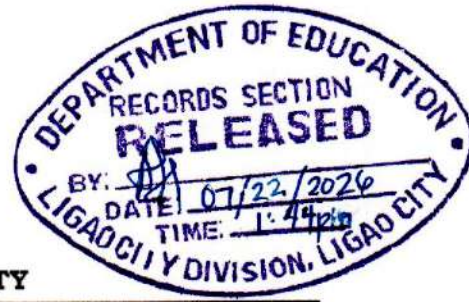


Republic of the Philippines  
Department of Education  
Region V- Bicol

**SCHOOLS DIVISION OFFICE OF LIGAO CITY**



*Office of the Schools Division Superintendent*

72226359

22 July 2026

**DIVISION MEMORANDUM**

No. **0356** s. 2026

**IMPLEMENTATION OF THE CAPSTONE PROJECT DATA-DRIVEN LEARNER  
PERFORMANCE MONITORING AND EARLY INTERVENTION SYSTEM**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Education Program Supervisors  
Public School District Supervisors  
Selected Public Elementary and Secondary School Heads  
All Others Concerned

1. With the aim of improving the numeracy skills of the learners, the Capstone project (CP) titled Data-Driven Learner Performance Management and Early Intervention System is to be implemented in the Schools Division of Ligao City from July 2026 to October 2026.
2. This CP is a proposal of a Development Academy of the Philippines- Public Management Development Program (DAP-PMDP) scholar from this Division and approved by this Office for implementation.
3. The list of teachers, school heads, supervisors, and other SDO personnel involved in this CP implementation is attached including the term of reference and the indicative project timeline.
4. Although this CP is in support of the ARAL Program, participation of teachers shall not affect the Instructional Block, and sessions for students in addressing foundational numeracy skills gap shall be strategically scheduled within or right after classes.
5. Expenses relative to the conduct of this CP shall be charged against Local Funds/school MOOE subject to the usual accounting and auditing rules and procedures.
6. Any inquiries about this CP shall be referred to Elwood L. Prias, Public School District Supervisor at 0995 943 5038.
6. For immediate dissemination and compliance.

**NYMPHA D. GUEMO**

Schools Division Superintendent



Binatagan, Ligao City, 4504  
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## **PROJECT IMPLEMENTATION TEAM**

Data-Driven Learner Performance Management and Early Intervention System

### **Project Consultants**

Nympha D. Guemo, *SDS and Institutional Partner*

Tita V. Agir, *CES-CID and Asst Institutional Partner*

Feliece I. Yeban, *Faculty Adviser (Philippine Normal University)*

### **Project Managers**

Elwood L. Prias, *PSDS and Project Proponent*

Jojim B. Cordova, *EPS-Math and Asst. Program Manager*

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## **Systems Co-Design Team**

### **Subject Matter Experts**

Jocelyn P. Navera, *Education Program Supervisor- Science*

Eric Gangawan, *Principal IV, Ligao East Central School*

Rene P. Preña, *Principal III, Bicol Regional Science High School*

Marlon D. Asis, *Principal I, Tula-Tula (P) Elementary School*

Brenly B. Mendoza, *MT IV, Ligao National High School*

Susan E. Barrato, *T-III, Ligao West Central Elementary School*

Alona M. Perdigones, *MT-II, Ligao East Central School*

Janeth P. Laut, *T-VI, Ligao East Central School*

Mark Jayson R. Laging, *MT-I, Ligao East Central School*

Margie C. Salire, *T-I, Paulba Elementary School*

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## **Systems Design and Development**

### **External Consultant**

Hermes M. Miraflor II

*Senior Information Technology Officer, Asian Development Bank*

### **Lead Developer**

Jaypee C. Divinaflor

*Information Technology Officer I, SDO Ligao City*

### **Assistant Developers**

Joseph F. Morco

*Teacher VI, Bicol Regional Science High School*

Lorilyn M. Octavo

*AO II, Tambo Elementary School*

Jameson M. Rebaisan

*Teacher II, Paulba National High School*

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### **Pilot Implementation Team**

