



Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

**REGIONAL MEMORANDUM**  
 ORD-2023- 827

**TO :** **SCHOOLS DIVISION SUPERINTENDENTS**  
 - SDO Caloocan City  
 - SDO Pasay City  
 - SDO Valenzuela City

**FROM :** **WILFREDO E. CABRAL, CESO III**  
 Regional Director

**SUBJECT :** **REQUEST FOR AUXILIARY DEVELOPMENT TEAMS OF TEACHING AND LEARNING RESOURCES FOR THE PILOT IMPLEMENTATION/STUDY OF THE MATATAG CURRICULUM**

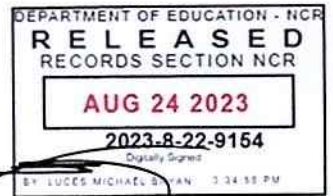
**DATE :** **August 22, 2023**

1. This is in reference to the attached Memorandum from the Hon. Gina O. Gonong, Undersecretary, Curriculum and Teaching, on the above-captioned subject, for information and appropriate action.
2. Relative to this, the participation of the identified field personnel stated in Annex A of the said Memorandum is highly requested. Further, in the exigency of the service, members of the team shall be relieved of other work assignments to focus on their tasks. They shall also be entitled to service credit and/or compensatory time-off (CTO), whichever is applicable, subject to the rules and regulations of the Civil Service Commission on the grant of the same.
3. Immediate and wide dissemination of this Memorandum is desired.



Misamis St., Bago Bantay, Quezon City  
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Effectivity	01.26.23	Page	1 of 2



Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

**REGIONAL MEMORANDUM**  
 ORD-2023-821

**TO :** **SCHOOLS DIVISION SUPERINTENDENTS**  
 - SDO Caloocan City  
 - SDO Pasay City  
 - SDO Valenzuela City

**FROM :** **WILFREDO E. CABRAL, CESO III**  
 Regional Director

**SUBJECT :** **REQUEST FOR AUXILIARY DEVELOPMENT TEAMS OF TEACHING AND LEARNING RESOURCES FOR THE PILOT IMPLEMENTATION/STUDY OF THE MATATAG CURRICULUM**

**DATE :** **August 22, 2023**

1. This is in reference to the attached Memorandum from the Hon. Gina O. Gonong, Undersecretary, Curriculum and Teaching, on the above-captioned subject, for information and appropriate action.
2. Relative to this, the participation of the identified field personnel stated in Annex A of the said Memorandum is highly requested. Further, in the exigency of the service, members of the team shall be relieved of other work assignments to focus on their tasks. They shall also be entitled to service credit and/or compensatory time-off (CTO), whichever is applicable, subject to the rules and regulations of the Civil Service Commission on the grant of the same.
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Republic of the Philippines

## Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

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### MEMORANDUM

DM-CT-2023-

TO : **WILFREDO E. CABRAL**  
Regional Director, National Capital Region

FROM : **GINA O. GONONG**  
Undersecretary for Curriculum and Teaching

SUBJECT : **REQUEST FOR AUXILIARY DEVELOPMENT TEAMS OF  
TEACHING AND LEARNING RESOURCES FOR THE PILOT  
IMPLEMENTATION/STUDY OF THE MATATAG  
CURRICULUM**

DATE : **August 18, 2023**

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In accordance with DM-CT-2023-222, Development of Teaching and Learning Resources for the Pilot Implementation of the MATATAG Curriculum issued last August 9, 2023, herewith is the list of illustrators and layout artists from the National Capital Region (NCR) who shall serve as auxiliary development team of Bureau of Curriculum Development (BCD) and Bureau of Learning Delivery (BLD) for Grades 9 and 10 teaching and learning resources which will be held from **August 21 to 25, 2023**.

Attached are the qualifications, terms of reference, and the list of the identified auxiliary development team members.

In the exigency of the service, identified auxiliary development teams shall prioritize the illustration, and formatting of the assigned teaching and learning resources. Hence, they are required to focus on this task and be relieved of their other work assignments until the required outputs are completely submitted.

All participants are expected to attend the online orientation on **August 21, 2023** (Tuesday) at 2:00 p.m. via MS Teams thru this meeting link: **<https://bit.ly/MatatagCurriculumOrientation>**. Certificates of Recognition will be awarded to the participants for serving as members of the auxiliary development teams in this activity. Service credits or compensatory time-off computed against the actual days they served in this activity may be requested in accordance with existing Civil Service Commission & DBM Joint Circular No. 2, s. 2004 rules and regulations.

For any query or clarification and confirmation of attendance, please contact the **Analiza S. Dy**, Senior Education Program Specialist and **Jason O. Villena**, Creative Arts Specialist II of the BLR-Production Division at telephone numbers (02) 631-3690 and 634-0901 or send an email through [analiza.dy@deped.gov.ph](mailto:analiza.dy@deped.gov.ph) and [jason.villena@deped.gov.ph](mailto:jason.villena@deped.gov.ph).

For immediate dissemination and strict compliance.

