



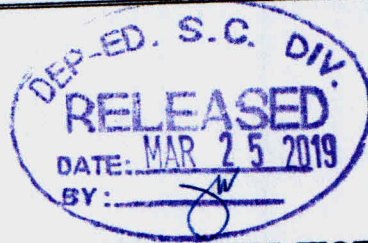
Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region XIII  
Caraga Administrative Region



**SCHOOLS DIVISION OFFICE OF SURIGAO CITY**  
Roxas Street, C.F. Diez Memorial Central Elementary School Compound, Barangay Washington, Surigao City, Surigao Del Norte Province  
Telefax: (086) 826-3075; Telephone Numbers: (086) 826-8931 and (086) 826-1268

March 14, 2019

**DIVISION MEMORANDUM**  
No. 88 s. 2019



**ENHANCEMENT TRAINING WORKSHOP  
FOR PROJECT/ACTIVITY/PROGRAM (P/A/P)  
IMPLEMENTERS ON GENDER AND DEVELOPMENT  
(GAD) ASSESSMENT TOOLS AND PREPARATION OF GAD  
PLAN AND BUDGET (GPB), GAD ACCOMPLISHMENT REPORT  
(GAR), AND FULLY GENDER-RESPONSIVE P/A/P PROPOSALS  
INTEGRATING LEARNING AND DEVELOPMENT (L&D)  
SYSTEM STANDARDS**

**TO : Assistant Schools Division Superintendent  
Chief, Schools Governance and Operations Division (SGOD)  
Chief, Curriculum Implementation Division (CID)  
This Division**

1. Relative to our ardent drive to successfully achieve our School Division Office's (SDO) goal to reach the highest level of GAD perspective mainstreaming efforts of being a fully Gender-Responsive institution, the *Enhancement Training-Workshop for Project/Activity/Program (P/A/P) Implementers on Gender and Development (GAD) Assessment Tools and Preparation of GAD Plan and Budget (GPB), GAD Accomplishment Report (GAR), and Fully Gender-Responsive P/A/P Proposals Integrating Learning and Development (L&D) System Standards* is deemed necessary to be conducted;
2. Enclosures for proper references are the following:
  - 2.1 Activity Content as Enclosure **1**
  - 2.2 Management Committee Structure as Enclosure **2**
  - 2.3 List of Participants as Enclosure **3**;
3. Hereunder are the other essential details of the activity, to wit:
  - 3.1 Date Thursday, March 28 to Friday, March 29, 2018
  - 3.2 Attire Any comfortable apparel that must suit to the occasion
  - 3.3 Venue To be announced;



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4. In compliance to Sections 1 to 5, Rule XVII of the Omnibus Rules Implementing Book V of Executive Order No. 292 and CSC Memorandum Circular No. 01, s. 2017, the duly identified attendees or participants must do the following:
  - 4.1 Prepare **Travel Order (TO)**, and have it signed by the proper signatories;
  - 4.2 Present the duly approved original copy of the TO to the Secretariat for annotation or stamp "verified" during the registration period;
  - 4.3 Attach the duly annotated or stamped "verified" TO together with the Certificate of Appearance (CoA) to the Daily Time Record (DTR);
  - 4.4 In the event that the duly identified attendee or participant **cannot be able to attend or participate**, he or she must submit to the Secretariat his or her **explanation letter** duly noted by the School Head.
    - The absentee must be replaced by a colleague of the same school or section or division.
    - The TO of the **replacement attendee / participant** must emphasize the words "in lieu of" on the *Purpose of Travel* portion;
5. All Secondary School GAD Focal Point System (GFPS) Secretariat must also attend;
6. For more details, all concerned may coordinate with the following human resource:
  - 6.1 Farrah C. Coniate – SDO-Based GFPS Secretariat (0917) 798-3544; and
  - 6.2 Dr. Jeanit C. Besinga – Senior Education Program Specialist (0917) 703-6614;
7. All expenses to be incurred on this training workshop shall be charged to Division and School Maintenance and Other Operating Expenses (MOOE), and Human Resource Training and Development Fund (HRTD) attribution of GAD fund subject to the usual government accounting and auditing rules and regulations;
8. For your information and strict compliance;
9. Wide and immediate dissemination of this memorandum is highly desired.