Eric Gangawan  
*Principal IV, Ligao East Central School*

Alona M. Perdigones  
*MT-II, Ligao East Central School*

Janeth P. Laut  
*T-VI, Ligao East Central School*

Mark Jayson R. Laging  
*MT-I, Ligao East Central School*

Rommel Carl R. Peralta  
*Education Program Supervisor- LRMDs*

Jhaebie N. Obleada  
*Senior Education Program Specialist – Social Mobilization  
Copyeditor*

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### **Project Evaluation Team**

Angelo C. Quintan  
*Senior Education Program Specialist – M&E*

Pamela G. Garcia  
*Education Program Specialist II- M&E*

## TERMS OF REFERENCE

### Data-Driven Learner Performance Monitoring and Early Intervention System

#### I. Project Consultants

The Project Consultants provide institutional authority, oversight, and academic guidance to the project.

| Name / Position                                                               | Role                               | Key Responsibilities                                                                                                                                                                                                                              |
|-------------------------------------------------------------------------------|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Nympha D. Guemo<br>Schools Division<br>Superintendent (SDS)<br>SDO Ligao City | Institutional Partner              | Approves the project and provides overall institutional authority; endorses the Project Implementation Team and its Terms of Reference; approves resource allocation and inter-agency agreements needed for implementation.                       |
| Tita V. Agir<br>Chief Education Supervisor,<br>CID<br>SDO Ligao City          | Assistant<br>Institutional Partner | Provides curriculum and instruction-level oversight; assists the SDS in reviewing project alignment with division programs; supports coordination between the project and existing division initiatives (e.g., ARAL, learning recovery programs). |
| Feliece I. Yeban<br>Philippine Normal University                              | Academic/Technical<br>Adviser      | Provides technical guidance on research design, methodology, and academic rigor; reviews project deliverables and manuscripts; advises on alignment with DAP capstone requirements and relevant literature.                                       |

#### II. Project Managers

The Project Managers are responsible for the overall direction, coordination, and delivery of the project.

| Name / Position                                                 | Role                                   | Key Responsibilities                                                                                                                                                                                                                                  |
|-----------------------------------------------------------------|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Elwood L. Prias<br>Public Schools District<br>Supervisor (PSDS) | Project Proponent /<br>Project Manager | Leads overall project planning, implementation, monitoring, and reporting; coordinates all sub-teams; serves as primary link between the project and the SDS, PMDP/DAP, and external partners; consolidates and submits all deliverables and reports. |

|                                                            |                              |                                                                                                                                                                                                                     |
|------------------------------------------------------------|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Jojim B. Cordova<br>Education Program<br>Supervisor - Math | Assistant Program<br>Manager | Assists the Project Proponent in day-to-day project management; provides technical input on Math content and competencies; helps coordinate activities of the Systems Co-Design Team and Pilot Implementation Team. |
|------------------------------------------------------------|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### III. Systems Co-Design Team (Subject Matter Experts)

The Systems Co-Design Team participates in the Needs Assessment and Requirements Identification phase (co-design workshop). Members represent teaching, instructional leadership, and subject-matter perspectives to ensure the system reflects real classroom and school-level needs.

