

September 11, 2023

DIVISION MEMORANDUM
No. 099, s. 2023

**CORRIGENDUM TO DO. 274, S. 2023
(PROGRAM IMPLEMENTATION REVIEW AND REVISITING OFFICE FUNCTIONS
AND JOB DESCRIPTIONS: GEARING-UP TANGUB CITY DIVISION PERSONNEL)**

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

1. Relative to Division Memorandum No. 274, s. 2023 titled **“PROGRAM IMPLEMENTATION REVIEW AND REVISITING OFFICE FUNCTIONS AND JOB DESCRIPTIONS: GEARING-UP TANGUB CITY DIVISION PERSONNEL”** scheduled on September 12-14, 2023, this Office informs all the participants that due to conflict of schedules, the conduct of this activity will be moved on September 13-15, 2023.
2. All other provisions in the said memorandum shall remain in effect.
3. Attached are training matrix and the list of participants.
4. For immediate dissemination and compliance.

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

SAAU/SGOD/sfh/9-11-23

ATCH.: As Stated

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

PROGRAM IMPLEMENTATION REVIEW JOB DESCRIPTIONS



Address: Anecito Siete St. Mantic, Tangub City
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Republic of the Philippines
Department of Education
 Region X
 SCHOOLS DIVISION OF TANGUB CITY

TRAINING MATRIX

Date/Time	Activity	In-Charge/Resource Person
September 13, 2023	DAY 1	
6:30 a.m.- 7:30 a.m.	Travel Time	
7:30 a.m.-8:00 p.m.	Breakfast	Venue Management
8:00 a.m.- 9:00 a.m.	Registration/Wash-Up	SGOD Secretariat
9:00 a.m.-10:00 a.m.	Opening Program	Liegh S. Enayo
10:00 a.m.-11:00 a.m.	SDS Time Work Ethics and Moral Recovery	Dr. Shambaeh A. Abantas-Uzman-SDS
11:00 a.m.-12:00 p.m.	Healthy Lifestyle and The Power of Healthy Relationship at Work	Lorena P. Serrano-ASDS
12:00 p.m.-1:00 p.m.	<i>Lunch Break</i>	
1:00 p.m.-2:00 p.m.	Mental Health	John Lyric D. Poligrates
2:00 p.m. – 4:00 p.m.	Team Building (CID, SGOD,OSDS)	Rene Boy G. Roxas Liegh S. Enayo
4:00 p.m.-7:00 p.m.	SOCIALS	Bride Joy M. Candano
September 14, 2023	DAY 2	
8:00 a.m. – 8:30 a.m.	Management of Learning (MOL)	Program Host
8:30 a.m. – 9:30 a.m.	Program Implementation Review	Redeemer D. Denapo
9:30 a.m.-9:40 a.m.	<i>Health Break</i>	
	BREAK OUT (SGOD-OSDS & CID)	
9:40 a.m.-5:00 a.m.	Individual Job Descriptions	Functional Divisions (SGOD, CID, OSDS)

September 15, 2023	DAY 3	
8:00 a.m. – 8:20 a.m.	Management of Learning (MOL)	Program Host



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8:20 a.m. – 9:00 a.m.	Continuation (Job Descriptions) Planning	Functional Divisions
9:00 a.m. – 9:10 a.m.	<i>Health Break</i>	
9:10 a.m. – 12:00 p.m.	Individual Job Descriptions	Functional Divisions
12:00 p.m. – 1:00 p.m.	<i>Lunch Break</i>	
1:00 p.m.– 1:40 p.m.	Revising of Action/Implementation Plans	Functional Divisions
1:40 p.m. – 2:20 p.m.	Presentation of Action/Implementation Plans	Functional Divisions
HOME SWEET HOME		

LIST OF PARTICIPANTS

NAME	Position/Designation	Station/District
1. SHAMBAEH A. ABANTAS-USMAN	SDS	Division Office
2. LORENA P. SERRANO	ASDS	Division Office
3. LORNA C. PEÑONAL	Chief SGOD	Division Office
4. ANGELINA B. BUARON	Chief CID	Division Office
5. SHIELDON F. HONCULADA	EPS-1 SGOD	Division Office
6. REDEEMER D. DENAPO	SEPS	Division Office
7. MOHAMAD BATINGOLO	DRRM Coordinator	Division Office
8. DOROTHY P. NERI	Planning Officer	Division Office
9. WILSON M. OZARAGA	Division Engineer	Division Office
10. JOHN LYRIC D. POLIGRATES	Guidance Counselor	Division Office
11. RENE BOY G. ROXAS	SEPS	Division Office
12. LIEGH S. ENAYO	EPS-II	Division Office
13. ARNIEL B. MEHOY	PDO-I	Division Office
14. LORIE ME L. LAGARET	SGOD Secretary	Division Office
15. BRIDE JOY M. CANDANO	EPS-II	Division Office
16. JUN CLIFFORD C. ESTRELLA	Dentist II	Division Office



