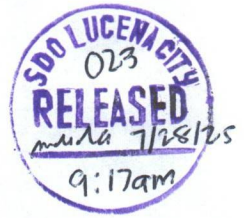




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF LUCENA CITY



08 Jul 2025

DIVISION MEMORANDUM

No. 275, s. 2025

**DIVISION CAPACITY BUILDING ORIENTATION ON ADOPT-A-SCHOOL
PROGRAM 2025**

TO: Asstistant Schools Division Superintendent
Chief Education Supervisors – SGOD & CID
School Heads, Public Elementary, Secondary and Integrated Schools
Public Elementary and Secondary Teachers
All Others Concerned

1. Pursuant to DepEd Order No. 002, s. 2024, titled "Immediate Removal of Administrative Tasks of Public School Teachers," **SDO Lucena will conduct the Division Capacity Building Orientation on Adopt-A-School Program 2025 on August 08, 2025 @ 8:00 a.m.-12:00 p.m. at M.I. Sevilla's Resort and Hotel, Brgy. Domoit, Lucena City.**
2. The activity aims to orient the School Heads and, or newly designated ASP and BE Coordinators in terms of the Guidelines on the Preparation of Memorandum of Agreement/ Understanding, Deed of Donation/Acceptance and other Pertinent Documents, as well as DepEd Partnerships Database System (DPDS) and School Governance and Operations Division-Unified Integrated System (SGOD-UIS) issues and updates.
3. The participants of the said activity are the select SDO personnel, Public Elementary and Secondary School Heads and New assigned ASP and BE School Coordinators. It is reiterated that participants must be holding a permanent position. They are advised to bring laptop, extension cord, and needed data/ documents to be used during the DPDS and SGOD-UIS re-orientation workshop.
4. For further queries and clarification, you may contact Social Mobilization and Networking Section (SMN) SEPS Dr. Belen M. Andal, and Dr. Laiza P. Villamater, EPS -II at SGOD Telephone No. (042) 421-4161 Local 234.
5. Immediate dissemination of this Memorandum is desired.

Date: 2025.07.22
14:18:54 +08'00'

SUSAN DL. ORIBIANA
Schools Division Superintendent

SGOD/SMN / bma / DM – Division Capacity Building Orientation on Adopt-A-School Program 2025
007 / 07/08/2025



Address: Lucena West I 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

MATRIX OF ACTIVITY

**TITLE OF ACTIVITY: DIVISION CAPACITY BUILDING ORIENTATION
ON ADOPT-A-SCHOOL PROGRAM 2025**

DATE OF ACTIVITY: August 8, 2025

TIME	TOPIC / ACTIVITY	PERSON RESPONSIBLE
7:30 AM- 8:00 AM	Arrival/Registration	<i>Facilitator/ All participants</i>
8:00 AM- 8:30 AM	Preliminaries • Prayer • National Anthem • Welcome Remarks and Rationale • Message	<i>Audio-Visual Presentation</i> EDENIA O. LIBRANDA <i>Assistant Schools Division Superintendent</i> SUSAN DL. ORIBIANA <i>Schools Division Superintendent</i>
8:30AM- 9:30AM	Guidelines on the Preparation of Memorandum of Agreement/ Understanding, Deed of Donation/Acceptance and other Pertinent Documents	ATTY. ANA KARMELA S. AMANTE-VERGARA <i>Attorney III</i>
9:30AM- 10:30AM	DepEd Partnerships Database System (DPDS) re-orientation, issues and updates	CRISTINA B. ROGELIO <i>Division Information Officer</i>
10:30AM- 10:45AM	SNACKS	DR. LAIZA P. VILLAMATER <i>EPS-II, SMN</i>
10:45AM- 11:30AM	School Governance and Operations Division Unified Integrated System (SGOD-UIS) re-orientation, issues and updates	HERNANDO C. CORTEZ <i>EPS-I, TLE</i> JOMARIE C. CORTEZ <i>ADMIN AIDE</i>
11:30AM- 11:50AM	OPEN FORUM	BELEN M. ANDAL <i>SEPS-SMN</i>
11:50- AM 12:00 NN	Closing Remarks	DR. EPIFANIA F. CARANDANG <i>Chief Education Supervisor-SGOD</i>