| Name / Position                                 | Key Responsibilities                                                                                                                                                                                                                                                                                                      |
|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Jojim B. Cordova, EPS - Math                    | Represents the SDO/division-level perspective in the co-design workshop; validates requirements for the division-level dashboard (i.e., what information SDO officials need to see and how often, to support faster decisions on technical assistance and resource allocation); also serves as Assistant Program Manager. |
| Jocelyn P. Navera<br>EPS - Science              | Participates in the co-design workshop as subject matter expert; validates system requirements from a division program-supervision perspective.                                                                                                                                                                           |
| Eric Gangawan<br>Principal IV, LECS             | Represents the pilot school in identifying system requirements, dashboard needs, and school-level workflows; also serves in the Pilot Implementation Team.                                                                                                                                                                |
| Rene P. Preña<br>Principal III, BRSHS           | Provides school-head perspective on system requirements and instructional support needs.                                                                                                                                                                                                                                  |
| Marlon D. Asis<br>Principal I, Tula-Tula (P) ES | Provides school-head perspective on system requirements and instructional support needs.                                                                                                                                                                                                                                  |
| Brenly B. Mendoza<br>MT IV, LNHS                | Provides master teacher perspective on formative assessment practices and instructional data needs.                                                                                                                                                                                                                       |
| Susan E. Barrato<br>T-III, Ligao West CES       | Provides teacher-level input on classroom-level data collection and usability needs.                                                                                                                                                                                                                                      |
| Alona M. Perdigones<br>MT-II, LECS              | Provides master teacher input on system requirements; also serves in the Pilot Implementation Team.                                                                                                                                                                                                                       |
| Janeth P. Laut<br>T-VI, LECS                    | Provides teacher-level input on requirements; also serves in the Pilot Implementation Team.                                                                                                                                                                                                                               |

|                                                   |                                                                                                                           |
|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| Mark Jayson R. Laging<br>MT-I, LECS               | Provides master teacher input on requirements; also serves in the Pilot Implementation Team.                              |
| Margie C. Salire<br>T-I, Paulba Elementary School | Provides teacher perspective from a non-pilot school to help validate the system's broader applicability and scalability. |

#### IV. Systems Development Team

This team is responsible for translating co-design requirements into a working system prototype, and for its testing, refinement, and deployment for the pilot.

| Name / Position                                                          | Role                          | Key Responsibilities                                                                                                                                                                                |
|--------------------------------------------------------------------------|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Hermes M. Miraflor II<br>Senior IT Officer, Asian Development Bank       | External Technical Consultant | Provides expert technical guidance on system architecture, data security, and best practices in system development; reviews the technical soundness of the design and prototype.                    |
| Jaypee C. Divinaflor<br>Information Technology Officer I, SDO Ligao City | Lead Developer                | Leads the actual design and development of the system prototype; translates co-design workshop requirements into system features; oversees testing, debugging, and deployment of the pilot version. |
| Joseph F. Morco<br>Teacher VI, BRSHS                                     | Assistant Developer           | Support the Lead Developer in system build-out, testing, and documentation.                                                                                                                         |
| Lorilyn M. Octavo<br>AO II, Tambo ES                                     | Assistant Developer           | Support the Lead Developer in system build-out, testing, and documentation.                                                                                                                         |
| Jameson M. Rebaisan<br>T-II, Paulba National High School                 | Assistant Developer           | Support the Lead Developer in system build-out, testing, and documentation.                                                                                                                         |

#### V. Pilot Implementation Team

This team is responsible for the on-the-ground implementation of the pilot at LECS, including orientation, session delivery, and weekly monitoring.

| Name / Position                     | Key Responsibilities                                                                                                                                                |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Eric Gangawan<br>Principal IV, LECS | Serves as on-site lead for pilot implementation; coordinates school-level logistics, orientation, and parental consent process; monitors day-to-day implementation. |

|                                                                                       |                                                                                                                                                                                                                                                   |
|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Alona M. Perdignes<br>MT-II, LECS                                                     | Directly implements/oversees remediation sessions using the pilot system; provides formative assessment data.                                                                                                                                     |
| Janeth P. Laut<br>T-VI, LECS                                                          | Directly implements remediation sessions using the pilot system; flags learners needing intervention.                                                                                                                                             |
| Mark Jayson R. Laging<br>MT-I, LECS                                                   | Directly implements remediation sessions using the pilot system; supports weekly monitoring.                                                                                                                                                      |
| Rommel Carl R. Peralta<br>Education Program<br>Supervisor - LRMDs                     | Provides division-level support on learning resources and materials used during pilot implementation.                                                                                                                                             |
| Jhaebie N. Obleada<br>Senior Education Program<br>Specialist - Social<br>Mobilization | Leads social mobilization efforts for the pilot, including engagement of parents/guardians and the community; supports resource generation (e.g., partnerships, in-kind or financial support) needed for pilot implementation and sustainability. |

