



Republic of the Philippines  
**Department of Education**

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

11 December 2025

NOTICE OF MEETING

Tracking No.: 199

**MEETING OF SELECTED TRANSLATORS AND VALIDATORS FOR THE  
CITIZEN'S CHARTER, CITY SCHOOLS DIVISION OF TAYABAS CITY**

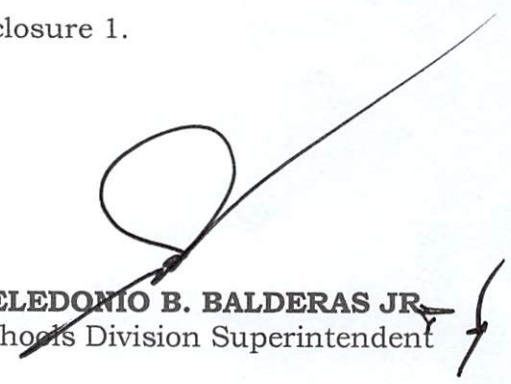
To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

Please be informed that there will be a meeting on **December 11-12, 2025** from **8:00 o'clock in the morning up to 5:00 o'clock in the afternoon** at **Luis Palad Integrated High School** to discuss the following agenda:

1. Finalization of outputs on the translated citizen's charter
2. Other matters

Participants to this activity is found at Enclosure 1.

Your 100% attendance is hereby enjoined.

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

Enclosure 1

**SCHEDULE OF TECHNICAL WORKING GROUPS**

<b>No.</b>	<b>Name</b>	<b>Position</b>	<b>Task</b>	<b>School</b>
1.	Christian J. Bables	Education Program Supervisor	Lead	SDO-CID
2.	Luzviminda Cynthia Richelle F. Quintero	Education Program Supervisor	Co-Lead	SDO-CID
3.	Sigrid F. Tibordo	Master Teacher I	Phase 1 Lead Translator	Luis Palad IHS
4.	Democrito C. Cabile Jr.	Principal I	Phase 2 Evaluator	Pandakake IS
5.	Rempson P. Sumilang	Asst. Principal II	Phase 2 Evaluator	Rosario Quesada INHS
6.	Cynthia S. Zorilla	Head Teacher IV	Phase 2 Evaluator	Luis Palad IHS
7.	Maria Madel C. Rubia	Head Teacher IV	Phase 2 Evaluator	Luis Palad IHS
8.	Arlene R. Oabel	Master Teacher I	Phase 1 Translator	Luis Palad IHS
9.	Sherlyn C. Moreno	Master Teacher I	Phase 1 Translator	Luis Palad IHS
10.	Niel Orven Talavera	Master Teacher I	Phase 1 Translator	Luis Palad IHS