



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
**SCHOOLS DIVISION OF LUCENA CITY**



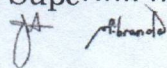
14 Jan 2025

**DIVISION MEMORANDUM**

No. 023, s. 2025

**FIRST ONLINE DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING**

- TO:** OIC – Asst. Schools Division Superintendent  
Chief Education Supervisors – SGOD & CID  
Unit Heads  
EPSs and PSDSs  
Public Elementary and Secondary School Heads  
All Others Concerned
1. The Schools Division Office of Lucena City announces the conduct of **First Online Division Management Committee (MANCOM) Meeting on January 23, 2025, 8:00 a.m. to 3:00 p.m. via MS Teams.**
  2. The Division Management Committee Meeting aims to discuss:
    - a. updates from the Curriculum Implementation Division (CID);
    - b. updates from the School Governance Operation Division (SGOD);
    - c. updates from the Office of the Schools Division Superintendent; and
    - d. other matters.
  3. Attendees for the said meeting are the Top Management, Division Chiefs, Unit /Section Heads, Education Program Supervisors, Public Schools District Supervisors, ALS Education Program Specialists, selected division personnel and School Heads (strictly no representative is allowed). Please see the attached list of attendees for your reference.
  4. Minutes of the previous meeting dated December 19, 2024, was already uploaded and accessible at **<https://tinyurl.com/MANCOMREPOSITORY>**. Attendees are directed to review the said minutes of the meeting. A spreadsheet was provided for you to comment and give queries until **January 22, 2025, 5:00 p.m.**
  5. Attached is the list of participants (Annex 1), members of the technical working group (Annex 2) and matrix of activity (Annex 3) for your reference.
  6. Immediate and widest dissemination of this Memorandum is desired.

  
**SUSAN D. ORIBIANA**  
Schools Division Superintendent  


OSDS/OASDS / SDLO / DM – FIRST ONLINE DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING  
001 / 01/14/2025



**Address:** Lucena West | ES Compound, M.L. Tagarao St. Brgy. Ilayang. Iyam, Lucena City  
**Contact Nos.:** (042) 421-4161/421-4162/421-5137  
**Email Address:** lucena.city@deped.gov.ph  
**Website:** depedlucena.com

## Annex 1

**LIST OF PARTICIPANTS**

**TITLE OF ACTIVITY:** FIRST ONLINE DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING  
**DATE OF ACTIVITY:** January 23, 2025

| NO. | NAME                          | SEX | DESIGNATION                            | OFFICE / SCHOOL          |
|-----|-------------------------------|-----|----------------------------------------|--------------------------|
| 1   | Susan DL. Oribiana            | F   | SDS                                    | OSDS                     |
| 2   | Edenia O. Libranda            | F   | OIC-ASDS                               | OSDS                     |
| 3   | Ana Karmela S. Amante-Vergara | F   | Attorney III                           | Legal                    |
| 4   | Maria Katherine A. Panganiban | F   | AOV (Budget Officer III)               | Budget                   |
| 5   | Benjie C. Rivera              | M   | AO V (Admin Services)                  | Admin                    |
| 6   | Erwin M. Montes               | M   | AO IV (Records Officer)                | Records                  |
| 7   | Aloysius D. Cabana            | M   | AO IV (Supply Officer)                 | Supply                   |
| 8   | Glenna M. Habito              | F   | AO IV (HRMO)                           | Personnel                |
| 9   | Cristina B. Rogelio           | F   | IT Officer                             | ICT                      |
| 10  | Maria Eleanor A. Pinza        | F   | AO IV (Cash)                           | Cash                     |
| 11  | Rhea A. Gallano-Mojica        | F   | Accountant III                         | Accounting               |
| 12  | Josephine T. Natividad        | F   | Chief Education Supervisor             | CID                      |
| 13  | Rowela M. Caperiña            | F   | Education Program Supervisor           | CID                      |
| 14  | Jocy L. Jadcr                 | M   | Education Program Supervisor           | CID                      |
| 15  | Erwin R. Abrencillo           | M   | Education Program Supervisor           | CID                      |
| 16  | Modesta R. Jaurigue           | F   | Education Program Supervisor           | CID                      |
| 17  | Leonora Fe M. Malabonga       | F   | Education Program Supervisor           | CID                      |
| 18  | Myla K. Mendiola              | F   | Education Program Supervisor           | CID                      |
| 19  | Anicia J. Villaruel           | F   | Education Program Supervisor/OIC       | CID/Don Victor Ville NHS |
| 20  | Dexter M. Valle               | M   | Education Program Supervisor           | CID                      |
| 21  | Eden E. Reazo                 | F   | Public Schools District Supervisor/OIC | CID                      |
| 22  | Ronald V. Mendiola            | M   | Public Schools District Supervisor     | CID                      |
| 23  | Chinita A. Tolentino          | F   | Public Schools District Supervisor     | CID                      |
| 24  | Sorina P. Gloria              | F   | Public Schools District Supervisor     | CID                      |
| 25  | Milagros R. Lindain           | F   | Public Schools District Supervisor     | CID                      |
| 26  | Nancy D. La Rosa              | F   | Public Schools District Supervisor     | CID                      |

