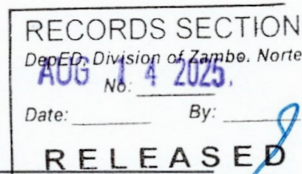




Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the Schools Division Superintendent



August 12, 2025

Division Memorandum

No. 361, s. 2025

**SILVERTEK LMS NEXUS TEAM CONVERGENCE IN PREPARATION FOR THE
1st QUARTER UNIFIED ASSESSMENT**

To: Assistant Schools Division Superintendent
SGOD and CID Chiefs
Education Program Supervisors
Public Schools District Supervisors/PICDs
School Principals and School Heads
All Others concerned.

1. The Schools Division of Zamboanga del Norte through the Curriculum Implementation Division will conduct convergence of the SilverTek Nexus Team on **August 15-16, 2025** at 4th Floor New SDO Building.
2. The activity aims to finalize the test questions for the 1st quarter unified summative assessment for uploading in the SilverTek Learning Management System.
3. The participants of this activity are members of the SilverTek LMS Nexus Team (*refer to the attached list in the Enclosure*). *Compensatory Time-Off (CTO)/Service Credits shall be granted for the services rendered on Saturday and Sunday per CSC-DBM Joint Circular No. 2, s. 2004 titled "Monetary Remuneration for Overtime Services Rendered" or Service/Leave Credits based on CSC rules.*
4. School Heads are directed to make the necessary adjustments in class schedules for the affected classes to ensure uninterrupted learning and to maximize time-on-task engagement, thereby optimizing student outcome. Additionally, a Class Arrangement Plan shall be prepared to ensure that the classes of the identified teacher-participants are covered by other teachers for uninterrupted instructional delivery. Enclosed is a sample template for perusal.
5. Traveling expenses, meals, accommodation, and other incidental expenses shall be charged against **School MOOE**, subject to the usual accounting and auditing rules and regulations.
6. Immediate and wide dissemination of this Memorandum to all concerned is desired.

MAJARANI M. JACINTO EdD, CESO V
Schools Division Superintendent

CIDjad/(SilverTek LMS Nexus)DM_-2025/8/12/2025



Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212- 5843
Email: zn.division@deped.gov.ph Website: www.depedzn.net
FB: DepEd Tayo- Schools Division of Zamboanga del Norte



Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure to Division Memorandum No. ____ s. 2025

Members of the SilverTek LMS Nexus Team

No.	NAME	SCHOOL	DISTRICT
1	BINARAO, ZOREN C.	Damasing ES	RIZAL
2	CINCHEZ, DARVEN	Rizal NHS	RIZAL
3	MAMITES, JESSIE T.	Sibutad NHS	SIBUTAD
4	BANGLOS, NELJHUN B.	Sibutad CS	SIBUTAD
5	JUMAWAN, CATHERINE H.	La Victoria ES	LA LIBERTAD
6	NARVACAN, CHERYL Q	Mutia NHS	MUTIA
7	ELUMBA, DORIS B.	Mutia CS	MUTIA
8	VALDEZ, JOE JR A.	Piñan NHS	PIÑAN
9	LUMAYOT, CORY MAY C	Piñan CS	PIÑAN
10	ACUPIADO, ARLYN S.	ISIS ES	POLANCO I
11	JUAREZ, JOAN E.	Anastacio ES	POLANCO I
12	CAERMARE, JETHRO A.	Crisologo ES	POLANCO I
13	EGUIA, APRIL MAE	Polanco NHS	POLANCO I
14	BASILIO, DONNA PEARL V.	Maligaya ES	POLANCO II
15	VERGARA, JOSEPH RYAN C.	Dangi ES	POLANCO II
16	JANOLINO, JOJI MARIE M.	San Pedro ES	POLANCO II
17	MAYORMITA, DARLENE JOY B.	Sergio Osmeña CS	SERGIO OSMEÑA I
18	MACAHIDHID, JANE J.	San Isidro NHS	SERGIO OSMEÑA II
19	OCAS, REYNANTE A.	San Isidro CS	SERGIO OSMEÑA II
20	LUMAYAM, ALBERTO JR. G.	Katipunan SPED Center	KATIPUNAN I
21	CABASIS, JOANNE D.	Katipunan CS	KATIPUNAN I
22	TUIZA, LOUIE JAY C.	Katipunan NHS	KATIPUNAN I
23	MERAS, LEMUEL P.	Seres NHS	KATIPUNAN II
24	ESMADE, MARY FAITH L.	Roxas CS	ROXAS I
25	CAMPANER, VEVEA B.	Roxas CS	ROXAS I
26	DUHAYLUNGSOD, ANGELICA D.	Tantingon ES	ROXAS I
27	ALAMAN, REYNALDO I.	Dohinob CS	ROXAS II
28	NIEVES, CHARLIMAE A.	Upper Irasan ES	ROXAS II
29	SANDUETA, AVEGALE T.	Dohinob NHS	ROXAS II
30	CENTINO, CHERRYL C.	Manukan West CS	MANUKAN I
31	CATIPAY, JIMBERT C.	Anecito A. Sagario NHS	MANUKAN I
32	MAGHANOY, DESIREE ANN F.	Saluyong NHS	MANUKAN II
33	PASAGDAN, NONELYN C	Don Jose Aguirre NHS	MANUKAN II
34	BERIL, LOIDA P.	Ponot CS	PONOT
35	BONGCAWEL, MADELYN T.	Sigamok ES	PONOT
36	PACULANANG, NEIL KARL C.	Siari John H. Roemer NHS	SINDANGAN NORTH
37	ENGLIS, JERLYN O.	Siari John H. Roemer NHS	SINDANGAN NORTH



Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

38	PASUMALA, ENDERA P.	Doña Natividad L. Macias IS	SINDANGAN NORTH
39	ELCAMEL, MIRASOL C.	Malubog ES	SINDANGAN NORTH
40	COROT, PEDRO E.	Sindangan NHS	SINDANGAN CENTRAL
41	BALOS, JESSA MAE L.	SNAIS	SINDANGAN CENTRAL
42	TUMILAP, JOCELYN A.	SNAIS	SINDANGAN CENTRAL
43	DUBLICO, KRIZLEEN MAY A	SNAIS	SINDANGAN CENTRAL
44	AMIT, LOURDES A	Sindangan NHS	SINDANGAN CENTRAL
45	SUGANOB, CRISTELYN A	SPDS	SINDANGAN CENTRAL
46	SILVANO, LAURA L.	Maras East ES	SINDANGAN SOUTH
47	OGANG, CRISTINA E.	Datagan ES	SINDANGAN SOUTH
48	MAGULTA, CRIS S	Bartolome Lira, Sr. NHS	SINDANGAN SOUTH
49	LUMBOAN, SONIA SHEENE T.	Diongan NHS	SIAYAN
50	BACO, LUMEN A.	Macasing ES	SIAYAN
51	AGAN, TRISHA	Siayan NHS	SIAYAN
52	SILVA, NESTLYN B.	Balonokan ES	SIAYAN
53	ANDUS, AIREEN O.	Gonayen ES	SIAYAN
54	ASARAJI, SHAINA MAE A.	Gunyan NHS	SIAYAN
55	ABDULHAKIM, ABDUL NHAEM R.	Datagan NHS	SIAYAN
56	ANDILAB, NORALOS R.	Datagan ES	SIAYAN
57	MOSEP, KAREN M.	Moyo IS	SIAYAN
58	ENSIL, ROXAN P.	Datagan NHS	SIAYAN
59	ANDOY, ARNOLD A.	Mangilay NHS	SIAYAN
60	VILLANUEVA, RICHARD M.	Bacungan NHS	BACUNGAN
61	SILVANO, OLIVER C.	Bacungan NHS	BACUNGAN
62	MALIGRO, MARY ROSE L.	Bacungan CS	BACUNGAN
63	LUBRIDO, GEORGE B.	Murob ES	BACUNGAN
64	PACULANANG, JANETH G.	Bacungan NHS	BACUNGAN
65	JIMENEZ, ANNA CRISTY T.	Bacungan NHS	BACUNGAN
66	MAGALLANES, KAYCHELLE LYVIN S.	Bacungan NHS	BACUNGAN
67	FERNANDEZ, VICSON C.	Bacungan NHS	BACUNGAN
68	REGANON, CHUCHIE T.	Rambon ES	GODOD
69	RINGUIT, RADIN D.	Sioran NHS	GODOD
70	FLORES, JERRY B.	Balakan NHS	SALUG I
71	CAVAN, MARIE JOY T.	Bacong CS	SALUG II
72	AMBUS, GLIEVANE M.	Pukay ES	SALUG II
73	MANOSA, VIVIAN C.	Malila "L" ES	LILOY I
74	TALAUOGON, JOHNEY T.	Baybay CS	LILOY II
75	DUHIG, RAYMOND C.	Libertad ES	LILOY II
76	CUDO, JERRY L.	Banganon ES	GUTALAC I
77	REFESURA, MARVEN B.	Canupong ES	GUTALAC II
78	CADELINA, MICHAEL P.	Sto. Niño ES	GUTALAC II
79	CABABAT, CRUSINA M.	Daniel Maing IS	KALAWIT