*F. Almaden*  
**FLORENCE E. ALMADEN, CESE**  
OIC - Schools Division Superintendent

Enclosure : Three (3) (as stated)  
Reference/s : Executive No. 273, PCW-NEDA-DBM JC No. 2012-001, and DepEd Memorandum No. 134, s. 2017  
Allotment : 3 and 4

To be indicated in the Perpetual Index under the following subjects:

**GAD PERSPECTIVE MAINSTREAMING**

**GENDER-RESPONSIVE P/A/P PROPOSAL**

**LEARNING AND DEVELOPMENT**

FEA/fcc  
03/15/19



Enclosure 1 of Division Memorandum No. \_\_\_\_\_, S. 2019

"ANNEX C"

**ACTIVITY CONTENT**

**DAY 1**

TIME			DATE	PARTICULARS	RESOURCE PERSON
START	END	DURATION (hours:minutes)			
7:30	8:00	0:30	3/28/2019	Arrival and Registration	Secretariat
				Plenary Session	
				Preliminaries:	
8:00	8:05	0:05		National Anthem	AVP
8:05	8:10	0:05		Opening Prayer	
8:10	8:20	0:10		Welcome Remarks / Acknowledgment of Participants	Elizabeth S. Larase, Chief, SGOD
8:20	8:30	0:10		Message	Florence E. Almaden, CESE, OIC - SDS
8:30	8:45	0:15		Microbreak: Transition	
8:45	8:50	0:05		House Rules	Jayllian A. Sulapas, Administrative Assistant - II
8:50	9:05	0:15		Pre-test	Secretariat
9:05	10:05	1:00		Lecture on Child Protection Law	Atty. Vivafino B. Barrios, Attorney - III / SDO Legal Counsel
10:05	10:10	0:05		Microbreak:	
10:10	10:20	0:10		Unfreezing	
10:20	11:40	1:20		Lecture on the Guidelines in the preparation of a fully-gender responsive P/A/P proposals integrating L&D system enhancement standards	Dr. Jeanit C. Besinga, Senior Education Progra Specialist / Head, Human Resource Development Section
11:40	12:00	0:20		Open Forum	
12:00	1:00	1:00		Break: Lunch	
1:00	1:10	0:10		Unfreezing	
1:10	3:00	1:50		Workshop in the preparation of a fully-gender responsive P/A/P proposals integrating L&D system enhancement standards	Farrah C. Coniate, PDO - I / SDO-Based GFPS Secretariat
3:00	3:05	0:05		Microbreak:	
3:05	3:10	0:05		Unfreezing	
3:10	4:30	1:20	Workshop in the preparation of a fully-gender responsive P/A/P proposals integrating L&D system enhancement standards	Farrah C. Coniate, PDO - I / SDO-Based GFPS Secretariat	
4:30	5:00	0:30	Open Forum		
5:00 onwards			End of Day 1 - HOMEBOUND		



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Enclosure 1 of Division Memorandum No. \_\_\_\_\_, s. 2019

**ACTIVITY CONTENT**

**DAY 2**

TIME			DATE	PARTICULARS	RESOURCE PERSON	
START	END	DURATION (hours:minutes)				
7:30	8:00	0:30	3/29/2019	Arrival and Registration	Secretariat	
				Plenary Session		
				Preliminaries:		
8:00	8:05	0:05		Nationalistic Song	AVP	
8:05	8:10	0:05		Opening Prayer		
8:10	8:30	0:20		Recapitulation Activity of the 1st Day's Learnings	Farrah C. Coniate, PDO - I / SDO-Based GFPS Secretariat	
8:30	8:45	0:15		Break: Unfreezing		
8:45	10:15	1:30		Workshop on Checklist for Evaluation of Training Proposal	Dr. Jeanit C. Besinga, Senior Education Program Specialist / Head, Human Resource Development Section	
10:15	10:20	0:05		Unfreezing		
10:20	10:30	0:10		Snacks		
10:30	12:00	1:30		Workshop on HGDG assessment tool: EXPANDED BOX 7. Combined Generic Checklists for Project Identification and Design	Farrah C. Coniate, PDO - I / SDO-Based GFPS Secretariat	
12:00	1:00	1:00		Break: Lunch		
1:00	2:30	1:30		Workshop on Gender Mainstreaming Evaluation Framework (GMEF) assessment tool	Farrah C. Coniate, PDO - I / SDO-Based GFPS Secretariat	
2:30	2:35	0:05		Unfreezing		
2:35	2:45	0:10		Snacks		
2:45	3:25	0:40		Recapitulation Activity of the 2nd Day's Learnings	Farrah C. Coniate, PDO - I / SDO-Based GFPS Secretariat	
				Closing Ceremonies		
3:25	3:45	0:20		Impression/s	To be determined during the training-workshop	
3:45	5:00	1:15	Awarding of Certificates	Secretariat		
5:00 onwards			End of Day 2 - HOMEBOUND			

\*\*\*\*\* Nothing follows \*\*\*\*\*



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Enclosure 2 of Division Memorandum No. \_\_\_\_\_, s. 2019

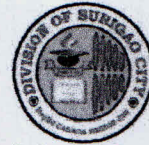
"ANNEX D"

