



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE-CARAGA

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REGIONAL MEMORANDUM

No. **0418**, s. 2025

To: Schools Division Superintendents
Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors
Public School District Supervisors
Public Elementary School Heads
All Others Concerned

**CONDUCT OF GBF CLASS BUILDER PROGRAM ORIENTATION FOR
GRADES 3 TO 6 MATHEMATICS TEACHERS**

1. The Department of Education (DepEd) Region XIII (CARAGA) announces the conduct of the Gokongwei Brothers Foundation (GBF) Class Builder Program Orientation for Grades 3 to 6 Mathematics Teachers from **May 20 to June 28, 2025**, through self-paced, face-to-face, and online sessions. This initiative seeks to expand the program's reach following its successful implementation last school year.
2. The orientation sessions aim to:
 - a. introduce the GBF Class Builder platform to teachers who are new to the program,
 - b. share available lesson materials aligned with the DepEd curriculum for Grades 3-6 Mathematics,
 - c. update the status of teacher accounts for continuation or deactivation, and
 - d. onboard new teachers to the program.
3. Attached to this memorandum are (a) the schedule of face-to-face, self-paced, and online orientations; (b) travel itinerary of the GBF team; and (c) guidelines on requirements submission. The School Divisions are also requested to coordinate with GBF regarding their availability for the proposed orientation dates by accomplishing the Google Form at bit.ly/GBFCB2025_Requirements.
4. School Division Offices are directed to provide transportation assistance to the GBF team during their scheduled visits per the attached travel itinerary. This support is essential to ensure the efficient execution of orientation sessions across multiple school divisions and the timely delivery of the GBF Class Builder platform to all teachers.
5. Participants in this activity are Grades 3 to 6 Mathematics teachers across all school divisions in the region. Each School Division must submit the following through bit.ly/GBFCB2025_Requirements:

- a. **Compiled Terms of Use Forms** - One consolidated PDF file containing signed forms from all participating schools. The template is available at bit.ly/GBFCB2025_TOU.
 - b. **Updated List of Teachers** - One Excel or Google Sheet file listing all Grades 3-6 Mathematics teachers with their corresponding school and grade level assignments. The template is available at bit.ly/GBFCB2025_ListOfTeachers.
 - c. All submissions should follow the filename format: **Division Requirement File** (Example: Agusan del Norte_Terms of Use Forms).
6. For inquiries and concerns related to this activity, please contact Ms. Rhea J. Yparraguirre, Education Program Supervisor, Regional Education Program Supervisor (EPS) in Mathematics, Curriculum and Learning Management Division at rhea.yparraguirre@deped.gov.ph.
7. Immediate dissemination of this Memorandum is desired.

MARIA INES C. ASUNCION
 Director IV
 Regional Director

Encl.: As stated

Reference: None

To be indicated in the Perpetual Index
 under the following subjects:

CURRICULUM
 LEARNING AREA, MATHEMATICS
 PARTNERSHIPS
 TEACHERS

ELEMENTARY EDUCATION
 ORIENTATION
 PROGRAMS
 TRAINING

CLMD/rjy
 04/25/2025

April 22, 2025

DR. MARIA INES C. ASUNCION, CESO IV
Regional Director
Department of Education, Region XIII

thru

MA'AM RHEA J. YPARRAGUIRRE
Education Program Supervisor - Mathematics
Department of Education, Region XIII

Dear Director Asuncion,

Good day!

We, at Gokongwei Brothers Foundation, would like to express our sincere gratitude for the meaningful partnership we shared last school year through the GBF Class Builder program. This new school year, we look forward to deepening our collaboration as we expand the program's reach to Grades 3 to 6 Mathematics teachers across the school divisions in your region. As part of this effort, we are seeking your permission to **conduct self-paced, face-to-face, and online orientation sessions from May 20 to June 28, 2025** which will serve as an opportunity to introduce the GBF Class Builder platform to the teachers who are new to the program and to share the available lesson materials aligned with the DepEd curriculum.

