



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

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20 March 2025

DIVISION MEMORANDUM  
No. 205 s. 2025

**FIRST DIVISION MANAGEMENT COMMITTEE (MANCOM)  
MEETING FOR 2025**

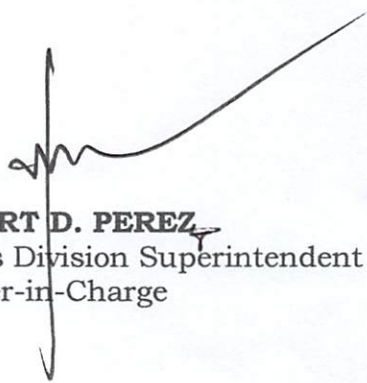
To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Private and Public Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. Relative to DepEd Order No. 9, s. 2021, Institutionalization of Quality Management System in the Department of Education, this Office announces the conduct of Management Committee (MANCOM) Meeting to be held on **March 25, 2025, from 8:00 a.m. to 5:00 p.m. at Queen Margaret Hotel, Lucena City.**
2. The objectives of this activity are:
  - a. discuss issues and concerns on the school operations and management;
  - b. provide relevant updates concerning DepEd priorities and program; and
  - c. appreciate the importance of regular conduct of MANCOM.
3. Participants in this activity are all public and private School Heads, Chief Education Supervisors, Unit/Section Heads, Education Program Supervisors, Senior Education Program Specialists and select SDO Personnel.
4. A registration fee of P680.00 per school participant shall be collected, chargeable against local funds 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 rules and procedures.
5. Attached are the Enclosure 1 List of Participants and Enclosure 2 Program of Activities for your reference.
6. Immediate dissemination of this Memorandum is desired.

For:

**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

By:

  
**HERBERT D. PEREZ**  
Assistant Schools Division Superintendent  
Officer-in-Charge

Encl.: As stated  
Reference: DepEd Order No. 9, s. 2021  
To be indicated in the Perpetual Index  
under the following subjects:

**QUALITY MANAGEMENT SYSTEM  
MANAGEMENT COMMITTEE MEETING**

OSDS – first division management committee (mancom) meeting for 2025  
SDSEKQ51-000477/March 20, 2025



**Enclosure I**

**List of Participants – SDO Personnel**

<b>No.</b>	<b>Name</b>	<b>Position/Designation</b>	<b>Office/ School</b>
1	Celedonio B. Balderas Jr.	Schools Division Superintendent	OSDS
2	Herbert D. Perez	Assistant Schools Division Superintendent	OSDS
3	Edwin R. Rodriguez	Chief Education Supervisor - CID	CID
4	Imelda C. Raymundo	Chief Education Supervisor - SGOD	SGOD
5	Sherwin C. Quesea	EPS- MAPEH	CID
6	Conrado C. Gabarda	Administrative Officer V	OSDS
7	Maria Corazon A. Borbon	EPS-SGOD	SGOD
8	Ermelo Escobiñas	PDO II	CID
9	Luzviminda Cynthia Richelle F. Quintero	EPS-English	CID
10	Jerome A. Chavez	EPS-Mathematics	CID
11	Michael Leonard D. Lubiano	EPS-Science	CID
12	Joseph Jay U. Aureada	EPS-ESP	CID
13	Louie L. Fulleo	EPS-TLE	CID
14	Teofila A. Ocumin	EPS II	CID
15	Generosa F. Zubieta	EPS-LRMDS	CID
16	La Trisha R. Dalit	EPS II	SGOD
17	Nicole May L. Lumanglas	Project Development Officer I	SGOD
18	Armeen Krystel F. Zubieta	Administrative Assistant III	OSDS
19	Regicelle D. Cabaysa	OIC – SEPS HRD	SGOD
20	Montano L. Agudilla Jr.	SEPS SMME	SGOD
21	Marife R. Lagar	Planning Officer III	SGOD
22	Jayne Paula T. Tulio	Dentist II	SGOD
23	Ariel C. Cabuyao	Project Development Officer II	SGOD
24	Luzviminda E. Saldares	SEPS HRD	SGOD
25	Jeanette M. Buera	Administrative Officer IV/ Records Officer II	OSDS
26	Agnes M. Luzadas	Accountant III	OSDS
27	Benjamin A. Millares	Budget Officer III	OSDS



28	Dianah G. Tan	Cashier III	OSDS
29	Joyce Anne P. Limbo	Supply Officer	OSDS
30	Mark Bryan F. Valencia	Information Technology Officer	OSDS
31	Grasiela L. Hernandez	Human Resource Management Officer II	OSDS
32	Jennelyn M. Mirandilla	OIC-Procurement	OSDS
33	Adrian Aguirre	Administrative Aide VI	CID

