



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



29 Jul 2025

**DIVISION MEMORANDUM**

No. 280, s. 2025

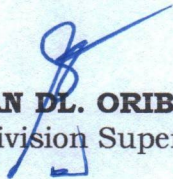
**ORIENTATION SEMINAR WORKSHOP FOR NEWLY INSTALLED SCHOOL HEADS FOR FY 2025**

**TO:** Asst. Schools Division Superintendent  
Newly Installed School Heads  
Division Planning Officer  
Division Accountant  
All Others Concerned

1. In line with the Department of Education's commitment to strengthening school leadership and management capacity, this Office shall conduct an "Orientation Seminar Workshop for Newly Installed School Heads for FY 2025" on August 14-15, 2025, at 8:00 am, the venue is to be announce in a separate memorandum.
2. This orientation aims to equip newly installed school heads with the essential knowledge, competencies, and tools necessary for effective school governance and instructional leadership. Topics will include but are not limited to:
  - a. Budget and Resource Management
  - b. Human Resource Guidelines and Personnel Actions
  - c. Basic Education Monitoring and Evaluation Frameworks
  - d. Liquidation & Disbursement
  - e. GAD Focal Point System
  - f. Program Management Information System
3. All concerned participants are required to attend and actively participate in the said activity. Kindly bring a laptop and necessary documents for reference. Meals and training materials will be provided. Travel expenses of the participants shall be charged against the respective school / local funds
4. For inquiries and concerns, you may email at the Planning Unit-SGOD and Budget Unit through [budget.lucena@deped.gov.ph](mailto:budget.lucena@deped.gov.ph).



5. Immediate dissemination of this Memorandum is desired.

  
**SUSAN D.L. ORIBIANA**  
Schools Division Superintendent

OSDS/BUD/ MKP /  
SCHOOL HEADS FOR FY 2025

005 / 07/29/2025

DM - ORIENTATION SEMINAR WORKSHOP FOR NEWLY INSTALLED



## LIST OF PARTICIPANTS

**TITLE OF ACTIVITY: ORIENTATION FOR THE NEWLY INSTALLED SCHOOL HEADS**

**DATE OF ACTIVITY:** August 14-15, 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	Chief - SGOD	SGOD
4	Benjie C. Rivera	M	AO V	OSDS
5	Rhea A. Gallano-Mojica	F	Accountant III	OSDS
6	Maria Katherine A. Panganiban	F	Budget Officer III	OSDS
7	Glenna M. Habito	F	AO IV/Personnel	OSDS
8	Marck Andro E. Bernabe	M	Planning Officer III	SGOD
9	Karina R. Bautista	F	EPS / GAD	SGOD
10	Pascual La Rosa, Jr.	M	SEPS. M&E	SGOD
11	Karen Jane Montero	F	EPS II, M&E	SGOD
12	Maica P. Tenorio	M	AA VI/Supply	OSDS
13	Mirella D. Talabong	F	ADAS III	OSDS
14	Cream Erlyn T. Arong	F	ADAS III	OSDS
15	Julie M. Comia	F	ADAS III	West District
16	Lorna Afable	F	ADAS III	North District
17	Erwin T. Alidio	M	ADAS III	East District
18	Loreto Obcemea	M	ADAS III	South District
19	Carlo Joseph Castillo	M	Nurse II	SGOD
	<b>SCHOOL HEADS</b>			
1	Michael Medina	M	School Principal I	Ransohan IS
2	Analyn Mendoza	F	TIC	Bliss ES
3	Andy Palillo	M	TIC	Ilayang Talim ES
4	Alelyn Mangundayao	F	Asst. Principal II	LCNHS – Mayao Crossing Ext

5	Marlou Abel Rama	M	TIC	Don Victor Ville NHS
6	Fermela Calvario	F	Head Teacher IV	Napoleon Ravanzo NHS
7	Rudyard Rocafor	M	TIC	LCNHS – Sil. Mayao Ext
8	May Grace Salazar	F	TIC	LCNHS – Mayao Castillo Annex
9	Sherwin De Silva	M	Teacher III – ASP	Cotta NHS
10	Maximino Garcia, Jr.	M	School Principal I	Lucena East V ES
11	Jennifer Oestar	F	Head Teacher III	Isabang ES – Bocohan Annex
12	Ronnalyn Ibarrola	F	School Principal I	Lucena North III ES
13	Maria Dreza Simbahan	F	Head Teacher III	LDNHS – Barra Annex
14	Sherin Bustamante	F	TIC	Mayao Parada IS
15	Junet Andrea Lavarro	F	Asst. Principal II	Cotta NHS
16	Jescelyn Albo	F	Teacher III- OIC-ASP	Dalahican ES