**MANAGEMENT COMMITTEE STRUCTURE**

ROLE	TERMS OF REFERENCE (TOR)	DESIGNATED PERSONNEL IN-CHARGE	
		(Leader)	(Member/s)
Overall Activity Manager	Oversee the preparation and conduct of the activity; Prepares Division Memorandum for QATAME Planning; Constitute Management Committee; and Prepares Division Memorandum for the Management Committee Orientation; Orient Management Committee members on their corresponding Terms of Reference.	Dr. Jeanit C. Besinga	
	Prepare Proposal; Prepare Division Memorandum for the duly approved Proposal; Prepare and submit GAD Accomplishment Report (GAR) to the GAD Secretariat;		Farrah C. Coniate
	Procure cash advance for the operating expenses and process liquidation of the same; Purchase and distribute materials / items needed. Prepare and submit Completion Report (ComRep) to the HRD Section;		Jayllian A. Sulapas
Secretariat	Facilitate the registration process; Secure activity materials; Check venue for amenities and provisions; and Ensure the smooth functioning of the Management Committee.	Faith Wilza C. Mahinay	Mariella Essel B. Flores
Documentation In-Charge	Take photographs and videos; Upload photographs and videos at the Facebook page of the SDO.	Kevin Adian M. Rosas	Paul Andrew A. Tremedal
Welfare Officers	Provide health devices and medicine for basic medical needs; Provide weighing scale for constant check up participants' gained or lose weight; and Attends to the basic medical needs.	Jemberto M. Namuag	Irenetta S. Balaba
Master of Ceremony	Follow the agenda and or activity matrix; Ensure that the various sections of the event start and end on time; and Refer the changes on the activity flow (if there is any) to the Overall Activity Manager.	Opening Program: Closing Program:	Medeline L. Busio Jayllian A. Sulapas



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Enclosure 2 of Division Memorandum No. \_\_\_\_\_, s. 2019

ROLE	TERMS OF REFERENCE (TOR)	DESIGNATED PERSONNEL IN-CHARGE	
		(Leader)	(Member/s)
Tarpaulin In-Charge	Layout design, procure, and print the tarpaulin; and Endorse the the purchased items to the Secretariat.	Kevin Adian M. Rosas	Karyl John Feril
Programme In-Charge	Request the materials to be used from the Overall Activity Manager; and Layout design, procure, print, and distribute the printed Programme.	Margie Ophelia R. Paculanang	<del>Ma: Korina A. Mijares</del>
Training Materials In-Charge	Reproduce and ring bind training / learning materials; and Prepare training kits.	Farrah C. Coniate	Paul Andrew A. Tremedal Jayllian A. Sulapas
Certificate In-Charge	Request the materials to be used from the Overall Activity Manager; and Layout design, procure, print, and endorse the printed Programme to the Secretariat.	Dr. Jeanit C. Besinga	Jayllian A. Sulapas
Canvasser	Gather data relative to the availability of meal packages and items needed with its corresponding selling prices.	Kenneth A. Dumali	
Bids and Awards Committee (BAC)	Advertise and or post the invitation to bid;	Dr. Carlo P. Tantoy	Atty. Vivaniño B. Barrios
	Conduct pre-procurement and pre-bid conferences;		Elizabeth S. Larase
	Determine the eligibility of prospective bidders, receive bids, conduct the evaluation of bids;		Gemma P. Sindy
	Undertake post-qualification proceedings;		Krisna Bess D. Edera, CPA
	Recommend award of contracts to the Head of Procuring Entity or his duly authorized representative;		
	Ensure that the Procuring Entity abides by the standards set forth by RA 9184 entitled Government Procurement Policy Board and its IRR;		
	Prepare a procurement monitoring report that shall be approved and submitted by the Head of Procuring Entity to GPPB on a semestral basis.		
BAC Secretariat	Serve a the main support unit of the BAC	Dr. Marino L. Pamogas	Fritzie Gay S. Lusica Shielly E. Villamero Robert Sherwin S. Betita
Inspectorate (Goods)	Inspect and verify the veracity and correctness of the quantity and specifications of the purchased and or paid goods. Check the availability of the food before its serving time; Check the quantity of the food against the catering contract before and after its serving time; Ensure that the food is being stored or placed in a safe and protected area; and Ensure that all legitimate participants and facilltators will be provided.	Raquel G. Cultura	Nifia Marie T. Tuy



