



Republic of the Philippines
Department of Education

REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

Advisory No. **035**, s. 2025

February 20, 2025

In compliance with Deped Order (DO) No. 8, s. 2013
this advisory is issued not for endorsement per DO 28, s. 2001
but only for the information of Deped officials,
personnel/staff, as well as the concerned public.
(Visit www.deped.gov.ph)

**FINAL DETAILS ON THE TECHNICAL ASSISTANCE TO SCHOOL PERSONNEL
FOR ENHANCED PERFORMANCE AND SERVICE DELIVERY**

The training-workshop as per **Division Memorandum (DM) 87, s. 2025**, titled Technical Assistance to School Personnel for Enhanced Performance and Service Delivery shall be conducted on **February 25, 2025**, at **M.I. Sevilla Resort, Brgy. Domoit, Lucena City**. Relative to this, this Office advises all concerned of the Final List of Participants, attached as Enclosure 1, and of Enclosure 2: Training Matrix. Further, participants are advised to bring their laptop, charger, extension wire, water tumbler.

The registration fee amounting to **P699.00**, for each participant, may be charged from School MOOE, subject to usual accounting and auditing guidelines.

All provisions in **DM 87, s. 2025**, remain in effect.

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SGOD- final details on the assistance to school personnel for enhance performance and service delivery
SGOO6TDK-002474/February 20, 2025

Division Advisory No.: **035**

Enclosure 1

**LIST OF PARTICIPANTS
TECHNICAL ASSISTANCE TO SCHOOL PERSONNEL FOR ENHANCED
PERFORMANCE AND SERVICE DELIVERY
February 25, 2025**

NO.	NAME	POSITION	SCHOOL/OFFICE
1	Celedonio B. Balderas Jr.	Schools Division Superintendent	OSDS
2	Herbert D. Perez	Assistant Schools Division Superintendent	OASDS
3	Dr. Edwin R. Rodriguez	CID Chief	CID
4	Lorynel C. De Sagun	Head Teacher III	Alsam Integrated School
5	Lilibeth B. Vargas	Teacher III/ Officer in-Charge	Busal Integrated School
6	Mary Grace M. Cabili	School Principal II	Dapdap Integrated School
7	Baby Lyn T. Olandes	Head Teacher III	Domoit Elementary School
8	Teresa E. Andaya	School Principal II	East Palale Elementary School
9	Girlie A. Abaricia	Head Teacher III	Eugenio Francia Integrated School
10	Roderick O. Hugo	School Principal II	Froilan.E. Lopez Elementary School
11	Aldwin V. Capistrano	Head Teacher III	Gibanga Elementary School
12	Michael M. Safred	School Principal I	Ilasan Integrated School/ Talolong IHS
13	Alona C. Crisanto	School Principal III	Ipilan-Alitao Elementary School

Division Advisory No.: **035**

14	Honesto P. Caagbay Jr.	School Principal I	Kalumpang Elementary School
15	Ronald O. Hugo	Master Teacher I / Officer in-Charge	Katigan-Alupay Elementary School
16	Larvin O. Labrada	Head Teacher III	Lakawan Elementary School
171	Rowena O. Sabiduria	School Principal I	Lalo Elementary School
18	Wenefredo B. Baylongo	School Principal I	Lawigue Elementary School
19	Elpidia C. Palayan	School Principal II	Malao-a/Calantas Elementary School
20	Arlene D. Pagana	Teacher III / Officer in-Charge	Masin Elementary School
21	Evelyn R. Palambiano	School Principal I	Mate Integrated School
22	Joel N. Dela Cruz	Master Teacher I BANHS/ Officer in-Charge	Mayuwi Community School
23	Luz A. Pacaigue	Head Teacher III	North Palale Elementary School
24	Democrito C. Cabile Jr.	Head Teacher III	Pandakaki Integrated School
25	Dennis O. Labita	School Principal II	Potol Elementary School
26	Ingrid A. Palad	School Principal II	South Palale Elementary School
27	Ronan R. Ranillo	School Principal II	Tayabas East Central School/Tayabas West Central School II
28	Lea A. Cosico	School Principal I	Tayabas West Central School I
29	Natalia A. Andaya	School Principal I	Tayabas West Central School III

Division Advisory No.: **035**

30	Julieta M. Labita	Head Teacher III	Tayabas West Central School IV
31	Reniel C. Cabuyao	Teacher III / Officer in-Charge	Valencia Elementary School
32	Waldymar E. Pasacsac	School Principal II	Cipriano J. Querubin Elementary School
33	Corazon M. Oabel	School Principal I	West Palale Elementary School
34	Cherry G. Hugo	School Principal II	Buenaventura Alandy National High School
35	Gener C. Delos Reyes	School Principal IV	Luis Palad Integrated High School
36	Rempson P. Sumilang	ASP II SHS/ Officer in-Charge	Rosario Quesada Integrated National High School
37	Joy B. Go	School Principal IV	West Palale National High School
38	Emelia R. Eclarin	Assistant School Principal II/ Officer-in-Charge	Tayabas City National High School
39	Jobelle L. Maningas	Project Development Officer I	Kalumpang ES
40	Monica Cablaida	Administrative Assistant II	Tayabas East Central School
41	Frenalyne Tabernilla	Project Development Officer I	TWCS I
42	Felisa P. Rosilla	Administrative Officer I	LPIHS

Enclosure 2

**TECHNICAL ASSISTANCE TO SCHOOL PERSONNEL FOR ENHANCED
PERFORMANCE AND SERVICE DELIVERY
February 25, 2025
TRAINING MATRIX**

Time	Sessions/Activities	Persons Involved	Expected Outputs
8:00 – 8:45 a.m.	Management of Learning	La Trisha R. Dalit	Insights
8:46 – 9:15 a.m.	Session 1: Efficient, Quality and Timely Services in Schools	Imelda C. Raymundo	Insights
9:16– 10:00 a.m.	Session 2: Review of the Alignment of Duties and Responsibilities of School Heads, Administrative Officers and Project Development Officer I	Imelda C. Raymundo	Harmonized Functions
10:00- 10:15 a.m.	HEALTHY BREAK		
10:00 a.m.- 12:00 noon	Session 3: Workshop on Alignment of Functions viz-a-viz reportorial requirements and expected outcomes	Imelda C. Raymundo	Harmonized Functions
12:00- 12:45 noon	LUNCH BREAK		
12:45- 1:00 p.m.	MINDFULNESS ACTIVITY		
1:00-3:00 p.m.	Session 4: Preparation of Administrative Plan	Maria Corazon A. Borbon	Administrative Plans
3:00 – 3:15 p.m.	HEALTHY BREAK		
3:00-4:00 p.m.	Presentation and Critiquing of Administrative Plans	Edwin R. Rodriguez/ Imelda C. Raymundo	Administrative Plans
4:00-4:45	CLOSING CEREMONY	PMT	Insights