



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

16 August 2024

DIVISION MEMORANDUM  
No. 555 s. 2024

**THIRD DIVISION MANAGEMENT COMMITTEE (MANCOM)  
MEETING FOR 2024**

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, the Schools Division Office (SDO) will conduct a Management Committee (MANCOM) Meeting to be held on **August 22, 2024 from 8:00 a.m to 5:00 p.m. at St. Jude Coop. Hotel and Event Center.**
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 P700.00 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.

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

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 – third division management committee (mancom) meeting for 2024  
SDS8HF80-000220/August 16, 2024



**Enclosure I**

**List of Participants – SDO Personnel**

No.	Office/ School	Name	Position/Designation
1	OSDS	Celedonio B. Balderas Jr.	Schools Division Superintendent
2	OSDS	Herbert D. Perez	Assistant Schools Division Superintendent
3	CID	Edwin R. Rodriguez	Chief Education Supervisor - CID
4	SGOD	Imelda C. Raymundo	Chief Education Supervisor - SGOD
5	OSDS	Conrado C. Gabarda	Administrative Officer V
6	SGOD	Maria Corazon A. Borbon	EPS-SGOD
7	CID	Christian J. Bables	EPS-Filipino
8	CID	Luzviminda Cynthia Richelle F. Quintero	EPS-English
9	CID	Jerome A. Chavez	EPS-Mathematics
10	CID	Michael Leonard D. Lubiano	EPS-Science
11	CID	Joseph Jay U. Aureada	EPS-ESP
12	CID	Louie L. Fulleo	EPS-TLE
13	CID	Mildred Z. Galleno	EPS-Kinder/SNED
14	CID	Generosa F. Zubieta	EPS-LRMDS
15	CID	Adrian Aguirre	Administrative Aide VI
16	CID	Edna Eclavea	Librarian II
17	OSDS	Armeen Krystel F. Zubieta	Administrative Assistant III
18	SGOD	Regicelle D. Cabaysa	OIC – SEPS HRD
19	SGOD/Talolong IS	Montano L. Agudilla Jr.	SEPS SMME
20	SGOD	Marife R. Lagar	Planning Officer III
21	SGOD	Cris John V Supetran	Medical Officer III
22	SGOD	Ariel C. Cabuyao	Project Development Officer II
23	SGOD	Nicole May R. Lagar	Project Development Officer I
24	OSDS	Jeanette M. Buera	Records Officer II
25	OSDS	Agnes M. Luzadas	Accountant III
26	OSDS	Benjamin A. Millares	Budget Officer III
27	OSDS	Dianah G. Tan	Cashier III
28	OSDS	Joyce Anne P. Limbo	Supply Officer
29	OSDS	Mark Bryan F. Valencia	Information Technology Officer
30	OSDS	Grasiela L. Hernandez	Human Resource Management Officer II
31	OSDS	Jennelyn M. Mirandilla	OIC-Procurement



32	SGOD	Joan Kathleen M. Talabong	Education Program Specialist II
33	OSDS	John Marfin M. Tabaquero	Administrative Aide II

**List of Participants – School Heads**

No.	Name of School	Name of School Head	Designation
1	Alsam IS	Larvin O. Labrada	Head Teacher III
2	Busal IS	Johncent Roy C. Tibordo	Teacher-In-Charge
3	Domoit ES	Girlye A. Abaricia	Head Teacher III
4	East Palale ES	Elpidia C. Palayan	School Principal II
5	Eugenio Francia IS	Luz A. Pacaigue	Head Teacher III
6	Froilan E. Lopez ES	Dennis O. Labita	School Principal II
7	Gibanga ES	Aldwin V. Capistrano	Head Teacher III
8	Ilasan IS	Joy B. Go	School Principal IV
9	Ipilan-Alitao ES	Alona C. Crisanto	School Principal III
10	Kalumpang ES	Teresa E. Andaya	School Principal I
11	Katigan-Alupay ES	Akeem Aron P. Valdeavilla	Teacher-In-Charge
12	Lakawan ES	Lea A. Cosico	School Principal I
13	Lalo ES	Julieta M. Labita	Head Teacher III
14	Lawigue ES	Ingrid A. Palad	School Principal II
15	Malao-A/Calantas ES	Lorynel C. De Sagun	Head Teacher III
16	Masin ES	Arlene D. Pagana	Teacher-In-Charge
17	Mate IS	Alita C. Rodriguez	Teacher-In-Charge
18	Mayuwi Community School	Jeffrey G. Dimailig	Teacher-In-Charge
19	North Palale ES	Babylyn T. Olandes	Head Teacher III
20	Pandakake IS	Adrian D. Maano	Head Teacher III
21	Potol ES	Roderick O. Hugo	School Principal I
22	South Palale ES	Corazon M. Oabel	School Principal I
23	Tayabas East CS	Ronan R. Ranillo	School Principal II
24	Tayabas West CS I	Cherry G. Hugo	School Principal II



25	Tayabas West CS II	Honesto P. Caagbay, Jr.	School Principal I
26	Tayabas West CS III	Natalia Andaya	School Principal I
27	Tayabas West CS IV	Rowena O. Sabiduria	School Principal I
28	Valencia ES	Adrian N. Naynes	Head Teacher I
29	Wakas ES	Waldymar E. Pasacsac	School Principal II
30	West Palale ES	Wenefredo B. Baylongo	School Principal I
31	Buenaventura Alandy National High School	Evelyn R. Palambiano	School Principal I
32	Dapdap Integrated School	Michael M. Safred	Assistant School Principal II
33	Luis Palad Integrated High School	Gener C. Delos Reyes	School Principal IV
34	Luis Palad Integrated High School	Geraldine M. Constantino	Assistant School Principal I
35	Luis Palad Integrated High School	Ma. Aillen A. Averilla	Master Teacher II
36	Luis Palad Integrated High School	Maricel L. Abella	Master Teacher I
37	Rosario Quesada Integrated National High School	Democrito C. Cabile Jr.	Head Teacher III
38	West Palale National High School	Mary Grace M. Cabili	School Principal II
39	Tayabas City National High School	Emelia R. Eclarin	Officer-in-Charge
40	Philippine Valor Mission School Inc.	Salve Sicowan	School Head
41	Maryhill College, Inc.	Rosalie de Ramos	School Head

**Enclosure II**

**PROGRAM OF ACTIVITIES**

**THIRD DIVISION MANAGEMENT COMMITTEE (MANCOM)  
MEETING FOR 2024**

Registration (8:00a.m. – 8:30a.m.)	
Program Preliminaries (8:30a.m. – 9:00a.m.)	
Phil National Anthem Prayer CALABARZON March Tayabas Hymn DepEd Quality Policy	AVP
Welcome Remarks	IMELDA C. RAYMUNDO CES – School Governance and Operations Division
Call to Order	CELEDONIO B. BALDERAS JR Schools Division Superintendent
Roll Call and Declaration of Quorum	GRASIELA L. HERNANDEZ HRMO II
Minutes of the Previous ManCom meeting and status of Action	MARIA CORAZON A. BORBON Education Program Supervisor
Presentation of the Provisional Agenda	HERBERT D. PEREZ Assistant Schools Division Superintendent
Approval of the Provisional Agenda	CELEDONIO B. BALDERAS JR Schools Division Superintendent
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	