DR. LAIZA P. VILLAMATER
Master of Ceremony

Annex 2

LIST OF PARTICIPANTS

TITLE OF ACTIVITY: DIVISION CAPACITY BUILDING ORIENTATION
ON ADOPT-A-SCHOOL PROGRAM 2025

DATE OF ACTIVITY: August 8, 2025

NO.	NAME	SEX	DESIGNATION	OFFICE / SCHOOL
1	SUSAN DL. ORIBIANA	F	SDS	OSDS
2	EDENIA O. LIBRANDA	F	ASDS	OSDS
3	EPIFANIA F. CARANDANG	F	SGOD CHIEF	SGOD
4	MYLA K. MENDIOLA	F	OIC-CID CHIEF	CID
5	ANA KARMELA S. AMANTE-VERGARA	F	ATTORNEY III	OSDS
6	HERNANDO C. CORTEZ	M	EPS-I, TLE	CID
7	CRISTINA B. ROGELIO	F	ITO	OSDS
8	DENNIS IBARROLA	M	PSDS	CID
9	PABLITO ALAY	M	PSDS	CID
10	SORINA P. GLORIA	F	PSDS	CID
11	MA. CONSOLACION V. TEÑIDO	F	PSDS	CID
12	RONALD V. MENDIOLA	M	PSDS	CID
13	PASCUAL C. LA ROSA, JR.	M	SEPS-SMME	SGOD
14	BELEN M. ANDAL	F	SEPS-SMN	SGOD
15	LAIZA P. VILLAMATER	F	EPS-II, SMN	SGOD
16	KAREN JANE P. MONTERO	F	EPS-II	SGOD
17	PRECIOSA MARIE T. ALBA	F	PDO-II, DRRM	SGOD
18	YVAN JONAS TOLENTINO	M	NURSE II	SGOD
19	DONNA L. MALASARTE	F	PDO-I	SGOD
20	ROSEBELLE F. CASTRILLO	F	PDO-I	SGOD
21	MARK ANGELO VILLABROZA	M	ADMIN AIDE	SGOD
22	JOMARIE C. CORTEZ	M	ADMIN AIDE	SGOD
23	MA. CONCEPCION D. BOBADILLA	F	Principal II	LUCENA NORTH I ELEMENTARY SCHOOL
24	IAN CARLOS M. VIZCONDE	M	Principal I	LUCENA NORTH II ELEMENTARY SCHOOL
25	RONNALYN T. IBARROLA	F	Principal I	LUCENA NORTH III ELEMENTARY SCHOOL
26	RONNIE J. CADA	M	Principal II	DOMOIT ELEMENTARY SCHOOL
27	PAULINA P. LABITIGAN	F	Principal II	GULANG-GULANG ELEMENTARY SCHOOL
28	PEARL L. TUZON	F	Principal I	SILANGANG MAYAO ELEMENTARY SCHOOL
29	MARIA CORAZON A. RUBIO	F	Principal II	KANLURANG MAYAO ELEMENTARY SCHOOL
30	CYNTHIA R. GIMENIEZ	F	Principal I	REYMAR COMPOUND ELEMENTARY SCHOOL
31	JOSEPHINE L. OCAMPO	F	Principal I	SAN LORENZO ELEMENTARY SCHOOL

