





Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION  
SCHOOLS DIVISION OF SARANGANI

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5. A registration fee of Two Thousand Six Hundred Pesos (P2,600.00) shall be deducted directly from the MOOE of the respective offices of the participants to defray expenses for food, venue, and accommodation. However, their travel and other incidental expenses may be charged against any available local funds, all subject to the usual accounting and auditing rules and regulations.
6. For inquiries, contact Ms. Irma May G. Dinasas at 09122029138.
7. Immediate dissemination of this Memorandum is desired.

  
**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent

Encl.: Activity Matrix  
List of Participants  
Reference: N o n e  
To be indicated in the Perpetual Index  
under the following subjects:

BUREAUS AND OFFICES  
COMMITTEES  
MEETINGS

IMGD/OSDS-ADSS/DM – 3rd division management committee meeting for cy 2024  
0718/04 July 2024

(Enclosure to Division Memorandum No. 134, s. 2024)

3RD DIVISION MANAGEMENT COMMITTEE MEETING FOR CY 2024  
16-17 July 2024 | Greenleaf Hotel, General Santos City

ACTIVITY MATRIX

Time	Activity	Facilitator
<b>Day 1: 16 July 2024</b>		
7:30 a.m. – 9:00 a.m.	Registration	Secretariat
9:00 a.m. – 9:30 a.m.	Philippine National Anthem	AVP
	Prayer	AVP
	Regional Hymn	AVP
	Sarangani Hymn	AVP
	DepEd Quality Policy Statement	AVP
	Checking of Attendance	<b>Leonila E. Tabaranza</b> Administrative Officer IV, Cash Unit
	Determination of Quorum	<b>Ruth L. Estacio PhD, CESO V</b> Schools Division Superintendent
9:31 a.m. – 9:40 a.m.	Welcome Address	<b>Atty. Nelyn B. Frinal, CESO VI</b> Asst. Schools Division Superintendent
9:41 a.m. – 10:30 a.m.	Message	<b>Ruth L. Estacio, PhD, CESO V</b> Schools Division Superintendent
10:31 a.m. – 10:40 a.m.	Presentation and Approval of the Agenda	<b>Ruth L. Estacio PhD, CESO V</b> Schools Division Superintendent
10:41 a.m. – 10:50 a.m.	Health Break	
10:51 a.m. – 12:00 p.m.	CID Updates: <ul style="list-style-type: none"><li>– Learning Resources Management</li><li>– Alternative Learning System</li><li>– Instructional Supervision</li></ul>	<b>Donna S. Panes</b> Chief Education Supervisor, CID  <b>Judith B. Alba</b> Education Program Supervisor, LRMS  <b>Norie L. Bagnol</b> Education Program Specialist II, ALS
12:01 p.m. – 1:00 p.m.	Lunch Break	
1:01 p.m. – 3:15 p.m.	SGOD Updates: <ul style="list-style-type: none"><li>– Social Mobilization and Networking</li><li>– School Monitoring and Evaluation</li><li>– Human Resource Development</li></ul>	<b>Ma. Shirley M. Cardinal</b> Chief Education Supervisor, SGOD  <b>Romeo L. Martin</b> Senior Education Program Specialist, SMNS  <b>Araceli J. Dinopol</b> Senior Education Program Specialist, SMMES  <b>Rehanee P. Sambuto</b> Senior Education Program Specialist, HRDS
3:16 p.m. – 3:30 p.m.	Health Break	
3:31 p.m. – 5:00 p.m.	SGOD Updates: <ul style="list-style-type: none"><li>– Planning and Research</li><li>– Educational Facilities</li><li>– School Health</li></ul>	<b>Felipe B. Tuyogon Jr.</b> Senior Education Program Specialist, PRS  <b>Edgar S. De Vera</b> Engineer III, EFS  <b>Estylinda G. Tudayan</b> Nurse II, SHS
<b>Day 2: 17 July 2024</b>		
7:30 a.m. – 8:00 a.m.	Attendance Check	Secretariat
8:01 a.m. – 9:30 a.m.	OSDS Updates: <ul style="list-style-type: none"><li>– Administrative Services</li></ul>	<b>Irma May G. Dinasas</b> Administrative Officer V, ADSS  <b>Leonila E. Tabaranza</b> Administrative Officer IV, Cash Unit

