



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
 CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

1 FEB. 2023

DIVISION MEMORANDUM

No. 049 s. 2023

**1ST QUARTER DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING
FOR FY 2023**

To: OIC-Assistant Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisor/PSDS
 Heads, Unit/Section
 Heads, Public Elementary and Secondary Schools
 All Others Concerned

1. To provide updates on CO, RO, and SDO initiatives relative to SY 2022-2023 and discuss updates, issues, and concerns from each functional unit of the division, this office will conduct the 1st Quarter Division Management Committee (MANCOM) Meeting scheduled on February 2, 2023, starting from 8:00 am, at the St. Jude Multipurpose Cooperative Hotel and Event Center, Brgy. Isabang, Tayabas City.
2. Participants to this activity are all public school heads, chief education supervisors, unit/section heads, education program supervisors, education program specialists, and select SDO personnel.
3. A registration fee of P700 per school participant shall be collected chargeable against School MOOE to cover meals (a.m snacks, lunch, and p.m snacks). Likewise, expenses of SDO personnel shall be charged to Division MOOE subject to existing accounting and auditing rules and procedures.
4. Attached are the Enclosure 1 List of Participants and Enclosure 2 Indicative Program of Activities for your reference.
5. For immediate dissemination and compliance of all concerned.


NATIVIDAD P. BAYUBAY, CESO VI
 Schools Division Superintendent



Brgy. PotoI, Tayabas City



(042) 710-0329 or (042) 785-9615



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ENCLOSURE 1. List of Participants

SDO Personnel

No.	Name	Position	Office/School
1	Natividad P. Bayubay	SDS	OSDS
2	Antonio P. Faustino Jr	ASDS	OSDS
3	Imelda C. Raymundo	Chief	SGOD
4	Edwin R. Rodriguez	Chief	CID
5	Conrado C. Gabarda	AO-V	OSDS
6	Marilou M. Cuaterno	OIC-Accountant III	OSDS
7	Benjamin A. Millares	Budget Officer III	OSDS
8	Dianah G. Tan	Cashier	OSDS
9	Jobelle M. Malijan	Record Officer	OSDS
10	Joyce Ann P. Limbo	Supply Officer	OSDS
11	Juanito D. Domirez	ADAS III	OSDS
12	Aeryll Saberola	ADAS III	OSDS
13	Jobelle Maningas	ADAS III	OSDS
14	Josefina R. Oabel	HRMO	OSDS
15	Philip Neri D. Mabilin	IT	OSDS
16	Rolando A. Abrigo III	IT	OSDS
17	Christian J. Bables	EPS	CID
18	Luzviminda Ritchelle F. Quintero	EPS	CID
19	Jerome A. Chavez	EPS	CID
20	Louie L. Fulleo	EPS	CID
21	Sherwin C. Quesea	EPS	CID
22	Joseph Jay U. Aureada	EPS	CID
23	Generosa F. Zubieta	EPS	CID
24	Michael Leonard D. Lubiano	EPS	CID
25	Maria Corazon A. Borbon	EPS-SGOD	SGOD
26	Luzviminda E. Saludaes	SEPS-HRD	SGOD
27	Montano L. Agudilla Jr.	SEPS-SMME	SGOD
28	Marvin J. Rosales	OIC-Planning Officer	SGOD
29	Alelie A. Padillo	Nurse II	SGOD
30	Jean Paula Talavera	Dentist II	SGOD



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School Heads

	Name	Position	Unit/Office
1	Natalia A. Andaya	Head Teacher III	Gibanga ES/MAYUWI
2	Cherry G. Hugo	Principal I	TWCS-I
3	Waldymar E. Pasacsac	Principal II	Tayabas West CS III
4	Sancho C. Calatrava	PSDS	WPNHS
5	Ingrid A. Palad	Principal I	Lawigue ES
6	Larvin O. Labrada	Head Teacher I	Alsam ES
7	Evelyn R. Palambiano	Principal I	RQIHS
8	Ronan R. Ranillo	Principal II	Tayabas East CS
9	Leah C. Clado	Principal I	Wakas ES
10	Honesto P. Caagbay, Jr.	Principal I	Tayabas West CS II
11	Alona C. Crisanto	Principal II	Ipilan-Alitao ES
12	Alita C. Rodriguez	OIC	Malao-A/Calantas ES
13	Gener C. Delos Reyes	Principal IV	LPIHS
14	Aileen Averilla	Assist. to the Principal	LPIHS
15	Gerladine Constantino	Assist. to the Principal	LPIHS
16	Maricel Abella	Assist. to the Principal	LPIHS
17	Adrian Maano	OIC School Head	Pandakake Elem School
18	Luz A. Pacigue	Head Teacher III	Eugenio Francia ES
19	Lea A. Cosico	Head Teacher III	Lakawan ES
20	Roderick O. Hugo	Principal I	Potol ES
21	Michael M. Safred	Head Teacher III	DIS
22	Julieta M. Labita	Head Teacher III	Lalo ES
23	Rowena O. Sabiduria	Principal I	Tayabas West CS IV
24	Wenefredo B. Baylongo	Principal I	West Palale ES
25	Adrian N. Naynes	Teacher-In-Charge	Busal ES
26	Elpidia C. Palayan	Principal II	East Palale ES
27	Babylyn T. Olandes	Head Teacher III	North Palale ES
28	Corazon M. Oabel	Principal I	South Palale ES
29	Girlie A. Abaricia	Head Teacher II	Domoit ES
30	Dennis O. Labita	Principal II	Froilan E. Lopez ES
31	Teresa E. Andaya	Principal I	Kalumpang ES
32	Lorynel C. De Sagun	Head Teacher III	Mate ES
33	Joy B. Go	Principal III	Ilasan ES
34	Arlene D. Pagana	Teacher-In-Charge	Katigan-Alupay ES
35	Aldwin V. Capistrano	Head Teacher III	Masin ES / Valencia ES



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ENCLOSURE 2. Program of Activities

Part I - Opening		
7:30am-8:00am	Registration	MANCOM Secretariat
8:00am-8:15am	National Anthem	AVP
	Prayer	
Part II – MANCOM Proper		
8:15am-8:30am	Inspirational Message	NATIVIDAD P. BAYUBAY CESO IV, Schools Division Superintendent
8:30am-9:30am	Session	Dir. JACINTO C. MATEO III Director II, Civil Service Field Officer Civil Service Commission (CSC)
9:30am-10:00am	Health Break	
10:00am-11:00am	Curriculum and Instruction Division Concerns	Edwin R. Rodriguez, Ed. D Chief Education Supervisor
11:00am-12:00pm	School Governance and Operations Concerns	Imelda C. Raymundo Chief Education Supervisor
12:00pm-1:00pm	Lunch	Antonio P. Faustino, Jr. OIC-Assistant Schools Division Superintendent
1:00pm – 2:00pm	ASDS Concerns	OSDS Unit Heads
2:00pm-3:00pm	OSDS Concerns	
3:00pm-3:30pm	Health Break	NATIVIDAD P. BAYUBAY CESO IV, Schools Division Superintendent
3:30pm-4:30pm	SDS Time	
4:30pm-5:00pm	Ways forward and Closing Message	

