



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

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14 DEC 2022

DIVISION MEMORANDUM

No. 754 s. 2022

**CORRIGENDUM TO DIVISION MEMORANDUM NO. 747 s. 2022 RE: FOURTH  
QUARTER DIVISION MONITORING, EVALUATION AND ADJUSTMENT (DMEA)  
CUM PROGRAM IMPLEMENTATION REVIEW (PIR)**

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

1. Relative to DM no. 747 s. 2022 RE: *Fourth Quarter Division Monitoring Evaluation and Adjustment (DMEA) cum Program Implementation Review (PIR)* a registration fee amounting to Php 600.00 shall be collected from each of the school participants charged against school MOOE while for the SDO personnel shall be charged to division MOOE subject to existing accounting and auditing rules and procedures.
2. All other provisions in the Memorandum remain in effect.
3. Wide and immediate dissemination of this memorandum is desired.

  
**NATIVIDAD P. BAYUBAY, CESO VI**  
Schools Division Superintendent



Brgy. PotoI, Tayabas City



(042) 710-0329 or (042) 785-9615



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Enclosure 1

PROGRAM MATRIX  
December 9, 2022

Time	Activities
8:30 – 8:45	<p>Opening Program</p> <p>National Anthem AVP</p> <p>Prayer AVP</p> <p>Checking of Attendance SEPS M&amp;E</p> <p>Message SDS</p> <p>Rationale and Objectives SGOD – Chief</p> <p>Reminders</p>
8:45 – 12:00	<p>BREAK OUT SESSIONS PER CLUSTER</p> <p><b>(FACILITATORS: EPS/PSDS)</b></p> <p>Tasks: Presentation, TA for Adjustment</p>
12:00 – 1:00	LUNCH BREAK
1:00 – 4: 30	Adjustment
4:30 – 5:00	Closing Program



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PROGRAM MATRIX  
December 15, 2022

<b>Time</b>	<b>Activities</b>
7:45-8:00	Registration
8:00 – 8:15	Opening Program
	National Anthem AVP
	Prayer AVP
	Checking of Attendance HRMO
	Message SDS
	Rationale and Objectives SGOD - Chief
8:15 – 8:45	SDO DMEA Presentation from the Previous Quarter SEPS M & E Planning Officer
8:45 – 9:45	CID Presentation Discussion of Presentation, Synthesis of Discussion
9:45 – 10:00	BREAK
10:00 – 11:00	SGOD Presentation Discussion of Presentation, Synthesis of Discussion
11:00 – 12:00	OSDS Discussion of Presentation, Synthesis of Discussion
12:00 – 1:00	LUNCH BREAK
1:00 – 2:00	Budget, Accounting, Cashier Presentation Discussion of Presentation, Synthesis of Discussion
2:00 -3:30	Workshop on PPAs Adjustment and Agreement
3:30 – 3:45	BREAK
3:45 – 4:45	Presentation of Adjusted PPAs
4:45 – 5:00	Closing Program



