training and Program Committee Head



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