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ROLE	TERMS OF REFERENCE (TOR)	DESIGNATED PERSONNEL IN-CHARGE	
		(Leader)	(Member/s)
Acceptance Officer	Accept the duly inspected and verified veracity and correctness of the quantity and specifications of the purchased and or paid goods.	Ms. Michelle G. Jimenez	
Budget Officer	Verify the availability of the allotment.	Ms. Krisna Bess D. Edera, CPA	Mariella Essel B. Flores
Accountant	Verify the availability of funds.	Ida B. Solloso, CPA	Janice A. Naig
Disbursement Officer	Facilitate the fund disbursement and liquidation or reimbursement.	Leric A. Guyano	Robert L. Babatugon
<b>QATAME Plan</b>			
ROLE	TERMS OF REFERENCE (TOR)	DESIGNATED PERSONNEL IN-CHARGE	
		(Leader)	(Member/s)
GAD Assessor	Assess the P/A/P proposal on GAD perspective compliance; Prepare gender assessment tool entitled Expanded Box 7: Combined Generic Checklists for Project Identification and Design.	Farrah C. Coniate	
Quality Assurance and Technical Assistance (QATA) Associates	Conduct QATAME Planning prior to the preparation of training proposal; Prepare Minutes of the planning proceedings; Conduct Management Committee orientation; Prepare Minutes of the Management Committee orientation; Assess the P/A/P proposal on L&D standards compliance; Prepare L&D assessment tool entitled Checklist for Evaluation of Training Proposal;	Dr. Jeanit C. Besinga	Jayllian A. Sulapas
	Provide TA in ensuring that the process involve in learning needs assessment adheres to the set standards whenever necessary; Provide TA in assuring that the plan conforms to the set standards whenever necessary; and Provide TA in assuring that the design and resource packages conform with the set standards whenever necessary.	Dr. Jennifer R. Jovita	Medeline L. Busio
Quality Assurance, Technical Assistance, Monitoring (QATAME) Associates	Assures quality of the conduct of the interventions; Monitors the conduct of the intervention; and Provides TA based on the gathered data during conduct of intervention.	Dr. Jeanit C. Besinga Dr. Jennifer R. Jovita	Medeline L. Busio Anna Nijin S. Namuag

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		(Leader)	(Member/s)
<b>Technical Assistance and Monitoring and Evaluation (TAME) Associates</b>	Conduct on site daily evaluation of the activity and provide corresponding evaluation tool; Prepares reports and recommendations for the improvement of future interventions and for policy action; and Report findings to the Management Team during the debriefing.	Dr. Jennifer R. Jovita	Ms. Medeline L. Busio  Ms. Anna Nijin S. Namuag

All Management Committee members must closely coordinate to the Overall Activity Manager Team Leader and coordinate tasks with other committee members.

\*\*\*\*\* Nothing follows \*\*\*\*\*





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Enclosure 3 of Division Memorandum No. , s. 2019

**LIST OF PARTICIPANTS**

COUNT	NAME	SEX	POSITION	DESIGNATION	OFFICE / DISTRICT	SECTION / SCHOOL
		M / F				
1	Florence E. Almaden	F	Assistant Schools Division Superintendent	OIC - SDS	OSDS	Assistant Schools Division Superintendent
2	Elizabeth S. Larase	F	Senior Education Program Supervisor	OIC - ASDS	SGOD	Schools Governance and Operations Division
3	Dr. Carlo P. Tantoy	M	Senior Education Program Supervisor	Chief, CID	CID	Curriculum Implementation Division
4	Ricky L. Pedralba	M	Education Program Supervisor	Instructional Manager in English	CID	Instructional Management
5	Dr. Lea S. Sarvida	F	Education Program Supervisor	Instructional Manager in SGOD	SGOD	Schools Governance and Operations Division
6	Dr. Filipina F. Meehleib	F	Education Program Supervisor	Instructional Manager in Filipino	CID	Instructional Management
7	Dr. Marilytte N. Ensomo	F	Education Program Supervisor	Instructional Manager in Science	CID	Instructional Management
8	Dr. Linda T. Geraldino	F	Education Program Supervisor	Instructional Manager in SoEd	CID	Instructional Management
9	Dr. Noemi D. Lim	F	Education Program Supervisor	Instructional Manager in SHS	CID	Learning Resources Management Development
10	Dr. Julia T. Paqueo	F	Education Program Supervisor	Instructional Manager in Math	CID	Instructional Management
11	Dr. Tessie C. Dolores	F	Education Program Supervisor	Instructional Manager in MAPEH	CID	Instructional Management
12	Dr. Vilma L. Gorgonio	F	Education Program Supervisor	Instructional Manager in EsP	CID	Instructional Management
13	Dr. Marino L. Pamogas	M	Education Program Supervisor	Instructional Manager in Aral. Pan	CID	Instructional Management
14	Dr. Angeline R. Villasor	F	Education Program Supervisor / School Principal	Instructional Manager in AIS	CID	Instructional Management
15	Atty. Salvador V. Acedilla	M	Public Schools District Supervisor	District Instructional Supervisor	CID	D - II
16	Dr. Inday Robbie A. Cubillan	F	Public Schools District Supervisor	District Instructional Supervisor	CID	D - III
17	Claire Eloise V. Ortega	F	Public Schools District Supervisor	District Instructional Supervisor	CID	D - IV
18	Maridel E. Edera	F	Public Schools District Supervisor	District Instructional Supervisor	CID	D - V
19	Dr. Sammy D. Altres	M	Public Schools District Supervisor	District Instructional Supervisor	CID	D - VI
20	Merlinda A. Gesta	F	Public Schools District Supervisor	District Instructional Supervisor	CID	D - VII
21	Marcelino D. Borja	M	Public Schools District Supervisor	District Instructional Supervisor	CID	D - VIII
22	Dr. Vonn B. Fabello	M	Public Schools District Supervisor	District Instructional Supervisor	CID	D - IX
23	Zosimo H. Lopez, Jr.	M	Public Schools District Supervisor	District Instructional Supervisor	CID	D - X
24	Atty. Vivaniño B. Barrlos	M	Attorney - III	SDO Legal Counsel	OSDS	Legal Services
25	Raquel G. Cultura	F	Senior Education Program Specialist	SMN Section Head	SGOD	Social Mobilization And Networking
26	Dr. Jeanit C. Besinga	F	Senior Education Program Specialist	HRD Section Head	SGOD	Human Resource Development
27	Ida B. Solloso	F	Accountant - III	FS - Accounting Section Head	OSDS	Finance Services - Accounting
28	Gemma P. Sinday	F	Administrative Officer - V	AS Section Head	OSDS	Administrative Services
29	Krisna Bess D. Edera	F	Administrative Officer - V	FS - Budget Section Head	OSDS	Finance Services - Budget
30	Paul P. Ajos	M	Planning Officer - III	Planning Officer	SGOD	Planning and Research
31	Engr. Von Eugene F. Cleofe	M	Engineer - III	EF Section Head	SGOD	Education Facilities
32	Kevin Adrian M. Rosas	M	Information Technology Officer - I	IT Section Head	OSDS	Information Technology



