



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

DEPARTMENT OF EDUCATION
SDO-Iriga City RECORDS SECTION

RELEASED
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Office of the Schools Division Superintendent

October 7, 2026

DIVISION MEMORANDUM

NO. 524 s. 2026

**CONDUCT OF PROGRAM OF EXCELLENCE IN MATHEMATICS (POEM)/MTAP
SATURDAY PROGRAM IN MATHEMATICS FOR GRADES 1 TO 10 LEARNERS
FOR SY 2026 - 2027**

To: Assistant Schools Division Superintendent
Chief ES – CID
Education Program Supervisor in Mathematics
Public and Private Elementary and Secondary School Heads
Division Elementary and Secondary/District Mathematics Coordinators
Public/Private Elementary and Secondary School Mathematics Teachers
All Others Concerned

1. The Schools Division Office through the Curriculum Implementation Division (CID) in partnership with the Mathematics Teachers Association of the Philippines, Inc. (MTAP), announces the conduct of the **“Program of Excellence in Mathematics (POEM)/MTAP Saturday Program in Mathematics for Grades 1 to 10 Learners for SY 2026 - 2027”** in six (6) Saturdays that will be conducted in Face – to – Face classes on October 17, 24, 31, 2026 and November 7, 14, and 21, 2026.
2. This program aims to:
 - 1.1.improve problem-solving and critical thinking skills by providing students with open-ended problems and hands-on activities that go beyond typical classroom lessons.
 - 1.2.prepare students for upcoming various mathematics competition.
 - 1.3.boost the division results for national mathematics assessments.
 - 1.4.instill important values such as hard work, perseverance, honesty, and teamwork.
3. A registration fee of ₱350.00 per learner shall be collected for the six-session program. The fee shall be used to support the necessary logistical requirements, instructional materials, and other operational expenses related to the conduct of the MTAP activities and contests. Participation in the program is strictly voluntary. Learners and their parents/guardians shall not be subjected to any form of coercion, pressure, or compulsory participation in the activity.



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4. Moreover, considering that the program will be conducted over six (6) Saturdays, the participation of Mathematics teachers who will serve as teacher-trainers for the learners shall likewise be voluntary.
5. A virtual/online meeting on the orientation of the program among District Math Coordinators and School Mathematics Coordinators is set on October 12, 2026 at 4:00 o'clock in the afternoon.
6. The guidelines, Terms of References, and MTAP Centers are attached in this memorandum as Enclosure No. 1, 2, and 3, respectively.
7. Immediate dissemination and compliance with this memorandum are desired.

Digitally signed by Brioso
Maria-Magnolia Fajardo
Date: 2026.10.09 09:53:49
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MARIA – MAGNOLIA F. BRIOSO, CESO VI
OIC - Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. 528s. 2026

**GUIDELINES FOR THE CONDUCT PROGRAM OF EXCELLENCE IN MATHEMATICS
(POEM)/MTAP SATURDAY PROGRAM IN MATHEMATICS
FOR GRADES 1 TO 10 LEARNERS**

I. Purpose

The six-session **Program of Excellence in Mathematics/MTAP Saturday Program** is intended to provide learners with mathematics enrichment activities that strengthen their mathematical concepts, problem-solving skills, logical reasoning, critical thinking, and readiness for any mathematics contests.

The program shall complement the regular Mathematics curriculum and shall focus on engaging learners in challenging, meaningful, and developmentally appropriate mathematical activities.

II. Participants

The program shall be open to interested learners from the identified grade levels who voluntarily wish to participate. Participation shall be **strictly voluntary**. No learner or parent/guardian shall be subjected to any form of coercion, pressure, or undue influence to participate.

III. Duration and Schedule

The program shall consist of **six (6) Saturday sessions for three hours** to be conducted on the approved dates and designated venue. Each session shall have a structured mathematics enrichment activity appropriate to the learners' grade level.

IV. Session Activities

The six Saturday sessions may include:

1. Mathematics warm-up and mental math activities;
2. Review and enrichment of key mathematical concepts;
3. Problem-solving strategies and heuristics;
4. MTAP-type and non-routine mathematical problems;
5. Mathematical games, puzzles, and challenges;
6. Higher-Order Thinking Skills (HOTS) activities;
7. Individual and collaborative problem solving; and
8. Short formative assessments or practice exercises.