**List of Participants – School Heads**

No.	Name of School Head	Designation	Name of School
1	Lorynel C. De Sagun	Head Teacher III	Alsam IS
2	Jerick C. Reyes	Administrative Officer II	Busal IS
3	Maria Elizabeth S. Pastrana	Administrative Officer II	Domoit ES
4	Teresa E. Andaya	School Principal II	East Palale ES
5	Girlie A. Abaricia	Head Teacher III	Eugenio Francia IS
6	Roderick O. Hugo	School Principal II	Froilan E. Lopez ES
7	Aldwin V. Capistrano	Head Teacher III	Gibanga ES
8	Michael M. Safred	School Principal I	Ilasan IS/ Talolong IS
9	Alona D. Crisanto	School Principal III	Ipilan-Alitao ES
10	Honesto P. Caagbay Jr.	School Principal I	Kalumpang ES
11	Ronald O. Hugo	Master Teacher I/ Officer-in-Charge	Katigan-Alupay ES
12	Larvin O. Labrada	Head Teacher III	Lakawan ES
13	Rowena O. Sabiduria	School Principal I	Lalo ES
14	Wenefredo B. Baylango	School Principal I	Lawigue ES
15	Elpidia C. Palayan	School Principal II	Malao-A/Calantas ES
16	Arlene D. Pagana	Teacher III/ Officer-in-Charge	Masin ES
17	Evelyn R. Palambiano	School Principal I	Mate IS
18	Joel N. Dela Cruz	Master Teacher I/ Officer-in-Charge	Mayuwi Community School
19	Luz A. Pacaigue	Head Teacher III	North Palale ES
20	Democrito C. Cabile Jr.	Head Teacher III	Pandakaki IS
21	Dennis O. Labita	School Principal II	Potol ES
22	Ingrid A. Palad	School Principal II	South Palale ES
23	Ronan R. Ranillo	School Principal II	Tayabas East CS/ Tayabas West CS II
24	Lea A. Cosico	School Principal I	Tayabas West CS I
25	Natalia Andaya	School Principal I	Tayabas West CS III



26	Julieta M. Labita	Head Teacher III	Tayabas West CS IV
27	Reniel C. Cabuyao	Teacher III/ Officer-in-Charge	Valencia ES
28	Waldymar E. Pasacsac	School Principal II	Cipriano J. Querubin ES (Wakas ES)
29	Corazon M. Oabel	School Principal I	West Palale ES
30	Cherry G. Hugo	School Principal II	Buenaventura Alandy National High School
31	Mary Grace M. Cabili	School Principal II	Dapdap Integrated School
32	Gener C. Delos Reyes	School Principal IV	Luis Palad Integrated High School
33	Geraldine M. Constantino	Assistant School Principal I	Luis Palad Integrated High School
34	Ma. Aillen A. Averilla	Master Teacher II	Luis Palad Integrated High School
35	Maricel L. Abella	Master Teacher I	Luis Palad Integrated High School
36	Rempson P. Sumilang	Assistant School Principal II/ 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	Norie D. Fortu	School Head	St. John Bosco College of Tayabas, Inc.
40	Ericka Mae Jardin	School Head	Aceba Science and Technology Institute



**Enclosure II**

**PROGRAM OF ACTIVITIES**

**FIRST DIVISION MANAGEMENT COMMITTEE (MANCOM)  
MEETING FOR 2025**

Registration (8:00a.m. – 8:30a.m.)	
Program Preliminaries (8:30a.m. – 9:00a.m.)	
Nationalistic Song Prayer CALABARZON March Tayabas Hymn DepEd Quality Policy	AVP
Call to Order	CELEDONIO B. BALDERAS JR Schools Division Superintendent
Roll Call of Participants	GRASIELA L. HERNANDEZ HRMO II
Declaration of Quorum	CELEDONIO B. BALDERAS JR Schools Division Superintendent
Presentation of the Provisional Agenda	HERBERT D. PEREZ Assistant Schools Division Superintendent
Minutes of the Previous ManCom meeting	MARIA CORAZON A. BORBON Education Program Supervisor- SGOD
MANCOM PROPER	
CID Concerns	EDWIN R. RODRIGUEZ Chief Education Supervisor – CID
SGOD Concerns	IMELDA C. RAYMUNDO Chief Education Supervisor - SGOD
Administrative Concerns	CONRADO C. GABARDA Administrative Officer V
Other Related Issues and Concerns	HERBERT D. PEREZ Assistant Schools Division Superintendent
SDS Time	CELEDONIO B. BALDERAS JR Schools Division Superintendent
Open Forum	
Closing Remarks	EDWIN R. RODRIGUEZ Chief Education Supervisor – CID
Motion of Adjournment	
Adjournment	