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		M / F				
33	Dr. Famela Grace S. Felido	F	Dentist - II	SHN - Dental Section Head	SGOD	School Health And Nutrition - Dental
34	Dr. Rowena L. Salas	F	Head Teacher - III	SDO Guidance Coordinator	SGOD	Guidance
35	Fritzie Gay S. Lusica	F	Senior Education Program Specialist	PaR Section Head	SGOD	Planning and Research
36	Lucille L. Viajar	F	Education Program Specialist II	ALS Implementer	CID	Alternative Learning System
37	Dr. Jennifer R. Jovita	F	Education Program Specialist II*	SMME Section Head	SGOD	School Management Monitoring & Evaluation
38	Jemberto M. Namuag	M	Nurse - II	SHN - Health Section Head	SGOD	School Health And Nutrition - Health
39	Irenetta A. Balaba	F	Nurse - II	SHN - Health Section Officer	SGOD	School Health And Nutrition - Health
40	Laarni C. Micayas	F	Librarian - II	SDO-Based Librarian	CID	Learning Resources Management Development
41	Paul Andrew A. Tremedal	M	Project Development Officer II	LRMDS Section Officer	CID	Learning Resources Management Development
42	Engr. Johnmark L. Gorgonio	M	Project Development Officer II*	SDO-Based DRRM Coordinator	SGOD	Social Mobilization and Networking
43	Leric A. Guyano	F	Administrative Officer - IV	AS - Cash Section Head	OSDS	Administrative Services - Cash
44	Michelle G. Jimenez	F	Administrative Officer - IV	AS - PaS Section Head	OSDS	Administrative Services - Property & Supply
45	Farrah C. Coniate	F	Project Development Officer I	EPSP - II Designate	SGOD	Youth Formation
46	Josephine L. Bueno	F	Project Development Officer I	SDO Youth Formation Coordinator	SGOD	Youth Formation
47	Faith Wilza C. Mahinay	F	Administrative Assistant - III*	AS - HRM Section Staff	OSDS	Administrative Services - Human Resource Management
48	Janice E. Naig	F	Administrative Assistant - III*	FS - Accounting Section Staff	OSDS	Finance Services - Accounting
49	Mariella Essel B. Flores	F	Administrative Assistant - III*	FS - Budget Section Staff	OSDS	Finance Services - Budget
50	Margie Ophelia R. Paculanang	F	Administrative Assistant - II*	AS - Records Section Head	OSDS	Administrative Services - Records
51	Robert L. Babatugon	F	Administrative Assistant - II*	AS - Cash Section Staff	OSDS	Administrative Services - Cash
52	Medeline L. Busio	F	Administrative Aide - VI*	SMME Section Officer	SGOD	School Management Monitoring & Evaluation
53	Maria Korina A. Mijares	F	Administrative Assistant - III*	AS - Records Section Staff	SGOD	Administrative Services - Records
54	Niña Marie T. Tuy	F	Administrative Assistant - II*	AS - PaS Section Staff	OSDS	Administrative Services - Records
55	Jayllian A. Sulapas	F	Administrative Assistant - II*	HRD Section Staff	SGOD	Human Resource Development
56	Mylene P. Budlat	F	Administrative Assistant - II	District Office Staff	I	Office of the PSDS
57	Dr. Girlie B. Gipala	F	Head Teacher - I	School-In-Charge	I	Day-Asan ES
58	Dr. Ariene S. Boquilon	F	School Principal - II	School Head	I	Mariano Espina Memorial Central ES
59				School-In-Charge	I	Orok ES



