



Republic of the Philippines
Department of Education

REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

17 September 2026

DIVISION MEMORANDUM
No. 628 s. 2026

**THIRD DIVISION MANAGEMENT COMMITTEE (MANCOM)
MEETING FOR FY 2026**

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 **September 23, 2026, from 8:00 a.m. to 5:00 p.m. at M.I. Sevilla's Resort, Brgy. Domoit, 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 P685.00 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:

MEETING
QUALITY MANAGEMENT SYSTEM

OSDS – third division management committee (mancom) meeting for fy 2026
SDSHDPNM-001031/ September 17, 2026

Enclosure I

List of Participants – SDO Personnel

No.	Name	Position/Designation	Office/ School
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	Conrado C. Gabarda	Administrative Officer V	OSDS
6	Maria Corazon A. Borbon	Education Program Supervisor- SGOD	SGOD
7	Christian J. Bables	Education Program Supervisor- Filipino	CID
8	Luzviminda Cynthia Richelle F. Quintero	Education Program Supervisor- English	CID
9	Jerome A. Chavez	Education Program Supervisor- Mathematics	CID
10	Michael Leonard D. Lubiano	Education Program Supervisor - Science	CID
11	Sherwin C. Quesea	Education Program Supervisor - MAPEH	CID
12	Louie L. Fulleo	Education Program Supervisor- TLE	CID
13	Mildred Z. Galleno	Education Program Supervisor- Kinder/ SNED/ ALS	CID
14	Generosa F. Zubieta	Education Program Supervisor- LRMS	CID
15	Geraldine Constantino	OIC - Education Program Supervisor- Araling Panlipunan	CID
16	Joseph Jay U. Aureada	Education Program Supervisor- ESP	CID
17	Ariel C. Cabuyao	Project Development Officer II	SGOD
18	Montano L. Agudilla Jr.	Senior Education Program Specialist- SMME	SGOD
19	Marife R. Lagar	Planning Officer III	SGOD
20	Joan C. Salcedo	Medical Officer III	SGOD
21	Jaypee A. Escobar	Technical Assistant III (Engineer II)	SGOD
22	John Cavin S. Rodil	Senior Education Program Specialist	SGOD

23	Maria Hannah D. Perez- Formento	Attorney III	OSDS
24	Jeanette M. Buera	Administrative Officer IV/ Records Officer II	OSDS
25	Agnes M. Luzadas	Accountant III	OSDS
26	Benjamin A. Millares	Budget Officer III	OSDS
27	Dianah G. Tan	Cashier III	OSDS
28	Mark Bryan F. Valencia	Information Technology Officer	OSDS
29	Grasiela L. Hernandez	Human Resource Management Officer II	OSDS
30	Jennelyn M. Mirandilla	Administrative Officer IV- Procurement Officer	OSDS
31	Joyce Anne P. Limbo	Administrative Officer IV- Supply Officer	OSDS
32	Angelique Joy H. Estole	Administrative Assistant III	OSDS

List of Participants – School Heads

No.	Name of School Head	Designation	Name of School
1	Lorynel De Sagun	Head Teacher III	Alsam IS
2	Lilibeth B. Vargas	Teacher III/ Officer-in- Charge	Busal IS
3	Honesto P. Caagbay Jr.	School Principal I	Calumpang IS
4	Rowena O. Sabiduria	School Principal I	Cipriano J. Querubin ES
5	Baby Lyn T. Olandes	Head Teacher III	Domoit ES
6	Teresa E. Andaya	School Principal II	East Palale ES
7	Emelia R. Eclarin	School Principal I	Eugenio Francia IS
8	Alona C. Crisanto	School Principal III	Froilan E. Lopez ES
9	Aldwin V. Capistrano	Head Teacher III	Gibanga ES
10	Michael M. Safred	School Principal I	Ilasan IS
11	Girlie A. Abaricia	Head Teacher III	Ipilan-Alitao ES
12	Ronald O. Hugo	Master Teacher I/ Officer-in-Charge	Katigan-Alupay ES
13	Larvin O. Labrada	School Principal I	Lakawan ES
14	Regicelle D. Cabaysa	School Principal I	Lalo ES
15	Wenefredo B. Baylongo	School Principal I	Lawigue ES
16	Elpidia C. Palayan	School Principal II	Tayabas East CS
17	Arlene D. Pagana	Teacher III/ Officer-in- Charge	Masin ES
18	Evelyn R. Palambiano	School Principal II	Mate IS
19	Joel N. Dela Cruz	School Principal I	Mayuwi IS
20	Luz A. Pacaigue	School Principal I	North Palale ES
21	Democrito C. Cabile Jr.	School Principal I	Pandakake IS
22	Dennis O. Labita	School Principal III	Potol ES
23	Ingrid A. Palad	School Principal II	South Palale ES