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17. STEPHEN T. AMEN	Nurse II	Division Office
18. ANNIE MALALIS	AA-III	Division Office
19. CECILLE LOUELLE A. GULBE	Nurse II	Division Office
20. WENNIE T. MENDOZA	Nurse II	Division Office
21. ELEANOR A. BELLINGAN	Administrative Officer IV	Division Office
22. CARELYN L. VILLEGAS	Administrative Officer IV	Division Office
23. MARITES C. SUMINGUIT	Budget Officer	Division Office
24. DELMA R. DENAPO	Administrative Officer V	Division Office
25. JANREY ARABEJO	AA-II	Division Office
26. ANNA DAPHNE C. MUGAR	Accountant	Division Office
27. ALDEN M. ANTONIO	ITO	Division Office
28. RONIE E. SENARILLOS	Supply Officer	Division Office
29. ARNOLD MONTEFALCON	Guidance Counselor	Division Office
30. ELDON H. OCAMPOS	ADAS III	Division Office
31. CLARIZA B. CATEDRAL	Education Program Supervisor	Division Office
32. PURIZA L. LEGASPI	Education Program Supervisor	Division Office
33. WILFREDO B. CAÑETE	Education Program Supervisor	Division Office
34. JOLITO P. VINCE	Education Program Supervisor	Division Office
35. RELITA P. DECINA	Education Program Supervisor	Division Office
36. EFLEDA D. ENERIO	Education Program Supervisor	Division Office
37. PORFERIO A. MOSIQUERA	Education Program Supervisor	Division Office
38. ROGER F. DUHAYLUNGSOD	Education Program Supervisor	Division Office



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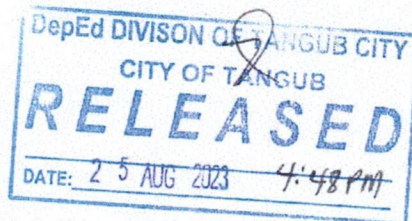
39.ROMEL A. HUERTAS	Education Program Supervisor	Division Office
40.GINA L. MANDAWÉ	Education Program Supervisor	Division Office
41.JOMAH LEE U. JAKOSALEM	Education Program Specialist II	Division Office
42.MARILOU S. GALVEZ	Project Development Officer II	Division Office
43.DELILAH L. LAPING	ADA	Division Office
44.ELEAZAR B. PEÑONAL	PSDIC	Division Office
45.NILDIE A. MALABOSA	PSDIC	Division Office
46.TITCHE NEE F. ROLOMA	PSDIC	Division Office
47.MA. SHERWIN C. ALDUHEZA	PSDIC	Division Office
48.SHERLY C. ALIVIO	PSDIC	Division Office
49.NILO F. LUMAYOT	PSDIC	Division Office
50.MARYLYN C. BANAWAN	PSDIC	Division Office
51.GERMAN C. SUMINGUIT	PSDIC	Division Office
52.REY MANLANGIT	AA-III	Division Office
53.VIRGINIA M. FERNANDEZ	AA-III	Division Office
54.CRISELDA L. CARREON	ADA	Division Office
55.JOCELYN DIMPASO	ADA	Division Office
56.JULIUS C. ESTRELLA	CID Secretary	Division Office
57.RICHARD TORILLO	DRIVER	Division Office
58.WILLIAM BULAY-BULAY	DRIVER	Division Office
59.GERALDINE BENGHIT	SDS Secretary	Division Office
60.AMIE GALARIANA	ADA	Division Office



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August 18, 2023

DIVISION MEMORANDUM
 No. 274, s. 2023

PROGRAM IMPLEMENTATION REVIEW AND REVISITING OFFICE FUNCTIONS AND JOB DESCRIPTIONS: GEARING-UP TANGUB CITY DIVISION PERSONNEL

To: Assistant Schools Division Superintendent
 Chief Education Supervisors (CID and SGOD)
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1. In consonance with EO 366, s. 2004 that focused on government efforts to improve the quality and efficiency of services delivery by eliminating **overlaps** and **duplications** of functions and in adherence to Memorandum DM-HROD-2023-0167 entitled "DepEd RO & SDO Office Functions Version 3", this Office will conduct Program Implementation Review (PIR) and will revisit the Office Functions (Ver.3) and Job Descriptions (Ver.2) of the SGOD, CID, & OSDS personnel at La Elena Pension House, Jimenez, Misamis Occidental on September 12-14, 2023.
2. This activity aims the following:
 - a. Revisit office functions (Ver. 3) and job descriptions (Ver. 2) of the Division personnel and capacitate them in making Implementation Plans;
 - b. Give employees with insights and directions as far as office functions and job descriptions are concerns; and
 - c. Review the program implementations and make necessary adjustments.
3. All participants are enjoined to bring their own laptop for the workshop.
4. Food, accommodation, and incidental expenses shall be charged against HRTD and LGU funds, subject to the usual accounting and auditing rules and procedures.
5. Attached sheet is the list of participants.
6. For strict compliance.

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

SAAU/SGOD/sth/8-18-23
 ATCH: As Stated

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