



Republic of the Philippines  
**Department of Education**  
Caraga Region  
**SCHOOLS DIVISION OFFICE OF SURIGAO CITY**

November 26, 2020

DIVISION MEMORANDUM  
NO. 211 s. 2020

**ASSIGNMENT OF PERSONNEL IN THE SCHOOL GOVERNANCE AND OPERATION  
DIVISION(SGOD)**

To: Asst. Schools Division Superintendent  
Chief- School Governance and Operation Division  
Chief- Curriculum Implementation Division  
School Heads ,Public Elementary and Secondary Schools  
This Division

The field is hereby informed of the assignments of the personnel in School Governance and Operation Division (SGOD) in this division, to wit:

<b>NAMES</b>	<b>POSITION AND COORDINATORSHIP/SPECIAL ASSIGNMENTS</b>
ELIZABETH S. LARASE	Chief- School Governance and Operation Division
	Overall Coordinator of all programs and projects of SGOD
	SEF- Secretariat
	PRAISE Committee Member
	Inspectorate Team- Member
LEA S. SARVIDA	Education Program Supervisor
	Div. School -Based Management (SBM) Coordinator
	Div. Continuous Improvement (CI) Coordinator
	Division Testing Coordinator
	Child -Friendly School System Focal Person
<b>Social Mobilization (SocMob) Section</b>	
RAQUEL G. CULTURA	Senior Education Program Specialist(SEPS)
	Division Adopt- A School Coordinator
	Division Brigada Eskwela Coordinator
	SEF- Secretariat Member
	Pantawid Pangkabuhayan Pampamilya Program (4Ps)
	Parent Teachers Association (PTA)
	School Partnerships -focal

ESTELA SIEGA	Education Program Specialist II
	School Partnershipship - co focal
	Division Adopt- A School -co- Coordinator
	Division Brigada Eskwela co- Coordinator
KENNETH Y. DUMALI	Administrative Asst. I (ADAS I)
	Division Maintenance ( electricity)
	SGOD Activities Documenter
ENGR. JOHNMARK L. GORGONIO	Program Development Officer (DRRM)
	Isolation facilities- co- focal person

<b>Human Resource Dvelopment (HRD) Section</b>	
DR. JEANIT C. BESINGA	Senior Education Program Specialist(SEPS)
	Continuing Professional Development Coordinator
	Scholarships In-charge
	PRAISE Committee -Secretariat
	Teacher Induction Program (TIP) focal
JAYLIAN S. CAGATA	Administrative Asst. II (ADAS II)
	Assistant to the SEPS in all activities of the HRD Section
EXCEL C. SUAN	Administrative Aide VI (ADA VI)
	Assistant to the SEPS in all activities of the HRD Section
	SGOD Canvasser
<b>Schools Management Monitoring and Evaluation (SMME) Section</b>	
DR. JENNIFER R. JOVITA	Senior Education Program Specialist(SEPS)
	Senior High School Voucher Program (Member)
	Private Schools co- focal
	SGOD Activities documenter
MEDELINE L. BUSIO	Education Program Specialist II
	Asst to the SEPS in all activities of the MandE Section
ANGILINE ACUNA	Administrative Aide VI (ADA VI)
	Asst to the SEPS in all activities of the MandE Section
<b>Plannig and Research Section</b>	
Fritzy Gay S. Lusica	Senior Education Program Specialist(SEPS)
	Researches
	SGOD documenter/SGOD Speaker Bureau
PAUL P. AJOS	Division Planning Officer III
	Basic Educ. Information System (BEIS)
	Learner Information System (LIS)
	National Schools Building Inventory (NSBI)-co-focal
<b>Facilities</b>	
ENGR. VON F. CLEOFE	Division Engineer
	NSBI-focal
	Last Mile School
	Isolation School Facility- Focal
ENGR. JENNIFER B. BESARIO	Engineer- detailed from Central Office (SC and SDN)
	NSBI-co-focal
	Last Mile School-co -focal
	Isolation School Facility- co-Focal
MIKE RECOLCOL	Division Drafts man

<b>Health and Nutrition Section</b>	
JEMBERTO N NAMUAG	Nurse II
	School-Based Feeding Program (SBFP) Coordinator
DR. FAMELA FELICIO	Dentist II
	Oplan Kalusugan (OK) sa DepED - Chairman
	School Dental Health Care Program (SDHCP) Chair
DR. MANIVILLE E. PERTACORT	Dentist II
	School Dental Health Care Program (SDHCP) co-Chair
MA. ADA LORRAINE S. FELICIO	Nurse II
	National Drugs Education Program(NDEP)
	Tobacco Control Program
IRENETTA A. BALABALA	Nurse II
	School Deworming Program
VIRGINIA C. BACOLOD	Nurse II
	Adolescent Reproductive Health
	School -Based Immunization Program
CHRISTIAN BRYAN M. BONONO	Nurse II
	Wash in Schools(WINs)
	School Nutritional Status -Focal
ANA NIJIN S. NAMUAG	Nurse II
	Gulayan Sa Paaralan Coordinator
	Mental Health Program-co focal
<b>Guidance Section</b>	
DR. ROWENA L. SALAS	Guidance Counsellor
	Mental Health Program- Focal
	Child -Friendly School System - co Focal Person
JOSEPHINE L BUENO	Program Development Officer I
	Youth Formation and Development Program
	Child -Friendly School System - member
JOBE PONGCOL	Program Development Officer I
	Youth Formation and Development Program
	Child -Friendly School System - member

The designated focal persons of school programs and projects are expected to :

- a. Craft Annual Implementation Plan
- b. Monitor and evaluate the implementation of the project .
- c. Document the best practices of the project
- d. Address issues and concerns relative to the implementation of the project.
- e. Submit Annual Accomplishment Report
- f. Submit required report to the division/region and central office.

To effectively implement the said programs and projects, the following reconstitute the Monitoring Committee:

Chairperson:	Karen L. Galanida, PhD, CESO V
	<i>Schools Division Superintendent</i>
Co-Chairpersons:	Florence E. Almaden, CESO VI
	<i>Asst. Schools Division Superintendent</i>
	Elizabeth S. Larase
	<i>Chief, SGOD</i>
Members:	Focal Person of the program/projects with the following:
Lea S. Sarvida	SGOD –EPS
Raquel G. Cultura	SEPS -SocMob
Engr. Von F. Cleofe	Division Engineer
Dr. Jennifer R. Jovita	SEPS- M and E
Dr. Famela S. Felicio	Dentist II
Jemberto M. Namuag	Nurse II

Immediate and wide dissemination of this memorandum is hereby advised.

  
 KAREN L. GALANIDA, PhD, CESO V  
 Schools Division Superintendent