



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

SGO T9DMA-001378

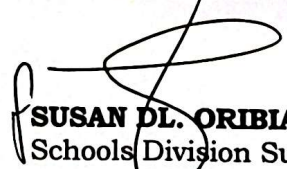
DIVISION MEMORANDUM
SGO-2024-008

17 January 2024

FIRST DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING

TO : OIC-Asst. Schools Division Superintendent
Chief Education Supervisors – SGOD & CID
Private School Administrators
All Others Concerned

1. The Schools Division Office of Lucena City announces the conduct of First Division Management Committee Meeting 2024 on **January 22, 2023, 8:30 AM to 5:00 PM** at **Lucena City Teachers and Employees Convention Center (LCTECC)**, Iyam, Lucena City.
2. The Division Management Committee Meeting aims to:
 - a. discuss issues and concerns on In-Service Training (INSET);
 - b. instill deeper commitment on Catch-Up Fridays;
 - c. explain about School Monitoring;
 - d. report the School Building Repairs;
 - e. revisit DepEd Memorandum 291, s. 2008, Guidelines for the Implementation of CSC Resolution No. 080096 on Working Hours for Public School Teachers; and
 - f. other related issues and concerns.
3. Attendees for the said meeting are the top management, division chiefs, unit /section heads, division 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. Expenses relative to the conduct of this activity will be charged to Division MOOE, subject to the usual accounting and auditing rules and regulations.
5. Immediate and widest dissemination of this Memorandum is desired.


SUSAN D. ORIBIANA
Schools Division Superintendent

KRB/002



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Website: depedlucena.com

Division MANCOM Committee Members and TWGs

Technical Working Group	
Program and Invitation Committee	Pascual C. La Rosa Jr.
Registration Committee	Rolan B. Catapang
Certificates Committee	Karina R. Bautista
Physical Arrangement Committee	Benjie C. Rivera
Sound System and Technical Committee	Cristina B. Rogelio
Food & Refreshment Committee	Maria Katherine A. Panganiban
Evaluation Committee	Pascual C. La Rosa Jr.
Documentation Committee	Belen M. Andal Rosebelle F. Castrillo
The Executives	May Grace D. Salazar Jasmine J. Flores Ace Ferdinand O. Igloria Joe Anthony L. Basco Fernando M. Clar De Jesus
Health and Wellness Committee (If applicable)	Don Rey C. Cariaga

MATRIX OF ACTIVITY

TITLE OF ACTIVITY: 1st Division Management Committee Meeting (ManCom)

DATE OF ACTIVITY: January 22, 2024

TIME	TOPIC / ACTIVITY	PERSON RESPONSIBLE
8:30-9:00 AM	Registration	
9:00-9:40 AM	- OPENING PROGRAM - Philippine National Anthem - Opening Prayer - CALABARZON March - Lucena Hymn	AVP
	- WELCOME REMARKS	PHILLIP B. GALLENDEZ <i>OIC – Asst. Schools Division Superintendent</i>
	- CHECKING OF ATTENDANCE	North : Eden E. Reazo East : Chinita A. Tolentino West : Milagros R. Lindain South : Nancy D. La Rosa Secondary: Rey Mark R. Queaño SDO : Benjie Rivera
9:40-10:00	READING OF THE PREVIOUS MINUTES OF MANAGEMENT COMMITTEE MEETING	PHILLIP B. GALLENDEZ <i>OIC – Asst. Schools Division Superintendent</i>
	BREAK	
10:00-10:15	CALL TO ORDER	SUSAN DL. ORIBIANA <i>Schools Division Superintendent</i>
10:15- 10:50	CURRICULUM ISSUES AND CONCERNS	JOSEPHINE T. NATIVIDAD <i>Chief Education Supervisor - CID</i>
10:50-11:30	REVISIT DEPED MEMORANDUM 291, S. 2008, GUIDELINES FOR THE IMPLEMENTATION OF CSC RESOLUTION NO. 080096 ON WORKING HOURS FOR PUBLIC SCHOOL TEACHERS;	EPIFANIA F. CARANDANG <i>Chief Education Supervisor – SGOD</i>
11:30- 12:00	REPORT THE SCHOOL BUILDING REPAIRS	ENGR. JOAM M. ALCANTARA <i>Education Facilities</i>
12:00-1:00	LUNCH	
1:00 – 2:00	TIME WITH ASDS	PHILLIP B. GALLENDEZ <i>OIC – Asst. Schools Division Superintendent</i>
2:00 - 3:00	SUPERINTENDENT'S HOUR	SUSAN DL. ORIBIANA <i>Schools Division Superintendent</i>
3:00 - 3:15	BREAK	
3:15 -4:00	Other Related Issues and Concerns	BENJIE C. RIVERA <i>Administrative Officer V</i>
4:00 – 4:30	OPEN FORUM	
4:30 – 5:00	CLOSING PROGRAM	