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Enclosure 2

LIST OF PARTICIPANTS December 9, 2022				
No.	Name	Sex	Position	Unit
1	Imelda C. Raymundo	F	CID – Chief	CID
2	Edwin R. Rodriguez, Ed.D.	M	SGOD –Chief	SGOD
CLUSTER I				
3	Sancho Calatrava	M	EPS	CID
4	Natalia A. Andaya	F	Head Teacher III	Gibanga ES
5	Cherry G. Hugo	F	Principal I	Tayabas West CS I
6	Waldymar E. Pasacsac	M	Principal II	Tayabas West CS III
7	Mary Grace M. Cabili	F	Principal II	West Palale National High School
8	Ingrid A. Palad	F	Principal I	Lawigue ES
CLUSTER II				
9	Dr. Jerome A. Chavez	M	EPS	CID
10	Larvin O. Labrada	M	Head Teacher I	Alsam ES
11	Evelyn R. Palambiano	F	Principal I	Rosario Quesada Integrated National High School
12	Ronan R. Ranillo	M	Principal II	Tayabas East CS
13	Leah C. Clado	F	Principal I	Wakas ES
14	Honesto P. Caagbay, Jr.	M	Principal I	Tayabas West CS II
CLUSTER III				
15	Louie L. Fulleo	M	EPS	CID
16	Alona C. Crisanto	F	Principal II	Ipilan-Alitao ES
17	Alita C. Rodriguez	F	OIC	Malao-A/Calantas ES
18	Aileen Averilla	F	Assist. to the Principal	Luis Palad Integrated High School
19	Gerladine Constantino	F	Assist. to the Principal	Luis Palad Integrated High School
20	Maricel Abella	F	Assist. to the Principal	Luis Palad Integrated High School
21	Adrian Maano	M	OIC School Head	Pandakake Elem School
CLUSTER IV				
22	Richelle P. Quintero	M	EPS	CID
23	Maria Corazon A. Borbon	F	OIC	Buenaventura Alandy National High School
24	Rempson Sumilang	M	MT I	Buenaventura Alandy National High School
25	Joel Dela Cruz	M	Master Teacher I	Buenaventura Alandy National High School
26	Luz A. Pacigue	F	Head Teacher III	Eugenio Francia ES
27	Lea A. Cosico	F	Head Teacher III	Lakawan ES
28	Roderick O. Hugo	M	Principal I	Potol ES



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CLUSTER V				
29	Generosa Zubieta	F	EPS	CID
30	Michael M. Safred	M	Head Teacher III	Dapdap Integrated School
31	Jean Rose Gonzaga	F	Teacher III	Dapdap Integrated School
32	Julieta M. Labita	F	Head Teacher III	Lalo ES
33	Florencia E. Javin	F	MT I	Tayabas West CS IV
34	Wenefredo B. Baylongo	M	Principal I	West Palale ES
CLUSTER VI				
35	Dr. Christian Bables	M	EPS	CID
36	Adrian N. Naynes	M	Teacher-In-Charge	Busal ES
37	Elpidia C. Palayan	F	Principal II	East Palale ES
38	Babylyn T. Olandes	F	Head Teacher III	North Palale ES
39	Maria Paz T. Jamillano	F	MT II	South Palale ES
CLUSTER VII				
40	Mildred Z. Galleno	F	EPS	CID
41	Girlie A. Abaricia	F	Head Teacher II	Domoit ES
42	Dennis O. Labita	M	Principal II	Froilan E. Lopez ES
43	Teresa E. Andaya	F	Principal I	Kalumpang ES
44	Luviminda Saludarez	F	SH	Mayuwi Community School
45	Lorynel C. De Sagun	F	Head Teacher III	Mate ES
CLUSTER VIII				
46	Dr. Jay U. Aureada	M	EPS	CID
47	Joy B. Go	F	Principal III	Ilasan ES
48	Arlene D. Pagana	F	Teacher-In-Charge	Katigan-Alupay ES
49	Aldwin V. Capistrano	M	Head Teacher III	Masin ES / Valencia ES
50.	Marvin Rosales	M	Division Coordinator - Planning	SGOD
51.	Montano L. Agudilla Jr,	M	SEPS – M&E	SGOD



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LIST OF PARTICIPANTS  
December 15, 2022

