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

23 SEPT 2020

DIVISION MEMORANDUM

No. 037 s. 2020

**UPSCALING OF DIVISION OFFICE EMPLOYEES COMPETENCIES  
FOR ADOPTION TO THE NEW NORMAL**

To: OIC - Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Unit/Section  
All Others Concerned

1. In line with the Civil Service Commission's **Strategic Performance Management System (SPMS)**, a mechanism that links employee performance with organizational performance, complemented by DepEd Order No. 2, s. 2015 **Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS)** in the Department of Education, DepEd Tayabas is scheduled to conduct a training-workshop to enhance SDO employees competencies towards customer satisfaction.

2. Specifically, it aims to:

a. enhance employee competencies to help them achieve their respective Key Result Areas;

b. help employees align their services and processes with the Division Strategic Goals in the context of Basic Education-Learning Continuity Plan

c. help employees realize their individual roles in their respective section/unit in relation to the functions of other sections/units.

3. The said training-workshop shall be held on the following days, from 8:00-5:00, at the SDS Conference Room.

Date	Unit/Section
September 28, 2020	SGOD, Personnel Services
September 29, 2020	Finance, Cash, Budget
September 30, 2020	CID, ICT
October 1, 2020	Administrative Services, Records, Property

4. Participants are advised to bring the following:

- a. ISO Form 3 - Quality Objectives; and
- b. IPCRF 2020

5. Wide dissemination and strict compliance of this memorandum is desired.

**ANIANO M. OGAYON, CESO V**  
Schools Division Superintendent

Encl.:

As stated



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Enclosure 1

### Participants

September 28, 2020

#### SGOD, Personnel Services

NO.	NAME	DESIGNATION	SEX
1.	Edwin R. Rodriguez	SGOD-Chief	M
2.	Maria Corazon A. Borbon	Senior Education Program Specialist	F
3.	Fideliza V. Lucas	Senior Education Program Specialist	F
4.	Luzviminda E. Saldares	Education Program Supervisor	F
5.	Marife R. Lagar	Planning Officer III	F
6.	Joan Kathleen T. Brizuela	Education Program Supervisor II	F
7.	Nicole May R. Lagar	Project Development Officer I	F
8.	Francheska Zagala	Administrative Aide VI	F
9.	Alelie A. Padillo	Nurse II	F
10.	Connie S. Sia	Medical Officer III	F
11.	Mariles Ferro	Nurse II	F
12.	Lailani T. Omlas	Nurse II	F
13.	Jaypee Escobar	Senior Technical Assistant I	M
14.	Jedd Aguilar	Dentist II	F
15.	Josefina R. Oabel	Administrative Officer IV/ HRMO II	F
16.	Joy Liwayway O. Aguila	Administrative Assistant III	F
17.	Ferex O. Zafranco	Administrative Assistant III	F
18.	Grasiela L. Hernandez	Administrative Assistant III	F
19.	Kathleen J. Dazo	Administrative Assistant III	F
20.	Jennelyn M. Mirandilla	Administrative Assistant III	F
21.	Ronnie M. Rosales	Administrative Assistant II	M
22.	Carmelo S. Salazar	Utility I	M
23.	Joselito C. Racelis	Utility I	M

September 29, 2020

#### Budget, Finance, Cash

24.	Benjamin A. Millares	Admin. Officer V/Budget Officer III	M
25.	Ma. Jobelle M. Malijan	Administrative Assistant III	F
26.	Natalio A. Panganiban	Administrative Assistant I	M
27.	Dianah G. Tan	Administrative Officer IV/Cashier III	F
28.	Claribel C. Rada	Administrative Assistant II	F
29.	Frederick M. Bulandos	Administrative Assistant VI	M
30.	Juslyn Rose F. Sanchez	Administrative Assistant II	F
31.	Agnes M. Luzadas	Accountant III	F
32.	Joyce Anne P. Limbo	Administrative Assistant III	F
33.	Frances Thea T. Javal	Administrative Assistant III	F
34.	Marinel R. Jamilano	Administrative Assistant II	F
35.	Marilou C. Cuaterno	Administrative Assistant III	F
36.	Cleotilde L. Cabriga	Administrative Assistant III	F
37.	Jerick C. Reyes	Administrative Assistant III	M
38.	Charlene R. Rago	Administrative Assistant III	F



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39.	RoseMarie Morales	Administrative Assistant III	F
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September 30, 2020