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<b>Time</b>	<b>Activity</b>	<b>Facilitator</b>
		<b>Joanne Gay C. Alquiza</b> Administrative Officer IV, Asset Mngt. Unit  <b>Mary Ann P. Eugenio</b> Administrative Officer IV, Records Unit  <b>Glen J. Gula</b> Administrative Officer II, PSU
9:31 a.m. – 10:00 a.m.	OSDS Updates: – DepEd Computerization Program – Other Information and Communications Technology Matters	<b>Roy J. Detoyato</b> Information Technology Officer I, ICTU
10:01 a.m. – 10:15 a.m.	Health Break	
10:16 a.m. – 12:00 p.m.	OSDS Updates: – Budget Matters – Accounting Matters	<b>Grace M. Albarracin</b> Administrative Officer V, Budget Unit  <b>Leonardo O. Eugenio, CPA</b> Accountant III, Accounting Unit
12:01 p.m. – 1:00 p.m.	LUNCH BREAK	
1:01 p.m. – 1:30 p.m.	SGOD Updates: – DPMT Matters – School-Based Personnel Year-end Evaluation	<b>Melodie M. Demabildo</b> Education Program Supervisor, SGOD
1:31 p.m. – 3:00 p.m.	OSDS Updates: – DepEd Order No. 005, s. 2024 (Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload)	<b>Atty. Nelyn B. Frinal, CESO VI</b> Asst. Schools Division Superintendent
3:00 p.m. – 3:15 p.m.	HEALTH BREAK	
3:16 p.m. – 4:00 p.m.	ASDS Time	<b>Atty. Nelyn B. Frinal, CESO VI</b> Asst. Schools Division Superintendent
4:01 p.m. – 4:45 p.m.	SDS Time	<b>Ruth L. Estacio PhD, CESO V</b> Schools Division Superintendent
4:46 p.m. – 5:00 p.m.	Adjournment and Closing Prayer	<b>Aurelio C. Cagang</b> Education Program Supervisor, IMS

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**LIST OF PARTICIPANTS**

SDO Personnel

<b>Name of Personnel</b>	<b>Position</b>
1. Ruth L. Estacio PhD, CESO V	Schools Division Superintendent
2. Atty. Nelyn B. Frinal, CESO VI	Assistant Schools Division Superintendent
3. Irma May G. Dinasas	Administrative Officer V
4. Mary Ann P. Eugenio	Administrative Officer IV
5. Joanne Gay C. Alquiza	Administrative Officer IV
6. Leonila E. Tabaranza	Administrative Officer IV
7. Glen J. Gula	Administrative Officer II
8. Grace M. Albarracin	Administrative Officer V
9. Leonardo O. Eugenio, CPA	Accountant III
10. Roy J. Detoyato	Information Technology Officer I
11. Albert Q. Degino	Attorney III
12. Donna S. Panes	Chief Education Supervisor
13. Judith B. Alba	Education Program Supervisor
14. Aurelio C. Cagang	Education Program Supervisor
15. Reynaldo C. Tagala	Education Program Supervisor
16. Edward Ryan F. Gulam	Education Program Supervisor
17. Analiza A. Domingo	Education Program Supervisor
18. John Jerson P. Constantino	Education Program Supervisor
19. Mario S. Donio	Education Program Supervisor
20. Melchor P. Maguan	Education Program Supervisor
21. Marlou M. De Arce	Education Program Supervisor
22. Edmund D. Gulam	Education Program Supervisor
23. Johnny S. Bantulo	Public Schools District Supervisor
24. Fredgie P. Pasco	Public Schools District Supervisor
25. Glenda L. Elem	Public Schools District Supervisor
26. Leah F. Tingson	Public Schools District Supervisor
27. Noli G. Cabaylo	Public Schools District Supervisor
28. Taya A. Saling	Public Schools District Supervisor
29. Argelio D. Arago	Public Schools District Supervisor
30. Pacita A. Ramos	Public Schools District Supervisor
31. Felix A. Bareñan Jr.	Public Schools District Supervisor
32. Norie L. Bagnol	Education Program Specialist II
33. Ma. Shirley M. Cardinal	Chief Education Program Supervisor
34. Melodie M. Demabildo	Education Program Supervisor
35. Edgar S. De Vera	Engineer III
36. Romeo L. Martin	Senior Education Program Specialist
37. Araceli J. Dinopol	Senior Education Program Specialist
38. Felipe B. Tuyogon Jr.	Senior Education Program Specialist
39. Rehanee P. Sambuto	Senior Education Program Specialist
40. Estylinda G. Tudayan	Nurse II
41. Ismael R. Villaluz (Technical Operator)	Education Program Specialist II
42. Marlon P. Agad (Master of Ceremonies)	Project Development Officer II
43. Kathy Glade M. Corilla (Secretariat)	Administrative Officer II
44. Maejel F. Alimama (Secretariat)	Administrative Assistant III
45. Joanna G. Dumalag (Secretariat)	Project Development I
46. Shella Mae A. Cellona (Secretariat)	Administrative Assistant III