**Qualification Standards and Terms of Reference  
of Auxiliary Team Members**

<b>Role in the Development Team</b>	<b>Personnel Involved</b>	<b>Qualification Standards</b>	<b>Terms of Reference</b>
Illustrator	<ul style="list-style-type: none"> <li>• DepEd Illustrator</li> </ul>	<ul style="list-style-type: none"> <li>• Preferably a member of the DepEd pool of illustrators/ DepEd trained illustrator or a DepEd personnel Skilled in manual drawing and/or literate in graphic software applications for illustration and design;</li> <li>• Has experience in doing illustrations; and</li> <li>• Has an excellent track record in producing quality outputs. With good illustration skills</li> </ul>	<ul style="list-style-type: none"> <li>• Consults and agrees with the development team on the visuals needed in the learning resource;</li> <li>• Conceptualizes visual elements such as lines, shapes, colors, textures, and composition of the illustrations to reinforce and clarify the text and to develop appreciation and critical thinking of the learners;</li> <li>• Enhances the visuals, layout, and learning resource design by using technology;</li> <li>• Provides visuals according to DepEd and LR standards;</li> <li>• Finalizes and submits the learning resource design and visuals on the agreed schedule; and</li> <li>• Submits duly accomplished forms.</li> </ul>

<p>Layout Artist</p>	<ul style="list-style-type: none"> <li>• DepEd Illustrator</li> <li>• Teaching Material Specialist</li> <li>• Administrative Assistant</li> <li>• Project Development Officer</li> <li>• Librarian</li> </ul>	<ul style="list-style-type: none"> <li>• A DepEd trained layout artist and/or potential layout artist;</li> <li>• Must be computer literate, especially in publishing software;</li> <li>• Has an experience in doing layout for LRs or other publications; and</li> <li>• Has excellent track record in producing quality outputs.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensures that all materials are accurately laid out based on the technical specification guidelines;</li> <li>• Submits the laid-out materials and the final editable digital file on the agreed schedule;</li> <li>• Incorporates revisions, if any, based on the findings on the assigned learning resource/s; and</li> <li>• Finalizes the layout of the LR.</li> </ul>
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**List of Auxillary Team Member from National Capital Region**

**GRADE 10**

No.	Name	Designation	Division	School	Task	Assignment
1	Nathaniel D.C. Del Mundo	T-III	Valenzuela City	Pio Valenzuela ES	Illustrator	Araling Panlipunan 10
2	Ricardo B. Ruiz	T-III	Valenzuela City	Pio Valenzuela ES	Illustrator	English 10
3	Rafuncell C. Rivera	T-II	Valenzuela City	Arcadio F. Deato ES	Illustrator	Filipino 10
4	Arvin C. Austria	T-III	Valenzuela City	Valenzuela NHS	Illustrator	Math 10
5	Maria Emelita Raga	T-III	Caloocan City	Business HS	Illustrator	Science 10
6	Aldrin N. Gersalia	T-I	Caloocan City	Manuel Luis Quezon High School	Illustrator	GMRC/Values Education 10
7	Jayson P. Delechos	T-II	Valenzuela City	Malanday NHS	Layout Artist	AP 10
8	Ever Bryan A. De Asis	MT-I	Valenzuela City	Canumay East ES	Layout Artist	Filipino and Math 10
9	Lou Albert Orbigo	T-III	Valenzuela City	Vicente P. Trinidad NHS	Layout Artist	GMRC/Values Ed 10
10	Reina B. Peñaranda	T-II	Valenzuela City	Pasolo ES	Layout Artist	Science 10
11	Sharmene U. Quero	T-I	Valenzuela City	Caruhatan East ES	Layout Artist	English 10

**GRADE 9**

No.	Name	Designation	Division	School	Task	Assignment
1	Tito Semo	T-I	Caloocan City	Bagumbong High School	Illustrator	Araling Panlipunan 9
2	Edivin Kevin D. Abella	T-II	Pasay City	Pasay City South HS	Illustrator	English 9
3	Melvin G. Evardone	T-II	Pasay City	Timoteo Paez ES	Illustrator	Filipino 9
4	Francis Sen D. Bolaños	T-I	Pasay City	Don Carlos Village ES	Illustrator	Math 9
5	Joan M. Daco	MT-I	Valenzuela City	Vicente P. Trinidad NHS	Illustrator	Science 9
6	Cherry Lynne S. Enriquez	T-I	Valenzuela City	Gen. T. Deleon ES	Illustrator	GMRC/Values Education 1
7	Zoren P. Valdisimo	MT-I	Caloocan City	Bagumbong HS	Layout Artist	AP and English 9
8	Edgar Alvin B. Icatlo	MT-I	Caloocan City	Llano High School	Layout Artist	Filipino and Math 9
9	Rafael D. Dacaimat	T-I	Pasay City	Timoteo Paez ES	Layout Artist	GMRC/Values Ed 9
10	Mary Kristine P. San Juan	T-III	Valenzuela City	Pasolo ES	Layout Artist	Science 9