|    |                             |   |                                        |                                 |
|----|-----------------------------|---|----------------------------------------|---------------------------------|
| 27 | Pablito R. Alay             | M | Public Schools District Supervisor     | CID                             |
| 28 | Ma. Consolacion V. Teñido   | F | Public Schools District Supervisor     | CID                             |
| 29 | Rey Mark R. Queaño          | M | Public Schools District Supervisor/OIC | CID/LCNHS-Mayao Crossing Ext.   |
| 30 | Donald M. Valle             | M | Public Schools District Supervisor     | CID                             |
| 31 | Mylene R. Dapol             | F | EPS II – ALS                           | CID                             |
| 32 | Noel Rey T. Estuita         | M | PDO II                                 | CID                             |
| 33 | Elesio C. Ladines Jr.       | M | EPS II – ALS                           | CID                             |
| 34 | Epifania F. Carandang       | F | Chief Education Supervisor             | SGOD                            |
| 35 | Karina R. Bautista          | F | EPS 1                                  | SGOD                            |
| 36 | Marc Andro E. Bernabe       | M | Division Planning Officer              | SGOD                            |
| 37 | Pascual C. La Rosa, Jr.     | M | SEPS                                   | SGOD                            |
| 38 | Rolan B. Catapang           | M | SEPS                                   | SGOD                            |
| 39 | Belen M. Andal              | F | SEPS                                   | SGOD/LCNHS-Silangang Mayao Ext. |
| 40 | Mary Cleire D. Miguel       | F | SEPS                                   | SGOD                            |
| 41 | Joam M. Alcantara           | M | Division Engineer                      | SGOD                            |
| 42 | Preciosa Marie T. Alba      | F | PDO II                                 | SGOD                            |
| 43 | Donna L. Malasarte          | F | PDO I                                  | SGOD                            |
| 44 | Rosebelle F. Castrillo      | F | PDO I                                  | SGOD                            |
| 45 | Armida Y. Castro            | F | Dentist                                | SGOD                            |
| 46 | Sheila Mae A. Ursolino      | F | Dentist                                | SGOD                            |
| 47 | Patrick Miguel T. Palacio   | M | Nurse II                               | SGOD                            |
| 48 | Yvan Jonas A. Tolentino     | M | Nurse II                               | SGOD                            |
| 49 | Ma. Concepcion S. Bobadilla | F | Principal I                            | Lucena North I ES               |
| 50 | Ian Carlos M. Vizconde      | M | Principal I                            | Lucena North II ES              |
| 51 | Ronnalyn P. Ibarrola        | F | Principal                              | Lucena North III ES             |
| 52 | Catherine Marie P. Barba    | F | Principal I                            | Camp Nakar ES                   |
| 53 | Josephine L. Ocampo         | F | Principal II                           | Domoit ES                       |
| 54 | Carlos V. Villaester        | M | Principal II                           | ERAES                           |
| 55 | Audones B. Dueñas           | M | Principal II                           | Gulang-Gulang ES                |
| 56 | Maria Leah P. Comia         | F | Principal I                            | Hermana Fausta ES               |
| 57 | Evelyn P. Lacerna           | F | Head Teacher III                       | Ilayang Dupay ES                |
| 58 | Hazel T. Abanto             | F | Principal II                           | Kanlurang Mayao ES              |
| 59 | Allan L. Jumpalad           | M | Principal I                            | Reymar Compound ES              |
| 60 | Dennis E. Ibarrola          | M | Principal II                           | San Lorenzo ES                  |
| 61 | Pearl L. Tuzon              | F | Principal I                            | Silangang Mayao ES              |
| 62 | Maria Corazon A. Rubio      | F | Principal II                           | Zaballero Subd. ES              |
| 63 | Lorelie A. Jasul            | F | Principal II                           | Lucena East I ES                |
| 64 | Rosalinda D. Garcia         | F | Principal II                           | Lucena East II ES               |
| 65 | Paulina P. Labitigan        | F | Principal II                           | Lucena East III ES              |
| 66 | Benilda M. Pujanes          | F | Principal I                            | Lucena East IV ES               |
| 67 | Maximino M. Garcia Jr.      | M | Principal I                            | Lucena East V ES                |
| 68 | Xandra Leah S. Dames        | F | Principal I                            | Lucena East VI ES               |
| 69 | Shirley G. De Torres        | F | Principal II                           | Lucena East VII ES              |