**CID, ICT**

40.	Imelda C. Raymundo	CID-Chief	F
41.	Georgia P. Talabong	EPS	F
42.	Teofila A. Ocumin	EPS - II	F
43.	Luzviminda Richelle F. Quintero	Education Program Supervisor	F
44.	Sherwin C. Quesea	Education Program Supervisor	M
45.	Louie L. Fulleo	Education Program Supervisor	M
46.	Mildred Z. Galleno	Education Program Supervisor	F
47.	Sancho C. Calatrava	Education Program Supervisor	M
48.	Christian J. Bables	Education Program Supervisor	M
49.	Joseph Jay J. Aureada	Education Program Supervisor	M
50.	Beatrice B. Salazar	Administrative Assistant VI	F
51.	Generosa F. Zubieta	Education Program Supervisor	F
52.	Edna E. Eclavea	Librarian II	F
53.	Ermelo A. Escobinas	Project Dev Officer II	M
54.	Kendrick C. Cabrera	Info Tech Officer I	M

October 1, 2020

**OSDS, Administrative Services, Records, Property**

55.	Aniano M. Ogayon	Schools Division Superintendent	M
56.	Maylani L. Galicia	Assistant Schools Division Superintendent	F
57.	Jobelle L. Maningas	Administrative Assistant III	F
58.	Pazz Lydda A. Cabalsa	Administrative Assistant VI	F
59.	Conrado C. Gabarda	Administrative Officer V	M
60.	Maria Elizabeth S. Pastrana	Administrative Assistant III	F
61.	Dexter Cabuyao	Administrative Aide IV	M
62.	Jeanette M. Buera	Administrative Assistant III	F
63.	Armeen Krystel F. Zubieta	Administrative Assistant II	F
64.	Juanito Domirez	Administrative Assistant III	M
65.	Joritz Philip Leviste	Administrative Assistant VI	M



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**UPSCALING OF DIVISION OFFICE EMPLOYEES COMPETENCIES  
FOR ADOPTION TO THE NEW NORMAL**

**TECHNICAL WORKING COMMITTEE/ TERM OF REFERENCE**

**Over all Chairperson:** Aniano M. Ogayon, CESO V  
**Co- chairpersons:** Maylani L. Galicia  
Imelda C. Raymundo  
Dr. Edwin R. Rodriguez

Committee	Person/s In-charge	Terms of Reference
Program Preparation	Fideliza V. Luces	<ul style="list-style-type: none"> <li>Plan on the conduct of the program</li> <li>Identify the facilitators and TWG of the activity</li> <li>Prepare Training Design and Training Package</li> <li>Coordinate with Top Management regarding the activity</li> </ul>
Planning	Marife R. Lagar	<ul style="list-style-type: none"> <li>Plot the schedule of the activity.</li> </ul>
Logistics	Fideliza V. Luces	<ul style="list-style-type: none"> <li>Prepares logistics and other resources needed in the implementation of the learning and Development</li> <li>Manages the conduct of L&amp;D.</li> <li>Gathers data and information and analyze come up with recommendations for endorsement to SGOD Chief.</li> <li>Monitors and evaluates the conduct of L&amp;D.</li> </ul>
Technical	Kendrick C. Cabriga	<p>Prepare/ collect and take charge in playing audio-visual presentations and material to be used during the activity.</p> <ul style="list-style-type: none"> <li>Manage unexpected system glitches</li> </ul>



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Documentation	Joan Kathleen Brizuela	<ul style="list-style-type: none"> <li>• Document the opening until the closing program</li> <li>• Prepare and submit complete report (narrative report)</li> <li>• Submit copy of documentation report to the SEPS-HRD</li> </ul>
QAME	Maria Corazon Borbon	<ul style="list-style-type: none"> <li>• Prepare evaluation tool and conduct QATAME and gather feedback</li> </ul>
Moderator	Luzviminda E. Saldares	<ul style="list-style-type: none"> <li>• Coordinates with the Program Proponent regarding the contents and flow of the activity</li> <li>• Host the Opening Program Preliminaries to include the following:               <ul style="list-style-type: none"> <li>• Present Agenda outline</li> <li>• Discuss relevant session protocol.</li> <li>• Moderate Q&amp;A sessions</li> <li>• Close out conference</li> </ul> </li> </ul>
Certificate	Jerome Javin	<ul style="list-style-type: none"> <li>• Prepare the Certificate</li> </ul>
Budget and Finance Committee	Benjamin Millares & Agnes M. Luzadas	<ul style="list-style-type: none"> <li>• Ensure the availability of fund</li> <li>• Allocate fund when appropriate</li> <li>• Provide oversight fiscal management and guidance in the conduct of the workshop</li> </ul>
Support Staff	Kevin Ramiro	<ul style="list-style-type: none"> <li>• Assist in collecting questions of the participants during the activity.</li> <li>• Monitor and check attendance of the participants</li> </ul>
Food Committee	Jayron Baer	<ul style="list-style-type: none"> <li>• Assist in the distribution of food</li> </ul>