



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

24 MAY 2022

DIVISION MEMORANDUM

No. 339 s. 2022

**ADDENDUM TO DM NO. 331 S. 2022 RE: RE-SKILLING OF SCHOOL PLANNING
TEAM FOR SCHOOL IMPROVEMENT PLAN (SIP) PREPARATIONS, SY 2022-
2025**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Heads of Public Elementary & Secondary Schools
All Others Concerned

1. Relative to DM No. 331 s. 2022 RE: *Re-Skilling of School Planning Team for School Improvement Plan (SIP) Preparations, SY 2022-2025* the final venue will be at **St. Jude Coop and Hotel, Brgy. Isabang, City of Tayabas.**
2. Please see attached Enclosure 1 for the List of Participants and Enclosure 2 for the Indicative Program of Activities.
3. Immediate dissemination of this Memorandum is desired.


NATIVIDAD P. BAYUBAY, CESO VI
Schools Division Superintendent



Brgy. Pitol, Tayabas City



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Enclosure 1

List of Participants

No.	SCHOOL/OFFICE	NAME	DESIGNATION
1	ALSAM ES	OLANDES, BABYLYN T.	Head Teacher III
2	BUSAL ES	NAYNES, ADRIAN N.	Teacher-In-Charge
3	DAPDAP IS	HUGO, CHERRY G.	Principal I
4	DOMOIT ES	PALAD, INGRID A.	Principal I
5	EAST PALALE ES	OABEL, CORAZON M.	Principal I
6	EFES	LABRADA, LARVIN O.	Head Teacher I
7	FELES	ABARICIA, GIRLIE G.	Head Teacher II
8	GIBANGA ES	CRISANTO, ALONA C.	Principal II
9	ILASAN ES	ANDAYA, TERESA E.	Principal I
10	IPILAN-ALITAO ES	EGUIA, MARIBETH R.	Teacher III
11	KALUMPANG ES	PASACSAC, WALDYMAR E.	Principal II
12	KATIGAN-ALUPAY ES	PAGANA, ARLENE D.	Teacher-In-Charge
13	LAKAWAN ES	ANDAYA, NATALIA A.	Head Teacher III
14	LALO ES	AGUERRA, ABBIEGAIL M.	Teacher III
15	LAWIGUE ES	SABIDURIA, ROWENA O.	Principal I
16	MALAO-A ES	RODRIGUEZ, ALITA C.	Teacher-In-Charge
17	MASIN ES	HUGO, RODERICK O.	Principal I
18	MATE ES	DIMAILIG, JEFFREY G.	Teacher-In-Charge
19	NORTH PALALE ES	BAYLONGO, WENEFREDO B.	Principal I
20	PANDAKAKE ES	DE SAGUN, LORYNEL C.	Head Teacher III
21	POTOL ES	PINGOL, CECILIA	Asp II-OIC
22	RQINHS	SAFRED, MICHAEL M.	Head Teacher III
23	SPES	LABITA, JULIETA M.	Head Teacher III
24	TECS	GO, JOY B.	Principal III
25	TWCS I	RANILLO, RONAN R.	Principal II
26	TWCS II	COSICO, LEA A.	Head Teacher III
27	TWCS III	LABITA, DENNIS O.	Principal II
28	TWCS IV	CLADO, LEAH C.	Principal I
29	VALENCIA ES	CAPISTRANO, ALDWIN V.	Head Teacher III
30	WAKAS ES	PALAYAN, ELPIDIA C.	Principal II
31	WEST PALALE ES	CAAGBAY JR., HONESTO P.	Principal I
32	WPNHS	PALAMBIANO, EVELYN R.	Principal I
33	BANHS	CABILI, MARY GRACE M.	Principal I