|     |                             |   |                        |                               |
|-----|-----------------------------|---|------------------------|-------------------------------|
| 70  | Lilian B. Paderes           | F | Head Teacher III       | Lucena East VII ES-Annex      |
| 71  | Maria Cristina V. De Torres | F | Principal II           | Lucena East VIII ES           |
| 72  | Cherry Alva P. Espedido     | F | Head Teacher III       | Lucena East IX ES             |
| 73  | Rowena J. Adorneo           | F | Principal II           | Lucena West I ES              |
| 74  | Yvette M. Preclaro          | F | Principal II           | Lucena West II ES             |
| 75  | Josephine E. Permalino      | F | Principal II           | Lucena West III ES            |
| 76  | Enelyn H. Bayani            | F | Principal I            | Lucena West IV ES             |
| 77  | Jose Virgel L. Adriano      | M | Principal I            | Ibabang Iyam ES               |
| 78  | Joseph V. Mendiola          | M | Principal I            | Ibabang Talim ES              |
| 79  | Cynthia R. Gimenez          | F | Principal I            | Ilayang Talim ES              |
| 80  | Editha B. Huelva            | F | Principal III          | Isabang ES                    |
| 81  | Jennifer M. Oestar          | F | Head Teacher III       | Isabang ES-Bocohan Annex      |
| 82  | Lowell B. Busa              | M | Principal I            | Salinas ES                    |
| 83  | Ferdinand P. Macatugob      | M | Principal I            | Ransohan IS                   |
| 84  | Marilyn A. Merto            | F | Principal III          | Lucena South I ES             |
| 85  | Jefferson R. Alojado        | M | Principal I            | Lucena South II ES            |
| 86  | Gloria S. Bobadilla         | F | Principal I            | Barra ES                      |
| 87  | Ronnie J. Cada              | M | Principal I            | Bliss ES                      |
| 88  | Ferlinda M. Briones         | F | Principal II           | Dalahican ES                  |
| 89  | Feliciano B. Salandanan     | M | Principal I            | Dalahican ES-Annex            |
| 90  | Leilani P. Tan              | F | Principal I            | Mayao Castillo ES             |
| 91  | Maria Irene M. Flores       | F | Principal II           | Mayao Crossing ES             |
| 92  | Loida L. Tabernilla         | F | Principal I            | Mayao Parada ES               |
| 93  | Enrique A. Cuario           | M | Principal I            | Talao-Talao ES                |
| 94  | Rodolfo A. Sena Jr.         | M | Principal III          | LCNHS-Main                    |
| 95  | Fermela V. Calvario         | F | Head Teacher III       | LCNHS-Ilayang Dupay Ext.      |
| 96  | Arlene L. Mendoza           | F | Head Teacher III       | LCNHS-Mayao Castillo Ext.     |
| 97  | Sherin D. Bustamante        | F | OIC-Teacher III        | Mayao Parada Agricultural IHS |
| 98  | Rey G. Aleman               | M | Assistant Principal II | LDNHS                         |
| 99  | Maria Dreza R. Simbahan     | F | Head Teacher III       | LDNHS-Barra Annex             |
| 100 | Junet Andrea M. Lavarro     | F | Assistant Principal II | Cotta NHS                     |
| 101 | Rolito M. Inojosa           | M | Principal III          | GNHS                          |
| 102 | Abel D. Otico               | M | Head Teacher I         | Napoleon Ravanzo NHS          |
| 103 | Pelagia R. Regio            | F | Assistant Principal II | GNHS-Domoit Ext.              |
| 104 | Ritchelda D. Abadilla       | F | Principal I            | Ibabang Talim IHS             |
| 105 | Renante Bataanon            | M | TWG                    | OSDS                          |
| 106 | Mary Eden A. Malacad        | F | TWG                    | OSDS                          |
| 107 | Josephine D. Ambeguia       | F | TWG                    | OSDS                          |
| 108 | Floriza C. Indenible        | F | TWG                    | OSDS                          |
| 109 | Maria Leonora P. Andojar    | F | TWG                    | OSDS                          |
| 110 | Mary Grace D. Lianillo      | F | TWG                    | OSDS                          |

