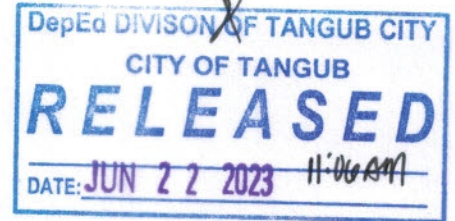




Republic of the Philippines
Department of Education
 Region X
SCHOOLS DIVISION OF TANGUB CITY



June 1, 2023

DIVISION MEMORANDUM

No. 91, s. 2023

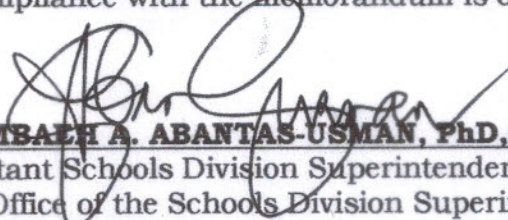
DIVISION TRAINING FOR SCHOOL ADMINISTRATORS ON OPERATION AND MAINTENANCE PLANNING

To: Assistant Schools Division Superintendent
 Chief Education Supervisors, CID, SGOD
 Education Program Supervisors
 District In-Charge
 Public Elementary and Secondary School Heads
 All Others Concerned
 This Division

1. The Division of Tangub City, through the School Governance and Operation and Division (SGOD), will conduct Division Training regarding **Operation and Maintenance Planning** on August 17, 2023, Thursday at 8:30 am-5:00 pm.
2. The activity aims to upskill the participants in preparing Program of Works and crafting Operation and Maintenance Plan to schedule the timeline of school projects related to repair and rehabilitation through Project Implementation Plan.
3. The participants for the activities are as follows:

Participants	Number of pax
School Administrators	65
Management Training Staff	15
Total	80

4. Enclosed is the list of participants and timeline of activities.
5. Expenses incurred in this training are charged against 2023 HRTD Fund with PMIS Activity Code 23-6272-HRTD-018.
7. Immediate dissemination of and compliance with the memorandum is desired.


SHAMBAH A. ABANTAS-USMAN, PhD, CESE
 Assistant Schools Division Superintendent
 OIC-Office of the Schools Division Superintendent



TRAINING MATRIX**SCHEDULE OF ACTIVITIES**

DATE	ACTIVITY
August 17, 2023	-registration -opening program -activity proper, open forum, closing

EXPENDITURE

		TOTAL
Meals and Snacks	80 x 350 x 1 day	28,000.00
TOTAL		28,000.00

ORIENTATION MATRIX**DIVISION TRAINING FOR SCHOOL ADMINISTRATORS ON OPERATION AND MAINTENANCE PLANNING**

Date: August 17, 2023

Venue: Division Office Conference Hall, Tangub City

Part	Time	Resource Persons
A. Registration	7:30 AM – 8:00 AM	Lorieme Lagaret
B. Opening Program <ul style="list-style-type: none"> • Philippine National Anthem • Prayer • Introduction of Participants • Welcome Message 	8:00 AM – 8:30 AM	Arniel B. Mehoy
C. Orientation Proper		
• Definition and Purpose	8:30 AM – 9:15 AM	Wilfredo B. Cañete
• Preparation of Program of Works	9:20 AM – 12:00 PM	Engr. Wilson M. Ozaraga
Lunch Break		
• Crafting of Operation & Maintenance Plan	1:00 PM – 2:00 PM	Engr. Wilson M. Ozaraga
• Project Management Plan	2:05 PM – 4:30 PM	Engr. Wilson M. Ozaraga Wilfredo B. Cañete
• Open Forum, Next Steps, Closing Program	4:35 PM- 5:00PM	Arniel B. Mehoy