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The emphasis shall be on **understanding mathematical concepts, explaining solutions, reasoning, and applying strategies**, rather than merely memorizing procedures.

V. Teaching and Learning Approach

Teachers/coaches shall employ learner-centered and problem-solving-oriented approaches, including:

- Inquiry-Based Learning;
- Problem-Based Learning;
- Collaborative Learning;
- Mathematical Investigation;
- Mental Mathematics;
- HOTS activities; and
- appropriate MTAP enrichment strategies.

Activities shall be adjusted according to the learners' grade level, readiness, and learning needs.

VI. Registration Fee

A registration fee of **₱350.00 per learner for the six-session program** may be collected to support logistics, instructional materials, and other operational requirements related to the conduct of the MTAP Saturday Program and MTAP Contests. The collection and utilization of the fee shall be properly documented and accounted for in accordance with applicable policies and procedures. Participation in the program is **entirely voluntary**, and no learner or parent/guardian shall be compelled to register or pay the registration fee.

VII. Parent/Guardian Consent

A parent/guardian shall be properly informed about the purpose of the program, six-session schedule, venue, registration fee, nature of the activities; and voluntary nature of participation. Appropriate parent/guardian consent shall be secured before the learner participates in the program.

VIII. Attendance

Attendance shall be recorded during each of the six sessions for monitoring and documentation purposes. Learners who are unable to attend a session shall not be academically penalized in their regular classes.

IX. Learner Safety and Welfare

The safety and welfare of learners shall be given priority throughout the six-session program.



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Teachers/coaches shall provide appropriate supervision, maintain a safe and respectful learning environment, observe child protection policies, prevent bullying, discrimination, and inappropriate treatment; and respond appropriately to emergencies or incidents during the sessions.

X. Roles of Teachers/Coaches

Teachers/coaches shall prepare appropriate mathematics enrichment activities, facilitate the six Saturday sessions, monitor learner participation and progress, provide constructive feedback, maintain attendance and necessary documentation; and ensure that all activities are conducted in a safe, inclusive, and supportive environment.

XI. Monitoring and Evaluation

At the end of the six-session program, an evaluation shall be conducted to determine learner participation and attendance, improvement in mathematical skills, learner engagement and confidence, effectiveness of the learning activities; and areas for improvement in future mathematics enrichment programs. Appropriate learner, teacher, and parent/guardian feedback may be gathered for this purpose.

XII. Completion of the Program

Upon completion of the six Saturday sessions, the implementing team shall prepare a brief accomplishment report indicating the number of participants, activities conducted, learner participation, notable outcomes, and recommendations.

XIII. General Provision

The six-session MTAP Saturday Program shall be implemented as a **voluntary mathematics enrichment activity** and shall not replace or interfere with the regular delivery of the school's Mathematics curriculum and other required school activities. All concerned shall ensure that the program is conducted with fairness, transparency, learner safety, and respect for the rights and welfare of every participating learner.



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Enclosure No. 2 to Division Memorandum No. 526 s. 2026

TERMS OF REFERENCE (TOR)

1. Overall Division MTAP Coordinator

Role: Provides overall leadership, coordination, supervision, and monitoring of the six-session MTAP Saturday Program across the School Centers in the Division.

Duties and Responsibilities:

1. Develop and issue the overall guidelines and implementation framework for the program.
2. Coordinate with MTAP representatives, school heads, MTAP Center Coordinators, and School Coordinators.
3. Identify and designate participating MTAP Centers and participating schools.
4. Provide technical assistance on program implementation, mathematics enrichment, and MTAP preparation.
5. Coordinate the schedule, scope of activities, and major requirements of the six-session program.
6. Monitor the implementation of the program across participating centers.
7. Ensure that participation remains voluntary and that learner welfare and child protection provisions are observed.
8. Facilitate the consolidation of attendance, participation, and program accomplishment reports.
9. Coordinate the conduct of MTAP-related contests or culminating activities, when applicable.
10. Prepare the **Division Accomplishment Report** and recommendations after the six-session program.