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COUNT	NAME	SEX	POSITION	DESIGNATION	OFFICE / DISTRICT	SECTION / SCHOOL
		M / F				
60	Judelia M. Ausa	F	Master Teacher - II	School-In-Charge	I	San Isidro ES
61	Marnelli R. Esmenda	F	School Principal - I	School Head	I	San Jose ES
62	Soledad A. Generalao	F	School Principal - I	School Head	I	Vicente Cabilao Memorial ES
63	Myrna Y. Gijapon	F	School Principal - I	School Head	I	Day-Asan NHS
64	Jennefer Escalante	F	Administrative Aide - II	School Office Staff	I	Day-Asan NHS
65	Hermiette F. Lerog	M	Assistant School Principal - II	School Head	I	San Jose NHS
66	Libne U. Morales	M	Administrative Assistant - II	School Office Staff	I	San Jose NHS
67	Ann Patricia P. Felecio	F	Administrative Assistant - III	District Office Staff	II	D II - Office of the PSDS
68	Sylvia A. Torrecampo	F	Head Teacher - III	School-In-Charge	II	Lipata / Sumilom ES
69	Perla E. Geraldino	F	Head Teacher - II	School-In-Charge	II	Punta Bilar ES
70	Dr. Felix N. Bagnol	M	School Principal - II	School Head	II	Surigao City Pilot School
71	Frederick Lapiz	M	School Principal - I	Assistant School Head	II	Surigao City Pilot School
72	Dr. Villaluna D. Estrella	F	Teacher - III	School-In-Charge	II	Zaragoza ES
73	Dr. Edwin E. Gibertas	M	Head Teacher - V	School-In-Charge	II	Lipata NHS
74	Leona P. Dumadapat	F	Administrative Assistant - II	School Office Staff	II	Lipata NHS
75	Carlito L. Biol, Jr.	M	Teacher - III	School-In-Charge	II	Zaragoza NHS
76	Roen John A. Cortes	M	Administrative Assistant - III	School Office Staff	II	Zaragoza NHS
77	Ronnel P. Ronquillo	M	Administrative Assistant - II	District Office Staff	III	D III - Office of the PSDS
78	Mercy Grace O. Basas	F	School Principal - I	School Head	III	Alegria / Bilabid ES
79	Alemar D. Pestola	F	Teacher - III	School-In-Charge	III	Baybay ES
80	Dailita P. Sulima	F	School Principal - II	School Head	III	Surigao West Central ES
81	Mary Ann E. Gubaton	F	Head Teacher - II	School-In-Charge	III	Alegria NHS
82	May Anne B. Tupal	F	Administrative Assistant - II	School Office Staff	III	Alegria NHS
83	Ma. Luisa A. Guyano	F	School Principal - IV	School Head	III	Caraga Regional Science HS
84	Maria Ruth R. Edradan	F	Assistant School Principal - II	Assistant School Head	III	Caraga Regional Science HS
85	Nancy B. Cristino	F	Administrative Assistant - III	School Office Staff	III	Caraga Regional Science HS
86	Janith C. Maitel		Administrative Assistant - III	District Office Staff	IV	D IV - Office of the PSDS
87	Lorraine E. Chato	F	School Principal - I	School Head	IV	Cantiasay ES



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region XIII  
Caraga Administrative Region



**SCHOOLS DIVISION OFFICE OF SURIGAO CITY**

Roxas Street, C.V. Diez Memorial Central Elementary School Compound, Barangay Washington, Surigao City, Surigao Del Norte Province  
Telefax: (086) 826-3075; Telephone Numbers: (086) 826-8931 and (086) 826-1268

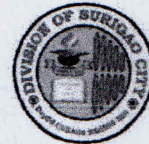
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**LIST OF PARTICIPANTS**