24	Ronan R. Ranillo	School Principal III	Malao-a/Calantas ES
25	Lea A. Cosico	School Principal II	Tayabas West CS I
26	Roderick Hugo	School Principal III	Tayabas West CS II
27	Natalia Andaya	School Principal II	Tayabas West CS III
28	Julieta M. Labita	School Principal I	Tayabas West CS IV
29	Reniel N. Cabuyao	School Principal I	Valencia ES
30	Corazon M. Oabel	School Principal II	West Palale ES
31	Cherry G. Hugo	School Principal II	Buenaventura Alandy National High School
32	Mary Grace M. Cabili	School Principal II	Dapdap Integrated School
33	Gregorio I. Racelis	School Principal IV	Luis Palad Integrated High School
34	Rempson P. Sumilang	Assistant School Principal II/ Officer-in-Charge	Rosario Quesada Integrated National High School
35	Joy B. Go	School Principal IV	West Palale National High School
36	Adrian N. Naynes	Head Teacher I/ Officer-in-Charge	Talolong Integrated School
37	Lynne Razalan	Principal	Pillars of Faith Christian Academy
38	Cecille Romana	Principal	Casa del Niño Jesus de Tayabas

Enclosure II

PROGRAM OF ACTIVITIES

**THIRD DIVISION MANAGEMENT COMMITTEE (MANCOM)
MEETING FOR FY 2026**

Activities		Time Allotment
Registration		7:45a.m. – 8:00a.m.
Program Preliminaries		
Philippine National Anthem Prayer CALABARZON March Tayabas Hymn DepEd Quality Policy	AVP	8:00 – 8:30a.m.
Roll Call of Participants	CONRADO C. GABARDA Administrative Officer V	
Welcome Remarks/ Message/ Call to Order/Declaration of Quorum	CELEDONIO B. BALDERAS JR Schools Division Superintendent	
Review and Approval of Previous Minutes	MARIA CORAZON A. BORBON	8:30 – 8:45 a.m.
Business Arising from the Minutes	Education Program Supervisor- SGOD	
MANCOM PROPER		
CID Concerns	EDWIN R. RODRIGUEZ Chief Education Supervisor – CID	8:45- 9:45 a.m.
SGOD Concerns	IMELDA C. RAYMUNDO Chief Education Supervisor - SGOD	10:00 – 11:00 a.m.
Administrative Concerns	CONRADO C. GABARDA Administrative Officer V	11:00 – 11:30 a.m.
Budget and Finance Concerns	BENJAMIN A. MILLARES Administrative Officer V/Budget Officer III AGNES M. LUZADAS Accountant III	11:30 – 12:00 a.m.
ICT Concerns	MARK BRYAN F. VALENCIA Information Technology Officer I	1:00 – 1:30p.m.
Other Related Issues and Concerns/ Assistant Schools Division Superintendent Time	HERBERT D. PEREZ Assistant Schools Division Superintendent	1:30 – 2:30 p.m.
Superintendent's Hour	CELEDONIO B. BALDERAS JR Schools Division Superintendent	2:45 – 3:45 p.m.
Open Forum/Other Matters		3:45 – 4:15 p.m.
Synthesis and Agreement		4:15 – 4:25p.m.
Closing Remarks and Prayer		4:25 – 4:30