PASCUAL C. LA ROSA JR.
Masters of Ceremony

LIST OF PARTICIPANTS

TITLE OF ACTIVITY: 1st Division Management Committee Meeting (ManCom)
DATE OF ACTIVITY: January 22, 2024

NO.	NAME	SEX	DESIGNATION	OFFICE / SCHOOL
1	Susan DL. Oribiana	F	SDS	OSDS
2	Phillip B. Gallendez	M	OIC – ASDS	OSDS
3	Ana Karmela S. Amante-Vergara	F	Attorney III	Legal
4	Cristina B. Rogelio	F	IT Officer I	ICT
5	Rhea A. Gallano-Mojica	F	Accountant III	Accounting
6	Maria Katherine A. Panganiban	F	AOV (Budget Officer III)	Budget
7	Maria Eleanor A. Pinza	F	AOIV (Cashier)	Cash
8	Benjie C. Rivera	M	AO V (Admin. Services)	Admin.
9	Aloysius D. Cabana	M	AOIV (Supply Officer)	Supply
10	Erwin M. Montes	M	AOIV (Records Officer)	Records
11	Rochelle P. Tolentino	F	AOIV (Personnel Officer)	Personnel
12	Josephine T. Natividad	F	Chief Education Supervisor	CID
13	Rowela M. Caperiña	F	Education Program Supervisor	CID
14	Joey L. Jader	M	Education Program Supervisor	CID
15	Erwin Abrencillo	M	Science Division Coordinator	CID
16	Modesta R. Jaurigue	F	Education Program Supervisor	CID
17	Jaime R. Lacerna	M	Education Program Supervisor	CID
18	Leonora Fe M. Malabonga	F	Education Program Supervisor	CID
19	Myla K. Mendiola	F	Education Program Supervisor	CID
20	Anicia J. Villaruel	F	Education Program Supervisor	CID
21	Dexter M. Valle	M	Education Program Supervisor	CID
22	Eden E. Reazo	F	Public Schools District Supervisor	CID
23	Ronald V. Mendiola	M	Public Schools District Supervisor	CID
24	Chinita A. Tolentino	M	Public Schools District Supervisor	CID
25	Donald M. Valle	M	Public Schools District Supervisor	CID
26	Sorina P. Gloria	F	Public Schools District Supervisor	CID
27	Milagros R. Lindain	F	Public Schools District Supervisor	CID
28	Nancy D. La Rosa	F	Public Schools District Supervisor	CID
29	Pablito R. Alay	M	Public Schools District Supervisor	CID
30	Ma. Consolacion V. Teñido	F	Public Schools District Supervisor	CID
31	Rey Mark R. Queano	M	Public Schools District Supervisor	CID
32	Mylene R. Dapol	F	EPS II – ALS	CID
33	Epifania F. Carandang	F	Chief Education Supervisor	SGOD
34	Karina R. Bautista	F	Education Program Supervisor	SGOD
35	Marck Andro E. Bernabe	M	Planning Officer III	SGOD
36	Pascual C. La Rosa, Jr.	M	SEPS, SM (M&E)	SGOD
37	Rolan B. Catapang	M	SEPS, HRD	SGOD
38	Joam M. Alcantara	M	Education Facilities	SGOD