COUNT	NAME	SEX	POSITION	DESIGNATION	OFFICE / DISTRICT	SECTION / SCHOOL
		M / F				
88	Dr. Richard B. Antallan	M	School Principal - II	School Head	IV	C.V. Diez Memorial CES
89	Dr. Dainalyn B. Abellon	F	Head Teacher - I	School-In-Charge	IV	Hanigad ES
90	Melanie B. Juaton	F	Head Teacher - I	School-In-Charge	IV	J.R. Clavero Memorial ES
91	Marilyn E. Sequihod	F	Head Teacher - III	School-In-Charge	IV	San Roque ES
92	Conshele S. Castillo	F	Teacher - III	School-In-Charge	IV	Serna ES
93	Rudilyn L. Donadillo	F	School Principal - I	School Head	IV	Surigao City Special Science ES
94	Felomeno G. Abaquita, Jr.	M	Teacher - III	School-In-Charge	IV	Cantiasay NHS
95	Ricajane S. Dumadag	F	Administrative Assistant - II	School Office Staff	IV	Cantiasay NHS
96	Dr. Rudelyn R. Clemeña	F	School Principal - I	School Head	IV	Wilfredo D. Rafols Memorial NHS
97	Shiellah Rose P. Juanite	F	Administrative Assistant - II	School Office Staff	IV	Wilfredo D. Rafols Memorial NHS
98	Mary Grace A. Garrido	F	Administrative Assistant - III	District Office Staff	V	D V - Office of the PSDS
99	Mark Victor A. Segador	M	Head Teacher - I	School-In-Charge	V	Capalayan ES
100	Juris J. Emo	F	School Principal - I	School Head	V	Lisondra ES
101	Dr. Lovelyn A. Lesaca	F	School Principal - I	School Head	V	Martinez ES
102	Ophelia D. Sequihod	F	Head Teacher - II	School-In-Charge	V	Nonoc ES
103	Delight H. Maique	F	School Principal - I	School Head	V	Talisay ES
104	Nelson F. Hadji	M	School Principal - III	School Head	V	Surigao City Central ES
105	Maria Consuelo C. Jamera	F	School Principal - I	School Head	V	Capalayan NHS
106				School Office Staff	V	Capalayan NHS
107	Rey G. Quiño	M	Head Teacher - I	School-In-Charge	V	Nonoc NHS
108				School Office Staff	V	Nonoc NHS
109	Rufina M. Creencia	F	School Principal - I	School Head	V	Talisay NHS
110				School Office Staff	V	Talisay NHS
111	Cristina L. Gotostos	F	Administrative Assistant - II	District Office Staff	VI	D VI - Office of the PSDS
112	Lucelle A. Quezada	F	School Principal - II	School Head	VI	B. Vasquez Memorial ES
113	Diolita C. Plandano	F	Head Teacher - I	School-In-Charge	VI	Catadman ES
114	Graziella G. Añasco	F	Head Teacher - I	School-In-Charge	VI	Danao ES
115	Jesiel D. Gorgod	F	Master Teacher - I	School-In-Charge	VI	Ipil ES



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COUNT	NAME	SEX	POSITION	DESIGNATION	OFFICE / DISTRICT	SECTION / SCHOOL
		M / F				
116	Amada G. Bausing	F	School Principal - II	School Head	VI	Mabua ES
117	Elba O. Mesias	F	Head Teacher - I	School-In-Charge	VI	Sabang ES
118	Josephine V. Estoque	F	Teacher - III	School-In-Charge	VI	Tomas Florya Eder Memorial ES (Formerly Ipiil NHS)
119	Dr. Trinidad T. Pulvera	F	School Principal - I	School Head	VI	Ipiil NHS
120	Julie A. Rance	F	Administrative Assistant - III	School Office Staff	VI	Rizal NHS
121	Dr. Nerissa A. Galvez	F	Head Teacher - I	Principal - I	VI	Rizal NHS
122				School Office Staff	VI	Rizal NHS
123	Nelia L. Diaz	F	Administrative Assistant - II	District Office Staff	VII	D VII - Office of the PSDS
124	Josepina U. Llesis	F	Head Teacher - I	School-In-Charge	VII	Alang-Alang ES
125	Elizabeth B. Quiday	F	School Principal - I	School Head	VII	Anomar ES
126	Alita M. Yee	F	Head Teacher - I	School-In-Charge	VII	Arturo Borja ES
127	Jocylene O. Reyna	F	School Principal - II	School Head	VII	Bonifacio ES
128	Myrna G. Balagon	F	School Principal - I	School Head	VII	Buenavista ES
129	Lina M. Lisondra	F	Head Teacher - III	School-In-Charge	VII	Emerico Borja ES
130	Dr. Eda E. Ensomo	F	School Principal - III	School Head	VII	Margarita Memorial Central ES
131	Maricar T. Lisondra	F	School Principal - I	School Head	VII	Quezon ES
132	Luciana S. Borja	F	School Principal - I	School Head	VII	Sukailang ES
133	Dr. Arthur E. Jamera	M	School Principal - IV	School Head	VII	Anomar NHS
134	Lebbeus D. Abarca	M	Administrative Assistant - III	School Office Staff	VII	Anomar NHS
135	Fiordeliz F. Javillonar	F	School Principal - I	School Head	VII	Cabrera-Altres SHS
136	Eldee P. Alvarado	M	Administrative Assistant - II	School Office Staff	VII	Cabrera-Altres SHS
137	Rogely P. Armada	F	Head Teacher - V		VII	Juan P. Cedro, Sr. Memorial HS
138	Gienna G. Abne	F	Administrative Assistant - II	School Office Staff	VII	Juan P. Cedro, Sr. Memorial HS
139	Nesilah L. Taghap	F	Administrative Assistant - II	District Office Staff	VIII	D VIII - Office of the PSDS
140	Alvin M. Babas	M	Head Teacher - I	School-In-Charge	VIII	Aurora / Lagundi ES
141	Rowena A. Cortes	F	Master Teacher - I	School-In-Charge	VIII	Nabago ES
142	Fe E. Rubio	F	School Principal - II	School Head	VIII	Navarro Memorial Central ES
143	Dr. Janette G. Tupal	F	Master Teacher - II	School-In-Charge	VIII	Sarvida-Yuipco Memorial ES