#### VI. Project Evaluation Team

This team leads the design, execution, and analysis of the project's monitoring and evaluation activities, including the User Acceptance Testing (UAT), midpoint review, and post-pilot evaluation.

| Name / Position                                                   | Key Responsibilities                                                                                                                                                                                                                                           |
|-------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Angelo C. Quintan<br>Senior Education Program<br>Specialist - M&E | Leads the design of the evaluation methodology (timeliness, accuracy, usability, and usefulness indicators); oversees data collection instruments (UAT checklist, feedback forms, surveys) and analysis; consolidates evaluation findings and recommendations. |
| Pamela G. Education<br>Program Specialist II - M&E                | Assists in evaluation data collection, encoding, and analysis; supports the preparation of midpoint and post-pilot evaluation reports.                                                                                                                         |

## INDICATIVE PROJECT TIMELINE

### Data-Driven Learner Performance Management and Early Intervention System

| Date/Schedule      | Activity                                                                                                                        | Responsible Person(s)  |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------|------------------------|
| July 13-17, 2026   | Initial coordination meeting with Division Math Supervisor, PSDS of East District, Principal of LECS, and potential PIT members | Researcher             |
| July 17, 2026      | Submit project proposal for SDS approval                                                                                        | Researcher             |
| July 20, 2026      | Coordination meeting with supervisors, school head, and the PIT to define roles and validate implementation guidelines          | Researcher             |
| July 20, 2026      | Submit project proposal to Ligao City's LCE to secure LGU support                                                               | PIT                    |
| July 24, 2026      | Conduct system requirement (co-design) workshop with stakeholders                                                               | PIT                    |
| July 27-31, 2026   | Explore partnership agreement with DICT, BUPC, LNHS, BRSHS                                                                      | PIT                    |
| August 3, 2026     | Sign MOA with partner agencies                                                                                                  | PIT                    |
| August 7, 2026     | Meet with student system developers to secure participation                                                                     | PIT                    |
| August 7, 2026     | Technical onboarding meeting with system developers; translate functionalities into flowchart                                   | PIT                    |
| August 10-21, 2026 | Check on progress of prototype development by core function                                                                     | System developers, PIT |
| August 10-21, 2026 | Conduct User Acceptance Test (UAT) on the prototype                                                                             | System developers, PIT |
| August 10-21, 2026 | Revise/enhance prototype based on UAT feedback                                                                                  | System developers, PIT |
| August 24, 2026    | Pre-pilot coordination and system orientation with LECS school head and tutors                                                  | System developers, PIT |
| August 24, 2026    | Orientation to parents and learners; secure informed parental consent                                                           | System developers, PIT |

|                        |                                                                          |                                            |
|------------------------|--------------------------------------------------------------------------|--------------------------------------------|
| August 24, 2026        | Deploy and install the pilot version of the system                       | System developers, PIT                     |
| September–October 2026 | Conduct intervention classes in Math Grade 5 using the system            | LECS tutors and school head                |
| September–October 2026 | Conduct weekly monitoring of system use                                  | PIT                                        |
| September 2026         | Conduct timeliness and accuracy evaluation of system features            | PIT                                        |
| September 2026         | Conduct midpoint evaluation review                                       | PIT                                        |
| October 2026           | Conduct post-pilot implementation review and closure                     | PIT                                        |
| October 2026           | Conduct sustainability planning meeting with LECS school head and tutors | PIT                                        |
| November 2026          | Prepare consolidated report on system implementation based on evaluation | PIT                                        |
| November 2026          | Conduct design refinement session; enhance system prototype              | System developers, PIT                     |
| November 2026          | Prepare institutionalization and scale-up plan                           | DepEd officials and other resource persons |
| November 15, 2026      | Prepare and final project report (hard and soft copy)                    | Researcher                                 |
| January 2027           | Present report to DepEd and other stakeholders                           | Researcher                                 |