2. MTAP Center Coordinator

Role: Manages and coordinates the implementation of the six-session program within the designated MTAP Center.

Duties and Responsibilities:

1. Coordinate with the Overall Division MTAP Coordinator regarding program requirements and schedules.
2. Organize and supervise the conduct of the six Saturday sessions at the MTAP Center.
3. Coordinate the assignment of Teacher-Trainers to participating learners.
4. Ensure that classrooms, learning materials, seating arrangements, and other logistical requirements are ready before each session.
5. Maintain the master list of participating learners and Teacher-Trainers.
6. Monitor attendance and participation during every Saturday session.
7. Ensure that instructional activities are aligned with the approved MTAP enrichment program.
8. Coordinate with School MTAP Coordinators regarding learner attendance, concerns, and progress.
9. Address operational concerns arising during the sessions and elevate issues requiring Division-level action.



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10. Consolidate the center's attendance, activities, and accomplishment reports.
11. Submit the **MTAP Center Accomplishment Report** to the Overall Division MTAP Coordinator.

3. MTAP School Coordinator

Role: Serves as the school-level focal person responsible for coordinating learner participation and communication between the school, parents, Teacher-Trainers, and MTAP Center.

Duties and Responsibilities:

1. Disseminate information regarding the six-session MTAP Saturday Program to interested learners and parents/guardians.
2. Facilitate the registration of interested learners.
3. Ensure that parent/guardian consent is secured before participation.
4. Orient learners and parents/guardians regarding the schedule, venue, program expectations, and voluntary nature of participation.
5. Maintain the school's list of participating learners.
6. Coordinate learner attendance and participation with the MTAP Center Coordinator.
7. Communicate important announcements and schedule adjustments to parents/guardians and learners.
8. Monitor learner participation and concerns during the six-session program.
9. Coordinate with Teacher-Trainers regarding learner needs and progress.
10. Assist in the collection of learner/parent feedback and program evaluation.
11. Prepare and submit the school's participation and accomplishment report to the MTAP Center Coordinator.

4. Principal / School Head

Role: Provides administrative supervision and ensures that the school's participation in the MTAP Saturday Program is properly authorized, supported, and implemented.

Duties and Responsibilities:

1. Approve and support the school's participation in the six-session MTAP Saturday Program.
2. Designate a qualified **MTAP School Coordinator** and participating Teacher-Trainers.
3. Ensure that participation of learners is voluntary and supported by appropriate parent/guardian consent.
4. Ensure compliance with applicable DepEd policies on learner welfare, child protection, inclusive education, and other relevant regulations.
5. Provide or facilitate access to appropriate school facilities, when applicable.
6. Ensure that teachers assigned to the program are properly informed of their roles and responsibilities.
7. Monitor the school's implementation of the program.
8. Ensure that no learner is academically disadvantaged because of non-participation.
9. Support proper documentation and reporting of the school's participation.
10. Address administrative concerns that may arise during the six-session implementation.
11. Endorse the school's accomplishment report to the MTAP Center Coordinator or Division MTAP Coordinator, as appropriate.



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5. Teacher-Trainer / MTAP Coach

Role: Directly facilitates the six Saturday learning sessions and provides mathematics enrichment and MTAP preparation to participating learners.

Duties and Responsibilities:

1. Prepare appropriate lesson plans, activity sheets, problem sets, and enrichment activities for each Saturday session.
2. Conduct the assigned six-session mathematics enrichment classes.
3. Develop learners':
 - o conceptual understanding;
 - o procedural fluency;
 - o mathematical reasoning;
 - o strategic competence;
 - o problem-solving skills; and
 - o mathematical confidence.
4. Use challenging, non-routine, and MTAP-type mathematical problems appropriate to the learners' grade level.
5. Employ learner-centered approaches such as problem solving, inquiry, mathematical investigation, collaborative learning, and HOTS activities.
6. Encourage learners to explain, justify, and communicate their mathematical thinking.
7. Monitor learner participation and progress throughout the six sessions.
8. Provide immediate and constructive feedback.
9. Maintain accurate attendance records.
10. Identify learners who require additional support or enrichment.
11. Coordinate learner concerns with the MTAP School or Center Coordinator.
12. Maintain a positive, inclusive, respectful, and safe learning environment.
13. Submit required session outputs and accomplishment reports to the MTAP Center