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### LIST OF PARTICIPANTS

COUNT	NAME	SEX	POSITION	DESIGNATION	OFFICE / DISTRICT	SECTION / SCHOOL
		M / F				
144	Alejandro O. Ignalig	M	School Principal - IV	School Head	VIII	Surigao City NHS
145	Nolan G. Martinez	M	Assistant School Principal - I	Assistant School Head	VIII	Surigao City NHS
146	Teofredo U. Delgado	M	Head Teacher - I		VIII	Surigao City NHS
147	Elias Noel P. Leporgo	M	Administrative Assistant - III	School Office Staff	IX	D IX - Office of the PSDS
148	Donald T. Arquiza	M	School Principal - I	School Head	IX	Canianipa Central ES
149	Delma P. Entendez	F	Head Teacher - II	School-In-Charge	IX	Danawan ES
150	Janebeth M. Paredes	F	School Principal - I	School Head	IX	Roberta C. Ouano Memorial ES
151	Alicia P. Adlao	F	Master Teacher - I	School-In-Charge	IX	Melquiades N. Cagasan Memorial ES
152	Amie E. Sanglitan	F	School Principal - I	School Head	IX	Roxas ES
153	Marlina G. Rasonabe	F	Master Teacher - II	School-In-Charge	IX	Josefa E. Fernandez Memorial ES
154	Jejejiema D. Elano	F	Head Teacher - I	School-In-Charge	IX	Libuac ES
155	Leenaida G. Generan	F	Master Teacher - I	School-In-Charge	IX	Libuac NHS
156					IX	Libuac NHS
157	Dr. Thelma T. Tolentino	F	School Principal - II	School Head	IX	Taft NHS
158	Dr. Manuel A. Dayondon	M	Assistant School Principal - I	Assistant School Head	IX	Taft NHS
159	Jerilyne F. Meneses	F	Administrative Assistant - III	School Office Staff	IX	Taft NHS
160	Vannie T. Babatugon	F	Administrative Assistant - II	District Office Staff	X	D X - Office of the PSDS
161	Cecilia A. Arlan	F	Head Teacher - III	School-In-Charge	X	Bitaugan ES
162	Cornelius P. Sajulga	M	School Principal - I	School Head	X	Cagutsan ES
163	Nelia A. Alaman	F	Head Teacher - III	School-In-Charge	X	Calderon Village ES
164	Norlyn G. Palima	F	Head Teacher - I	School-In-Charge	X	Kaningag ES
165	Eduardo M. Tiwanak	M	Head Teacher - I	School-In-Charge	X	Lope Ruiz Memorial ES
166	Rowena R. Ebero	F	School Principal - II	School Head	X	Mat-I Central ES
167	Cornelius P. Sajulga	M	School Principal - I	School Head	X	Sugbay ES
168	Nimfa Grace T. Bolandrina	F	Head Teacher - I	School-In-Charge	X	Tugonan ES
169	Valeria C. Eder	F	School Principal - I	School Head	X	Patricio E. Bernaldez Memorial NHS (Formerly Manjagao NHS)
170	Josephine S. Plaza	F	Master Teacher - I	School-In-Charge	X	Manjagao NHS
171	Charothcell C. Reyes	F	Administrative Assistant - II	School Office Staff	X	Manjagao NHS
172	Maria B. Meñoza	F	School Principal - IV	School Head	X	Mat-I NHS
173	Edgar P. Calimpong, Jr.	M	Administrative Assistant - III	School Office Staff	X	Mat-I NHS