32	HAZEL T. ABANTO	F	Principal II	ZABALLERO SUBDIVISION ELEMENTARY SCHOOL
33	CATHERINE MARIE P. BARBA	F	Principal I	CAMP NAKAR ELEMENTARY SCHOOL
34	FERDINAND P. MACATUGOB	M	Principal I	ILAYANG DUPAY ELEMENTARY SCHOOL
35	MARIA LEAH P. COMIA	F	Principal I	HERMANA FAUSTA ELEMENTARY SCHOOL
36	MARILYN A. MERTO	F	Principal II	ERAES
37	LORELIE A. JASUL	F	Principal I	LUCENA EAST I ELEMENTARY SCHOOL
38	ROSA LINDA D. GARCIA	F	Principal II	LUCENA EAST II ELEMENTARY SCHOOL
39	ALLAN L. JUMPALAD	M	Principal II	LUCENA EAST III ELEMENTARY SCHOOL
40	BENILDA M. PUJANES	F	Principal I	LUCENA EAST IV ELEMENTARY SCHOOL
41	MAXIMINO M. GARCIA, JR.	M	Principal I	LUCENA EAST V ELEMENTARY SCHOOL
42	XANDRA LEAH S. DAMES	F	Principal I	LUCENA EAST VI ELEMENTARY SCHOOL
43	ROWENA J. ADORMEO	F	Principal II	LUCENA EAST VII ELEMENTARY SCHOOL
44	LILIAN B. PADERES	F	HT III	LUCENA EAST VII ELEMENTARY SCHOOL -ANNEX
45	MARIA CRISTINA V. DE TORRES	F	Principal II	LUCENA EAST VIII ELEMENTARY SCHOOL
46	CHERRY ALVA P. ESPEDIDO	F	HT III	LUCENA EAST IX ELEMENTARY SCHOOL
47	CARLOS V. VILLAESTER	M	Principal II	LUCENA WEST I ELEMENTARY SCHOOL
48	YVETTE M. PRECLARO	F	Principal I	LUCENA WEST II ELEMENTARY SCHOOL
49	JOSEPHINE E. PERMALINO	F	Principal II	LUCENA WEST III ELEMENTARY SCHOOL
50	ENELYN H. BAYANI	F	Principal I	LUCENA WEST IV ELEMENTARY SCHOOL
51	JOSE VIRGEL L. ADRIANO	M	Principal II	IBABANG IYAM ELEMENTARY SCHOOL
52	JOSEPH V. MENDIOLA	M	Principal I	IBABANG TALIM ELEMENTARY SCHOOL
53	ANDY G. PALILIO	M	Principal I	ILAYANG TALIM ELEMENTARY SCHOOL
54	EDITHA B. HUELVA	F	Principal III	ISABANG ELEMENTARY SCHOOL
55	JENNIFER M. OESTAR	F	OIC/ Head Teacher III	ISABANG ELEMENTARY SCHOOL - BOCOHAN ANNEX
56	LOWELL B. BUSA	M	Principal I	SALINAS ELEMENTARY SCHOOL
57	AUDONES B. DUEÑAS	M	Principal II	LUCENA SOUTH I ELEMENTARY SCHOOL
58	JEFFERSON R. ALOJADO	M	Principal I	LUCENA SOUTH II ELEMENTARY SCHOOL
59	GLORIA S. BOBADILLA	F	Principal I	BARRA ELEMENTARY SCHOOL