## Annex 2

### Division MANCOM Committee Members and TWGs

| Technical Working Group                          |                                                  |
|--------------------------------------------------|--------------------------------------------------|
| Program and Invitation Committee                 | Floriza C. Indenible<br>Josephine D. Ambeguia    |
| Registration Committee                           | Maria Leonora P. Andojar<br>Floriza C. Indenible |
| Certificates Committee                           | Mary Grace D. Lianillo                           |
| Physical Arrangement Committee                   |                                                  |
| Sound System and Technical Committee             | Cristina B. Rogelio<br>Renante Bataanon          |
| Food & Refreshment Committee                     |                                                  |
| Evaluation Committee                             | Josephine D. Ambeguia                            |
| Documentation Committee                          | Mary Grace D. Lianillo                           |
| Health and Wellness Committee<br>(If applicable) |                                                  |

**MATRIX OF ACTIVITIES**

**TITLE OF ACTIVITY:** FIRST ONLINE DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING  
**DATE OF ACTIVITY:** January 23, 2025

| TIME               | TOPIC / ACTIVITY                                                                                                                                                             | PERSON RESPONSIBLE                                                                                                                                          |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8:00-9:00 a.m.     | Registration                                                                                                                                                                 | <b>FLORIZA C. INDENIBLE</b><br>Administrative Assistant III<br><br><b>JOSEPHINE D. AMBEGUIA</b><br>Administrative Assistant III                             |
| 9:00-9:40 a.m.     | <b>OPENING PROGRAM</b><br>Philippine National Anthem<br>Prayer<br>CALABARZON March<br>Lucena Hymn<br>SDO Lucena Hymn<br>DepEd Quality Policy<br>Statement<br>Welcome Remarks | AVP<br><br><br><br><br><br><br><b>EPIFANIA F. CARANDANG</b><br>Chief Education Supervisor - SGOD                                                            |
| 9:40-9:45 a.m.     | Call to Order                                                                                                                                                                | <b>SUSAN DL. ORIBIANA</b><br>Schools Division Superintendent                                                                                                |
| 9:45-9:50 a.m.     | Roll Call and Declaration of Quorum                                                                                                                                          | North: Eden E. Reazo<br>East: Donald M. Valle<br>West: Sorina P. Gloria<br>South: Pablito R. Alay<br>Secondary: Rey Mark R. Queaño<br>SDO: Benjie C. Rivera |
| 9:50-10:00 a.m.    | Minutes of the Previous MANCOM Meeting and Status of Actions                                                                                                                 | <b>DR. LORELIE A. JASUL</b><br>Principal, East I ES                                                                                                         |
| 10:00-10:05 a.m.   | Approval of the Provisional Agenda                                                                                                                                           |                                                                                                                                                             |
| 10:05-10:15 a.m.   | <b>Break</b>                                                                                                                                                                 |                                                                                                                                                             |
| 10:15 - 10:50 a.m. | School Governance and Operation Division (SGOD) Issues and Concern                                                                                                           | <b>EPIFANIA F. CARANDANG</b><br>Chief Education Supervisor - SGOD                                                                                           |
| 10:50 - 11:30 a.m. | Curriculum Implementation Division (CID) Issues and Concern                                                                                                                  | <b>JOSEPHINE T. NATIVIDAD</b><br>Chief Education Supervisor - CID                                                                                           |

|                            |                                                                        |                                                                                                                                            |
|----------------------------|------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| 11:30 a.m. -<br>12:00 noon | Office of the Schools<br>Division Superintendent<br>Issues and Concern | <b>BENJIE C. RIVERA</b><br>Administrative Officer V                                                                                        |
|                            | Other Related Issues and<br>Concern                                    | <b>EDENIA O. LIBRANDA</b><br>Chief Education Supervisor<br>Officer-In-Charge<br>Office of the Assistant Schools Division<br>Superintendent |
| 12:00 noon -<br>1:00 p.m.  | <b>Lunch Break</b>                                                     |                                                                                                                                            |
| 1:00 - 2:00<br>p.m.        | Superintendent's Hour                                                  | <b>SUSAN DL. ORIBIANA</b><br>Schools Division Superintendent                                                                               |
| 2:00 - 2:15<br>p.m.        | <b>Break</b>                                                           |                                                                                                                                            |
| 2:15 - 2:45<br>p.m.        | Open Forum                                                             |                                                                                                                                            |
| 2:45 - 3:00<br>p.m.        | Closing Remarks                                                        | <b>JOSEPHINE T. NATIVIDAD</b><br>Chief Education Supervisor - CID                                                                          |
|                            | Adjournment                                                            |                                                                                                                                            |

**MARY EDEN A. MALACAD**  
*Master of Ceremony*