Republic of the Philippines
Department of Education

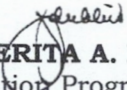
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

80	DOMEN, DANNY E.	Gatas NHS	KALAWIT
81	TROMATA, RAYMOND M.	Kalawit CS	KALAWIT
82	ZOSOBRAO, JAKE M.	Lapatan ES	LABASON
83	PASILAN, JOEVIC R.	Ubay NHS	LABASON
84	ARANDA, CYNTHIA M.	Tampilisan CS	TAMPILISAN
85	QUINTE, CLAIRE U.	Tampilisan NHS	TAMPILISAN
86	YASA, MARIA FLOR T.	Baliguian CS	BALIGUIAN
87	MONTEMOR, AMYL L.	Sirawai CS	SIRAWAI
88	MONTINA, MELANIE A.	Sirawai CS	SIRAWAI
89	CAMACHO, FERNAN A.	Canatuan NHS	SIOCON
90	ENERO, NELCHIN D.	Siocon CS	SIOCON
91	JABAY, JOHN PHILIP D.	Malayal NHS	SIBUCO
92	DIONALDO, ANTONIO JR. M.	Sibuco CS	SIBUCO

Technical Working Group

1. Jalderita A. Dublico
2. Cheryl V. Ocupe
3. Joy Marie O. Labog
4. Cherry Lou T. Dancalan
5. Michelle T. Agpasa

Prepared by:


JALDERITA A. DUBLICO
Education Program Supervisor



Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure to Division Memorandum No. 281 s. 2025

CLASS ARRANGEMENT PLAN

For: [Insert Activity/Reason for Absence]

Date: _____

Prepared by: [School Head/Coordinator Name]

1. Overview

This plan outlines the arrangements made for class coverage during the absence of teachers who are participating in [insert activity]. The goal is to ensure that learning continues without interruption.

2. Class Schedule & Substitute Assignments

Teacher	Subject/Class	Date(s) of Absence	Substitute Teacher	Notes
[Teacher Name 1]	Subject/Class Name	Start Date – End Date	Substitute Name	Special instructions if any
(Teacher Name 2)	Subject/Class Name	Start Date – End Date	Substitute Name	Special instructions if any
Teacher Name 2)	Teacher Name 2)	Start Date – End Date	Substitute Name	Special instructions if any

3. Class Fusion Plan (If Applicable)

In situations where there are subject vacancies or where classes with minimal enrollments can be fused, the following arrangements will be made:

Affected Classes	Subject	Class Strength	Combined Class	Teacher Assigned	Notes
[Class Name 1]	[Subject Name]	[Number of Students]	[Number of Students]	Assigned Teacher Name]	[Special instructions if any]
[Class Name 2]	[Subject Name]	[Number of Students]	[Number of Students]	Assigned Teacher Name]	[Special instructions if any]

4. Communication

- Students & Parents: Notification of the schedule adjustment and fusion will be communicated via [insert method: email, GC, Messenger, school website, etc.].
- Substitutes: Substitutes will be briefed on class expectations and lesson plans before the date of absence.

5. Learning Materials

All necessary learning materials, including lesson plans, textbooks, and any digital resources, will be made available to substitutes and teachers managing combined classes prior to the activity date.

6. Monitoring and Feedback

Post-activity, we will gather feedback from substitutes, teachers, and students to evaluate the effectiveness of this arrangement and make any necessary adjustments for future events.

7. Approval

Prepared by:

[School Head/Coordinator Name]

[Signature]

[Date]