39	Rosebelle F. Castrillo	F	PDO I	SGOD
40	Don Rey C. Cariaga	M	Medical Officer III	SGOD
41	Armida Y. Castro	F	Dentist II	SGOD
42	Ma. Concepcion S. Bobadilla	F	Principal I	Lucena North I ES
43	Ian Carlos M. Visconde	M	Principal I	Lucena North II ES
44	Allan L. Jumpalad	M	Principal I	Lucena North III ES
45	Catherine Marie P. Barba	F	Principal I	Camp Nakar ES
46	Josephine L. Ocampo	F	Principal II	Domoit ES
47	Carlos V. Villaester	M	Principal II	ERAES
48	Audones B. Dueñas	M	Principal II	Gulang-gulang ES
49	Maria Leah P. Comia	F	Principal I	Hermana Fausta ES
50	Evelyn P. Lacerna	F	Head Teacher III	Ilayang Dupay ES
51	Hazel T. Abanto	F	Principal II	Kanlurang Mayao ES
52	Pearl L. Tuzon	F	Principal I	Reymar Compound ES
53	Dennis E. Ibarrola	M	Principal II	San Lorenzo ES
54	Magtanggol J. Ragas	M	Principal I	Silangang Mayao ES
55	Maria Corazon A. Rubio	F	Principal II	Zaballero Subd. ES
56	Juvarta O. Tierra	F	Principal II	Lucena East I ES
57	Rosalinda D. Garcia	F	Principal II	Lucena East II ES
58	Paulina P. Labitigan	F	Principal II	Lucena East III ES
59	Benilda M. Pujanes	F	Principal I	Lucena East IV ES
60	Lorelie A. Jasul	F	Principal I	Lucena East V ES
61	Xandra Leah S. Dames	F	Principal I	Lucena East VI ES
62	Shirley G. De Torres	F	Principal II	Lucena East VII ES
63	Lilian B. Paderes	F	Head Teacher III	Lucena East VII ES-Annex
64	Maria Cristina V. De Torres	F	Principal II	Lucena East VIII ES
65	Cherry Alva Perez-Espedido	F	Head Teacher III	Lucena East IX ES
66	Rowena J. Adormeo	F	Principal II	Lucena West I ES
67	Yvette M. Preclaro	F	Principal II	Lucena West II ES
68	Josephine E. Permalino	F	Principal II	Lucena West III ES
69	Enelyn H. Bayani	F	Principal I	Lucena West IV ES
70	Jose Virgel L. Adriano	M	Principal I	Ibabang Iyam ES
71	Joseph V. Mendiola	M	Principal I	Ibabang Talim ES
72	Cynthia R. Gimenez	F	Principal I	Ilayang Talim ES
73	Editha B. Huelva	F	Principal III	Isabang ES
74	Jennifer M. Oestar	F	Head Teacher III	Isabang ES-Bocohan Annex
75	Lowell B. Busa	M	Principal I	Salinas ES
76	Ferdinand P. Macatugob	M	Principal I	Ransohan IS
77	Marilyn A. Merto	F	Principal III	Lucena South I ES
78	Jefferson R. Alojado	M	Principal I	Lucena South II ES
79	Gloria S. Bobadilla	F	Principal I	Barra ES
80	Ronnie J. Cada	M	Principal I	BLISS ES
81	Ferlinda M. Briones	F	Principal II	Dalahican ES
82	Feliciano B. Salandanan	M	Principal I	Dalahican ES-Annex
83	Maria Irene M. Flores	F	Principal II	Mayao Crossing ES
84	Leilani P. Tan	F	Principal I	Mayao Castillo ES
85	Loida L. Tabernilla	F	Principal I	Mayao Parada ES
86	Enrique A. Cuario	M	Principal I	Talao-talao ES
87	Rodolfo A. Sena Jr.	M	Principal III	LCNHS-Main
88	Fermela V. Calvario	F	Head Teacher III	LCNHS-Ilayang Dupay Ext.
89	Arlene L. Mendoza	F	Head Teacher III	LCNHS-Mayao Castillo Ext.

90	Rebecca Recto	F	Head Teacher III	LCNHS-Mayao Crossing
91	Belen M. Andal	F	SEPS, SMN / OIC	LCNHS-Silangang Mayao Ext.
92	Sherin D. Bustamante	F	OIC-Teacher III	Mayao Parada Agricultural IHS
93	Rey G. Aleman	M	Assistant Principal II	LDHNS
94	Dressa Simbahan	F	Head Teacher III	LDNHS-Barra Ext.
95	Carmen H. Macatugob	F	Principal II	Cotta NHS
96	Rolito M. Inojosa	M	Principal III	GNHS-Main
97	Abel D. Otico	M	Head Teacher I	Napoleon Ravanzo NHS
98	Pelagia R. Regio	F	Assistant Principal II	GNHS-Domoit Annex
99	Ritchelda D. Abadilla	F	Principal I	Ibabang Talim HIS