60	ANALYN I. MENDOZA	F	TIC	BLISS ELEMENTARY SCHOOL
61	FERLINDA M. BRIONES	F	Principal II	DALAHICAN ELEMENTARY SCHOOL
62	FELICIANO B. SALANDANAN	M	Principal I	DALAHICAN ELEMENTARY SCHOOL-ANNEX
63	LEILANI P. TAN	F	Principal I	MAYAO CASTILLO ELEMENTARY SCHOOL
64	MARIA IRENE M. FLORES	F	Principal II	MAYAO CROSSING ELEMENTARY SCHOOL
65	LOIDA L. TABERNILLA	F	Principal I	MAYAO PARADA ELEMENTARY SCHOOL
66	ENRIQUE A. CUARIO	M	Principal I	TALAO-TALAO ELEMENTARY SCHOOL
67	RODOLFO ARROYO SENA JR.	M	Principal III	LUCENA CITY NATIONAL HIGH SCHOOL
68	ABEL D. OTICO	M	OIC	LUCENA DALAHICAN NATIONAL HIGH SCHOOL
69	ROLITO M. INOJOSA	M	Principal IV	GULANG-GULANG NATIONAL HIGH SCHOOL
70	JUNETH ANDREA M. LAVARRO	F	Assistant Principal II	COTTA NATIONAL NATIONAL HIGH SCHOOL
71	RITCHELDA D. ABADILLA	F	Principal I	IBABANG TALIM INTEGRATED HIGH SCHOOL
72	FERMELA V. CALVARIO	F	OIC/Head Teacher IV	LUCENA CITY NATIONAL HIGH SCHOOL-ILAYANG DUPAY EXTENSION
73	ALELYN M. MAGUNDAYAO	F	OIC-Asst. Principal	LUCENA CITY NATIONAL HIGH SCHOOL- MAYAO CROSSING EXTENSION
74	MAY GRACE D. SALAZAR	F	TIC	LUCENA CITY NATIONAL HIGH SCHOOL-MAYAO CASTILLO ANNEX
75	RUDYARD U. ROCAFOR	M	TIC	LUCENA CITY NATIONAL HIGH SCHOOL-SILANGANG MAYAO ANNEX
76	MARIA DREZA R. SIMBAHAN	F	Head Teacher III	LUCENA DALAHICAN NATIONAL HIGH SCHOOL-BARRA ANNEX
77	FERMELA V. CALVARIO	F	OIC/Head Teacher 1	NAPOLEON RAVANZO NATIONAL HIGH SCHOOL
78	PELAGIA R. REGIO	F	ASSISTANT PRINCIPAL I	GULANG-GULANG NATIONAL HIGH SCHOOL-DOMOIT EXTENSION

79	SHERIN D. BUSTAMANTE	F	TIC/T3	MAYAO PARADA AGRICULTURAL INTEGRATED HIGH SCHOOL
80	MICHAEL J. MEDINA	M	School Principal	RANSOHAN INTEGRATED SCHOOL
81	MARLOU ABEL L. RAMA	M	TIC	DON VICTOR VILLE NHS
82	GERIMIE M. TUMANOT	M	ASP COORDINATOR	LUCENA NORTH I ELEMENTARY SCHOOL LUCENA NORTH II ELEMENTARY SCHOOL LUCENA NORTH III ELEMENTARY SCHOOL
83	MICHELLE A. SANCHEZ	F	ASP COORDINATOR	DOMOIT ELEMENTARY SCHOOL
84	THENESSEE T. YU	F	ASP COORDINATOR	GULANG-GULANG ELEMENTARY SCHOOL
85	CHERRYLYN A. PENTES	F	ASP COORDINATOR	KANLURANG MAYAO ELEMENTARY SCHOOL
86	ROMMEL L. ARANILLA	M	ASP COORDINATOR	ZABALLERO SUBDIVISION ELEMENTARY SCHOOL
87	RENTZ EROLL M. ROMERO	M	ASP COORDINATOR	CAMP NAKAR ELEMENTARY SCHOOL & LCNHS-SMEX
88	VIRGIL PAULO P. PIÑERA	M	ASP COORDINATOR	ILAYANG DUPAY ELEMENTARY SCHOOL
89	Z-ANN LEAH B. ZULUETA ROCHELLE R. DE CHAVEZ JOHN KEMUEL POBEDA	F F M	ASP COORDINATOR ASP COORDINATOR ASP COORDINATOR	ERAES LUCENA EAST III ELEMENTARY SCHOOL
90	LEIZYL M. MAALIW	F	ASP COORDINATOR	LUCENA EAST V ELEMENTARY SCHOOL
91	LEIZYL M. MAALIW	F	ASP COORDINATOR	LUCENA EAST IX ELEMENTARY SCHOOL
92	LEIZYL M. MAALIW	F	ASP COORDINATOR	LUCENA WEST I ELEMENTARY SCHOOL
93	JONABELLE R. AZARES	F	ASP COORDINATOR	LUCENA WEST II & IV ELEMENTARY SCHOOL
94	ANNILYN P. LOPEZ	F	ASP COORDINATOR	LUCENA WEST III ELEMENTARY SCHOOL
95	JOAN L. VIDAL	F	ASP COORDINATOR	IBABANG IYAM ELEMENTARY SCHOOL
96	CERISE ANNE M. EDAN	F	ASP COORDINATOR	SALINAS, IBABA & ILAYANG TALIM ELEMENTARY SCHOOL
97	MARICEL G. CEDARIA	F	ASP COORDINATOR	ISABANG ELEMENTARY SCHOOL
98	BABE AUBREY B. CABULE	F	ASP COORDINATOR	ISABANG ELEMENTARY SCHOOL - BOCOHAN ANNEX
99	ROSELYN DINGLASAN	F	ASP COORDINATOR	LUCENA SOUTH I ELEMENTARY SCHOOL