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LIST OF PARTICIPANTS

**DIVISION TRAINING FOR SCHOOL ADMINISTRATORS ON OPERATION AND
MAINTENANCE PLANNING**

August 17, 2023

NO	NAMES	DESIGNATION	STATION
1	Lorna C. Peñonal	CHIEF ES, SGOD	Division Office
2	Shieldon F. Honculda	EPS-1	Division Office
3	Wilfredo B. Cañete	EPS-1	Division Office
4	Reneboy G. Roxas	SEPS	Division Office
5	Redeemer D. Denapo	SEPS	Division Office
6	Dorothy P. Neri	PLANNING OFFICER III	Division Office
7	Liegh S. Enayo	EPS-II	Division Office
8	Bride Joy M. Candano	EPS-II	Division Office
9	Mohamad T. Batingolo	PDO II	Division Office
10	John Lyric D. Poligrates	GUIDANCE COUNSELOR II	Division Office
11	Wilson M. Ozaraga	STA-II	Division Office
12	Jun Cliffird C. Estrella	DIVISION DENTIST	Division Office
13	Winnie T. Mendoza	DIVISION NURSE	Division Office
14	Cecille Loulle A. Gulbe	DIVISION NURSE	Division Office
15	Arniel B. Mehoy	PDO II	Division Office
16	Corazon Pueblas	HT III	Aquino ES
17	Charence Yack	TIC	Balatacan Beach PS
18	Melinda Lompayao	TIC	Balatacan ES
19	Joford B. Magante	HT II	Baluc ES
20	Christine Tortugo	TIC	Banglay ES
21	Stephen John V. Tulabing	TIC	Bitoon PS
22	Delio A. Fuentes	HT III	Bocator ES
23	Bernadith M. Lucesio	TIC	Bongabong ES
24	Arnold Canas	HT III	Brgy Tres ES
25	Johnny Candaleza	HT III	Capalaran ES
26	Remilio Tano	HT III	Capalaran West ES
27	Elizabeth Virtudazo	HT II	Garang ES
28	James Michael Troniado	TIC	Guinabot ES
29	Honey Lee Tual	TIC	Guinalaban ES

30	Lemuel Burlat	TIC	Hoyohoy ES
31	Christopher Troniado	HT II	Isidro D. Tan ES
32	Ronel Mangindo	TIC	Kampit PS
33	Juanilda Torres	HT II	Katagan ES
34	Loromer Carpio	HT II	Kauswagan ES
35	Arlyn Cuambot	TIC	Kimat ES
36	Stephen F. Honculada	PRINCIPAL I	Labuyo ES
37	Jose Glenn Payot	PRINCIPAL I	Lorenzo Tan MCS
38	Edgardo G. Malaubang Jr.	HT II	Lumban ES
39	Segundo Datoy	PRINCIPAL I	Manga ES
40	Mae S. Jurado	TIC	Matugnao ES
41	Margie E. Manlangit	HT III	Minsubong ES
42	Joseph Malalis	HT II	Owayan ES
43	Roberta Singgit	HT III	Panalsalan ES
44	Carlos Singgit	HT III	Pangabuan Beach ES
45	Jomar Reyes	PRINCIPAL I	Prenza ES
46	Cherynito Monsubre	TIC	Salimpuno ES
47	Anna Michelle Canete	TIC	San Antonio ES
48	Ivy T. Lagat	HT III	San Apo ES
49	Dorris Jornales	HT II	San Vicente ES
50	Mayeth Remulta	TIC	Sicot ES
51	Annabelle Conol	PRINCIPAL I	Silanga ES
52	Naomie Torillo	HT III	Silangit ES
53	Christopher Macalisang	HT II	Simasay ES
54	Susan Libonfacil	PRINCIPAL I	Sta Cruz ES
55	Annalyn Quiap	HT III	Sta. Maria CS
56	Jelly A. Antipuesto	TIC	Sto. Nino ES
57	Nonito Banawan	PRINCIPAL I	Sumirap CS
58	Marlon Salvador	TIC	Taguite ES
59	Junnifer G. Gutang	PRINCIPAL II	TCCS
60	Fe Abella	TIC	Tituron ES
61	Ronald Lompayao	HT III	Tugas ES
62	Leah Fe T. Ordeniza	TIC	Tumatyag PS
63	Ritche Mendoza	PRINCIPAL I	Vidasto Carillo ES
64	Roland Gomez	TIC	Villaba ES
65	Joselito Rosalijos	PRINCIPAL I	Bintana IS
66	Rey Ann Montanez	TIC	Maloro IS
67	Roger A. Baril	PRINCIPAL I	Maquilao IS
68	Benjamin Berenguel	HT I	Paiton IS
69	Richel Ongcol	HT III	Pangabuan IS
70	Ligaya Cabalan	HT I	Polao IS
71	Evelyn Rodriguez	ASST. PRINCIPAL II	Caniangan NHS
72	Gladys Ann E. Cuasito	TIC	Simasay NHS
73	Beverly Raagas	PRINCIPAL I	Banglay NHS

74	Judy Marie F. Cabrera	PRINCIPAL I	Sta. Maria NHS
75	Vivian Q. Quindao	HT II	Silangit NHS
76	Christy Enoc	PRINCIPAL II	TCNHS
77	Elna Mentang	HT I	Bongabong NHS
78	Warren Canolo	HT II	Sumirap NHS
79	Maristel B. Gutang	HT I	MATHS
80	Herlyn Senarillos	PRINCIPAL I	Lorenzo Tan NHS

Prepared by:

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DepEd Engineer

WILFREDO B. CAÑETE
ADPFC/EPS-1

Reviewed by:

RENE BOY G. ROXAS
SEPS

Certified funds available:

MARITES C. SUMINGUIT
Budget Officer III

Recommending approval:

LORENA P. SERRANO, CESO VI
Assistant Schools Division Superintendent

Approved:

SHAMBAEH A. ABANTAS-USMAN, PhD., CESE
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent



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