No.	Name	Sex	Position	Unit
1	NATIVIDAD P. BAYUBAY	F	SDS	OSDS
2	ANTONIO P. FAUSTINO, JR.	M	OIC-ASDS	OSDS
3	IMELDA C. RAYMUNDO	F	CID – Chief	CID
4	CONRAD C. GABARDA	M	AO V	OSDS
5	EDWIN R. RODRIGUEZ	M	CES-SGOD	SGOD
6	MARIA CORAZON A. BORBON	F	EPS-SGOD	SGOD
7	MARILOU C. CUATERNIO	F	ADAS III / OIC- Accounting Officer	OSDS
8	CHRISTIAN J. BABLES	M	EPS	CID
9	MARVIN J. ROSALES	F	HT-III / OIC-PO-III	SGOD
10	BENJIE A. MILLARES	M	AO IV	OSDS
11	JOSEFINA R. OABEL	F	AO IV	OSDS
12	JEANETTE M. BUERA	F	OIC – Procurement Officer	OSDS
13	DIANAH G. TAN	F	Cashier	OSDS
14	SANCHO C. CALATRAVA	M	EPS	CID
15	MILDRED Z. GALLENO	F	EPS	CID
16	ALELIE A. PADILLO	F	MO	SGOD
17	MONTANO L. AGUDILLA JR.	M	SEPS-M&E	SGOD
18	JOYCE ANNE P. LIMBO	F	Supply Officer IV	OSDS
19	MA. JOBELLE M. MALIJAN	F	Record Officer	OSDS
20	ADRIAN D. MAAÑO	M	PDO-II	OSDS



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Enclosure 3

**Technical Working Committee (TWC)**

*December 9 & 15, 2022*

Over-all Chairperson: Antonio P. Faustino Jr.  
OIC - Assistant Schools Division Superintendent

Co- Chairpersons: Dr. Edwin R. Rodriguez  
CES – SGOD  
Montano L. Agudilla Jr.  
SEPS M&E

Committee	Person/s In-charge	Terms of Reference
Program Preparation/ Completion Report	Maria Corazon A. Borbon	<ul style="list-style-type: none"> <li>• Prepares Training Design and other Training Package requirements.</li> <li>• Coordinates with SEPS-HRTD on other activity requirements.</li> <li>• Prepares and submits activity completion report (ACR) to SEPS-HRTD.</li> </ul>
Over-all Management L&D including (Logistics)	Jean Rose D. Rabano	<ul style="list-style-type: none"> <li>• Manages the conduct of L&amp;D.</li> <li>• Analyzes gathered data and information to come up with recommendations for endorsement to SGOD Chief.</li> <li>• Monitors L&amp;D activities.</li> <li>• Assists the proponent in the preparation of documentary requirements including but not limited to PR.</li> </ul>
QAME	Joan Kathleen Brizuela	<ul style="list-style-type: none"> <li>• Quality Assure the Activity Designs an L&amp;D Package</li> <li>• Prepares evaluation tool and conduct QATAME and gather feedback.</li> <li>• Analyzes harvested feedback and recommended solutions and forwards to concerned units/offices.</li> </ul>
Medical/First Aid	N/A	<ul style="list-style-type: none"> <li>• Ensures observance/compliance of health protocols including but not limited to conduct of Triage.</li> <li>• Administers first aid and health services during the event.</li> </ul>



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		<ul style="list-style-type: none"> <li>• Ensure the provision of proper handling, storage and serving of foods and food packs' disposals.</li> </ul>
Resource Speakers/Facilitators	NA	<ul style="list-style-type: none"> <li>• Lead/s the discussion of topics.</li> <li>• Facilitate/s workshop.</li> <li>• Attend/s engages in the debriefing sessions.</li> </ul>
Support Staff/s	Philip Neri Mabilin Jerome Javin	<ul style="list-style-type: none"> <li>• Take/s pictures from the opening until closing programs.</li> <li>• Ensure/s that registration meals and attendance sheets are properly and completely accomplished.</li> <li>• Assist/s the session facilitators/s</li> <li>• Manage/s unexpected system glitches.</li> </ul>
Certificate	Jerome Javin	<ul style="list-style-type: none"> <li>• Prepares Certificate of Participation and Appearance for the session speakers/facilitators, TWG members, and participants with complete attendance.</li> </ul>
Moderator	Maria Corazon A. Borbon Montano L. Agudilla Jr.	<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>



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