100	CAROLYN R. LLANZA	F	ASP COORDINATOR	BARRA ELEMENTARY SCHOOL and LDNHS
101	ANALYN I. MENDOZA	F	ASP COORDINATOR	BLISS ELEMENTARY SCHOOL
102	JANNAH MAE T. MORENO	F	ASP COORDINATOR	DALAHICAN ELEMENTARY SCHOOL
103	GLAIZA CABANA	F	ASP COORDINATOR	DALAHICAN ELEMENTARY SCHOOL-ANNEX
104	RONALD Z. GABITO	M	ASP COORDINATOR	MCES, MPES, & TALAO-TALAO ES
105	YVANNA MARIE A. INGENTE	F	ASP COORDINATOR	MAYAO CROSSING ELEMENTARY SCHOOL
106	CAROLINA L. ANTENOR	F	ASP COORDINATOR	LUCENA CITY NATIONAL HIGH SCHOOL
107	CECILIA ABIGAIL M. ALFONSO	F	ASP COORDINATOR	GULANG-GULANG NATIONAL HIGH SCHOOL
108	ARVIN A. ASNAN	M	ASP COORDINATOR	COTTA NATIONAL NATIONAL HIGH SCHOOL
109	EDSEL E. INDENIBLE	M	ASP COORDINATOR	IBABANG TALIM INTEGRATED HIGH SCHOOL
110	YVANNA MARIE INGENTE	F	ASP COORDINATOR	LUCENA CITY NATIONAL HIGH SCHOOL- MAYAO CROSSING EXTENSION
111	EDEN ARANILLA-GOZO	F	ASP COORDINATOR	LUCENA CITY NATIONAL HIGH SCHOOL-MAYAO CASTILLO ANNEX
112	ARJELYN C. DICHOSO	F	ASP COORDINATOR	LUCENA DALAHICAN NATIONAL HIGH SCHOOL-BARRA ANNEX
113	JOHN KENNETH RAY P. ROLDAN	M	ASP COORDINATOR	NAPOLEON RAVANZO NATIONAL HIGH SCHOOL
114	MARIA LALAINA M. CADAQ	F	ASP COORDINATOR	MAYAO PARADA AGRICULTURAL INTEGRATED HIGH SCHOOL
115	MARICEL C. PERILLO	F	ASP COORDINATOR	RANSOHAN INTEGRATED SCHOOL

Note: Please use this template for **Division-Based** level training only.

Annex 3

List of Technical Working Committee

Technical Working Group	
Program and Invitation Committee	Laiza P. Villamater Belen M. Andal
Registration Committee:	Donna L. Malasarte Rosebelle Castrillo
Certificates Committee	Preciosa Marie Alba Karen Jane P. Montero
Physical Arrangement Committee	Mark Angelo Villabroza Jomarie Cortez
Sound System and Technical Committee	Mary Cleire Miguel Jomarie Cortez Cristina B. Rogelio Renante Bataanon
Food & Refreshment Committee	Rolan B. Catapang Barbara Jane E. Barron
Evaluation Committee	Pascual C. La Rosa Karen Jane P. Montero
Documentation Committee	Laiza P. Villamater – Narrative & Activity Completion Report
Health and Wellness Committee	Yvan Jonas Tolentino