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Enclosure No. 3 to Division Memorandum No. 56 s. 2026

MTAP Centers/Center Coordinators/School Heads

District	MTAP Center School	Center Coordinator	Principal	Clustered Schools
Central District Math Coordinator: Medalyne S. Ebron	IRIGA CENTRAL SCHOOL	Karen A. Belonio	Leopoldo R. Dato Jr.	Iriga Central School
				DLMMS
				SNES
	SAN ISIDRO ELEM. SCHOOL	Ma. Fe F. Ibarreta	Maribel C. Vargas	San Isidro Elementary School
				San Agustion ES
				Fatima Integrated School
	SAN MIGUEL ELEM. SCHOOL	Jackielene V. Portea	Pedro N. Morada	San Miguel Elementary School
				San Jose ES
				Francia ES
	SAN FRANCISCO ELEM. SCH	Edwin R. Monte	Erwin A. Bona	San Francisco Elementary School
				Salvacion Integrated School
				Sta. Crus Sur ES
				La Purisima ES
SOUTH District Math Coordinator: Maricel L. Intia	IRIGA SOUTH CENTRAL SCH	Elena A. Cortez	Rey A. Tabarangao	ICSS
				San Juan Integrated School
				La Anunciacion ES
	SANTIAGO INTEGRATED SCH	Myrna C. Borela	Maricel L. Intia	Santiago IS
				Banao ES
				Sta. Elena ES
	STO NIÑO ELEM. SCH	Daisy Tangelon	Conchita Simata	Sto Niño Elementary School
				La Medalla ES
				Tiriktirikan ES
	SAN VICENTE SUR ELEM. SCH	Mary Joy P. Bisenio	Luningning Nagrampa	San Vicente Sur Elem. School
				La Trinidad ES
	San Antonio ES	Dennis Ciron	Leo B. Sarmiento	San Antonio ES



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NORTH District Math Coordinator: John Moses V. Orbon	IRIGA NORTH CENTRAL SCH	Elaila Mae Zoilo Briones	Noel L. Desquitado	Iriga North Central Schto Rey Integrated School
				Sta. Teresita ES San Vicene Nortes IS Cawayan ES
				Sta. Cruz Norte ES
				San Andres ES
				San Pedro ES
	SAGRADA ELEM. SCH	Lyka R. Gillegao	Dr. Athina L. Camila	Sagrada Elementary School
				Niño Jesus Elem, School
				Antipolo Integrated Schhol
				San Ramon ES
				CRIS
Sta. Isabel ES				
Cawayan Elementary School	Sonia Callos	Benjie Orbon	San Rafael ES	
			Cawayan Elem School	
SECONDARY Sec Math Coordinator: Salvacion B. Felices	ZEFERINO ARROYO H/S	Erma O. Bagacina	Dr. Ludevina Ester D. Bolante	ZAHS
	RNTVS (MAIN)	Miladee B. Regalado	Meriam L. Camila	RNTVS (Main)
	CRIS	Dante J. Arrabe	May R. Ampongan	Cristo Rey Integrated School
	PHNHS	Maria Jesusa Medroso	Dr. Rey M. Bueno	Perpetual Help National High School
PRIVATE Private Math Coordinator: Zaldy B. Buffe	LCCI	Jocylene Malinao	Elizabeth V. Infante, OSA	LCCi
	USANT (ELEM)	Phobe Angeline Bayta	Janice A. Banzagales, MAEd	USANT (Elem)
	UNEP (ELEM.)	John Robert De Villa	Dr. Romar V. Belen	UNEP (Elem.)
	USANT (SEC)	Zaldy B. Buffe	Dr. FRANCIA T. BUFFE	USANT (Sec)
	UNEP (SEC.)	Jude Nedia	FRIOLAN CELETARIA, JD.	UNEP (Sec.)