




Republic of the Philippines
Department of Education
Region IV-A CALABARZON
Province of Quezon
CITY SCHOOLS DIVISION OF TAYABAS
Luis Palad Comp., Brgy. Ipilan, Tayabas City



DEPED-TAY-DM-SGOD-18-396

TO : CHIEFS, CID AND SGOD
EDUCATION PROGRAM SUPERVISORS
HEADS, PUBLIC ELEMENTARY AND SECONDARY SCHOOLS

FOR : CATHERINE P. TALAVERA, CESO VI
Schools Division Superintendent

BY : 
MAYLAN L. GALICIA
OIC - Assistant Schools Division Superintendent

SUBJECT : DIVISION REVIEW FOR 2018 PRINCIPALS' TEST

DATE : NOVEMBER 23, 2018

1. With reference to Regional Memorandum No. 754 s. 2018, the City Division of Tayabas will conduct Division Review for 2018 Principals' Test at Suarez Building of Luis Palad Integrated High School on November 26, 30 and December 7, 2018.
2. Please see attachments for the official list of examinees and Training Matrix on the List of Facilitators.
3. Examinees are on Official Time only and this memorandum serves as their travel order.
4. Facilitators for November 30, 2018 shall be given Compensatory Overtime Credit (COC) as provided in DepEd Order No. 53 s. 2003 entitled "Updated Guidelines on the Grant of Vacation Service Credits to Teachers".
5. Immediate and wide dissemination of this memorandum is desired.

We, the personnel of the SDO Tayabas City commit to continuously SOAR HIGH.

S-atisfy customers' needs *O*-ptimize the use of ICT enabled system *A*-dvocate in the promotion of healthy schools *R*-ender timely and responsive services
H-elp create a child-friendly environment *I*-ntegrate GMS in all SDO activities *G*-overn gender sensitive workplace *H*-all quality standards

Email: tayabas.city@deped.gov.ph

Tel. No.: (042) 797 - 0591



| TAYABAS CITY | |
|--------------|-----------------------------|
| 1 | ABRACIA, GIRLIE G. |
| 2 | ANDAYA, NATALIA A. |
| 3 | BORBON, MARIA CORAZON A. |
| 4 | BRIZUELA, JOAN KATHLEEN T. |
| 5 | BUNCAYO, MELINDA A. |
| 6 | CABRIGA, PATRIA D. |
| 7 | CABUYAO, RENIEL N. |
| 8 | CAPISTRANO, ALDWIN V. |
| 9 | COSICO, LEA A. |
| 10 | FIGUEROA, MARIA CONSUELO H. |
| 11 | HUGO, RAYMUNDO O. |
| 12 | LABITA, JULIETA M. |
| 13 | LABRADA, LARVIN O. |
| 14 | OLANDES, BABY LYN T. |
| 15 | PACAIGUE, LUZ A. |
| 16 | PAGANA, ARLENE D. |
| 17 | ROBEL, AMELITA M. |
| 18 | ZAIDE, WILMA G. |

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TRAINING MATRIX

| Time | 26-Nov-18 | Facilitators |
|---------------|--|--|
| 7:00 - 8:00 | Pre Assessment (Mock Test) | |
| 8:00-9:00 | Procurement | Conrado C. Gabarda (AO V) |
| 9:00 - 10:00 | 21st Century Managerial and Leadership Skills | Dr. Edwin R. Rodriguez (SGOD - CHIEF) |
| 10:00 - 12:00 | School Leadership | Maylani L. Galicia (OIC - ASDS) |
| 12:00 - 1:00 | LUNCHBREAK | |
| 1:00 - 2:00 | School Management and Operations | Dr. Edwin R. Rodriguez (SGOD - CHIEF) |
| 2:00 - 3:00 | Parent Involvement and Community Partnership | Joan Kathleen T. Brizuela (EPS - II) |
| 3:00 - 5:00 | PPST - RPMS | Imelda C. Raymundo (CID - Chief) |
| | | |
| Time | 30-Nov-18 | Facilitators |
| 8:00 - 9:00 | RA 9155, 10 Point Agenda | Conrado C. Gabarda (AO V) |
| 9:00 - 10:00 | Human Resource Management and Professional Development | Josefina R. Oabel (HRMO-II) |
| 10:00 - 11:00 | Personal and Professional Attributes and Interpersonal Effectiveness | Josefina R. Oabel (HRMO-II) |
| 11:00 - 12:00 | RA 7610, RA 3815, RA 9262, RA 7877, Magna Carta For Teachers | Conrado C. Gabarda (AO V) |
| | | |
| Time | 7-Dec-18 | Facilitators |
| 7:00 - 8:00 | School Canteen Management | Mariles C. Ferro (Nurse II) |
| 8:00 - 10:00 | Creating studnets Centered Learning Climate | Sancho C. Calatrava (EPS) |
| 10:00 - 12:00 | Instructional Leadership | Sancho C. Calatrava (EPS) |
| 12:00 - 1:00 | LUNCHBREAK | |
| 1:00 - 2:00 | MOOE Liquidation | Agnes M. Luzadas (Accountant-III) |
| 2:00 - 3:00 | Medical Operations D.O. 13 | Medical Team |
| 3:00 - 5:00 | Bids and Awards Committee | Conrado C. Gabarrda (AO-V) |
| 5:00 - 6:00 | Mock Test | |

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