34	LPIHS	DELOS REYES, GENER C.	Principal IV
35	LPIHS	AVERILLA, MA. AILEEN A.	Master Teacher I
36	LPIHS	CONSTANTINO, GERALDINE M.	Master Teacher I
37	LPIHS	ABELLA, MARICEL L.	Teacher III
38	KALUMPANG/GIBANGA	AGUILA, JOY LIWAYWAY O.	Administrative Officer II
39	TECS	CAAGBAY, DONNABELLE F.	Administrative Officer II
40	LAKAWAN/TWCS II	CABRIGA, CLEOTILDE L.	Administrative Officer II
41	WAKAS/RQMNHS	CRUZ, DESIREE CARLA M.	Administrative Officer II
42	EUGENIO/POTOL	EVANGELISTA, JEANETTE F.	Administrative Officer II
43	ILASAN/KATIGAN/MASIN	LAVADO, CURT LESTER H.	Administrative Officer II
44	PANDAKAKI/TWCS I	OABEL, LOVEDAY ALYSSA O.	Administrative Officer II
45	ALSAM/SOUTH PALALE/VALENCIA	OVAL, KAYDEEN MICKA T.	Administrative Officer II
46	DOMOIT/FROILAN	PASTRANA, MARIA ELIZABETH S.	Administrative Officer II
47	WPNHS/WPES	RADA, CLARIBEL C.	Administrative Officer II
48	EAST PALALE/LAWIGUE/NORTH PALALE	REYES, JERICK C.	Administrative Officer II
49	MALAO-A/IPILAN	SALAZAR, BEATRICE B.	Administrative Officer II
50	MATE/TWCS III	SONGCAYA, APRIL JEAN V.	Administrative Officer II
51	DAPDAP/LALO	ZAFRANCO, FEREX O.	Administrative Officer II
52	BANHS	ANARETA, JOSELITO	Administrative Officer II
53	CID	RAYMUNDO, IMELDA C.	CES - CID
54	CID	TALABONG, GEORGIA P.	EDUCATION PROGRAM SUPERVISOR
55	SGOD	RODRIGUEZ, EDWIN R.	CES - SGOD
56	SGOD	AUREADA, JOSEPH JAY U.	EPS
57	SGOD	BORBON, MARIA CORAZON A.	SENIOR EDUCATION PROGRAM SPECIALIST
58	SGOD	LAGAR, MARIFE R.	PLANNING OFFICER III

59	SGOD	SALUDARES, LUZVIMINDA E.	SENIOR EDUCATION PROGRAM SPECLST
60	SGOD	RABANO, JEAN ROSE B.	EDUCATION PROGRAM SPECIALIST II
TECHNICAL WORKING GROUP			
1	SGOD	PADILLO, ALELIE A.	NURSE II
2	SGOD	CONTRERAS, MARILES F.	NURSE II
3	SGOD	OMLAS, LAILANI T.	NURSE II
4	SGOD	DEMANDANTE, ARJOY C.	ADA VI
5	ICT	JAVIN, JEROME A.	SYSTEM ANALYST

Enclosure 2

**RE-SKILLING OF SCHOOL PLANNING TEAM FOR SCHOOL IMPROVEMENT
PLAN (SIP) PREPARATIONS, SY 2022-2025**

May 25-27, 2022

Venue: St. Jude Coop and Hotel

INDICATIVE PROGRAM OF ACTIVITIES

Day 1		
Time	Topic	Persons Involved
7:30am-8:00am	Registration of Participants	Secretariat
8:00am-8:30am	OPENING PROGRAM National Anthem Prayer Roll Call of Participants Opening Remarks	AVP AVP Marife R. Lagar, Planning Officer III
8:30am – 8:45am	Rationale/Objectives	Edwin R. Rodriguez, Ed. D. SGOD Chief
8:45am-10:00am	Session 1: Introduction of DEDP and SIP # Magiting Ako Tayabasin Ako Flagship Program of SDO Tayabas	Maria Corazon A. Borbon SEPS, M & E
10:00am-11:00nn	Session 2: Key Performance Indicators PARETO Analysis	Marife R. Lagar Planning Officer III
11:00am-12:00nn	Workshop Proper PARETO Analysis (ACCESS)	
12:00am-1:00pm	LUNCH BREAK	
1:00pm-2:00pm	Continuation of Workshop – PARETO Analysis (ACCESS)	
2:00pm-3:00pm	PARETO Analysis (QUALITY)	Georgia P. Talabong EPS - Science
3:00pm-5:00pm	Session 3: SWOT Analysis and Workshop Proper	Maria Corazon A. Borbon SEPS, M & E



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Day 2		
Time	Topic	Persons Involved
8:00am – 8:30am	Management of Learning	
8:30 am -10:00 am	Session 4: Targets and Strategies Workshop	Marife R. Lagar Planning Officer III
10:00am-12:00nn	Session 5: Development of Program/Project Profile	Joseph Jay U Aureada Education Program Supervisor
12:00nn – 1:00pm	LUNCH BREAK	
1:00pm-5pm	Workshop Proper Crafting of Program/Project Profile	
Day 3		
8:00am – 8:30am	Management of Learning	
8:30am-12:00am	Presentation and Critiquing of Outputs	
12:00nn – 1:00pm	LUNCH BREAK	
1:00pm - 2:00pm	Continuation: Presentation and Critiquing of Outputs	
2:00pm - 3:30pm	Session 6: Organizing ESIP Requirements	Maria Corazon A. Borbon, SEPS, M & E
3:00pm-4:30pm	Ways Forward and Presentation of Timeline of Activities	Joseph Jay U Aureada Education Program Supervisor
4:30pm – 5:00pm	Closing Program	

Jean Rose B. Rabano
Emcee



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