To ensure the success of these face-to-face orientation programs, we would also like to request your kind assistance in transportation for our team. This support will help us efficiently execute sessions across multiple school divisions and ensure timely delivery of the GBF Class Builder platform to all teachers. We've attached the onboarding schedule and travel itinerary for your reference.

Additionally, we would greatly appreciate your assistance in coordinating with the respective school divisions on two key items: confirming their availability for the proposed orientation dates by accomplishing the Google Form below, and facilitating the submission of their updated requirements—the compiled and signed Terms of Use from all participating schools per division and the updated list of Grade 3 to 6 Mathematics teachers with their school and grade level assignment. The requirements above will be used for the following reasons:

- to update the status of teacher accounts, whether for continuation or deactivation (if a teacher will not be teaching Grades 3-6 Mathematics this SY), and
- to know the number of new teachers that we will onboard during the orientation session/s.

Once the updated list of teachers and date have been accomplished and confirmed, we kindly ask that they be submitted through the submission bin link also provided below.

- Submission Bin for requirements and date confirmation: bit.ly/GBFCB2025_Requirements
- Guidelines on Requirements: https://bit.ly/GBFCB2025_Guidelines

Please let us know your confirmation to our request above and/or if you require any additional information. We are looking forward to this opportunity to work closely with you in building the future through quality education.

Sincerely, 

ANGELA DIANNE AGUSTIN
0998 983 4998
dice.agustin@gbf.com.ph
Senior Program Officer - Community
GBF Class Builder
Gokongwei Brothers Foundation

Schedule of Face-to-Face, Self-Paced, and Online Orientations

Date	Purpose	Time
May 20	Butuan City F2F Orientation & Reporting of Year 1 Status and MOA Signing	9:00 AM
May 21 <i>simultaneous AM orientations</i>	Agusan del Norte F2F Orientation 1	9:00 AM
	Agusan del Norte F2F Orientation 2	
May 23 - May 30	Bislig City, Cabadbaran City, and Tandag City Self-Paced Articulate	anytime within the dates
May 23 <i>two sessions; AM and PM</i>	Agusan del Sur F2F Orientation	9:00 AM & 2:00 PM
May 24		9:00 AM
May 27 <i>two sessions; AM and PM</i>	Surigao del Sur F2F Orientation	9:00 AM & 2:00 PM
May 28		9:00 AM
May 30 <i>two sessions; AM and PM</i>	Surigao del Norte F2F Orientation	9:00 AM & 2:00 PM
June 2	Dinagat Island F2F Orientation	2:00 PM
June 9 - 14	Bayugan City, Siargao, and Surigao City Self-Paced Articulate	anytime within the dates
June 28	Siargao Online Orientation	9:00 AM
	Bayugan City Online Orientation	2:00 PM
	Surigao City Online Orientation	2:00 PM

Date	Travel Itinerary	Time of Arrival
May 20	Go Hotels Butuan to SDO Butuan City	8:00 AM
May 21	Go Hotels Butuan to SDO Agusan del Norte (Venue 1 and Venue 2)	8:00 AM
May 22	Go Hotels Butuan to Agusan del Sur Accommodation	
May 23	Agusan del Sur Accommodation to SDO Agusan del Sur AM Venue	8:00 AM
	SDO Agusan del Sur AM Venue to PM Venue	1:00 PM
May 24	Agusan del Sur Accommodation to SDO Agusan del Sur AM Venue	8:00 AM
May 26	Agusan del Sur Accommodation to Surigao del Sur Accommodation	
May 27	Surigao del Sur Accommodation to SDO Surigao del Sur AM Venue	8:00 AM
	SDO Surigao del Sur AM venue to PM Venue	1:00 PM
May 28	Surigao del Sur Accommodation to SDO Surigao del Sur AM Venue	8:00 AM
May 29	SDO Surigao del Sur to Surigao del Norte Accommodation	
May 30	Surigao del Norte Accommodation to SDO Surigao del Norte AM venue	8:00 AM
	SDO Surigao del Norte AM Venue to PM Venue	1:00 PM
June 2	Dinagat Island Accommodation to SDO Dinagat Island Venue	1:00 PM