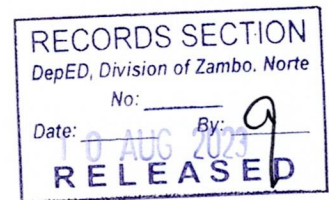




Republic of the Philippines  
**Department of Education**  
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

**Office of the Schools Division Superintendent**



Division Advisory No. 73 s. 2023  
August 1, 2023

In compliance with DepEd Order (DO) No. 8 s. 2013  
This advisory is issued not for endorsement per DO 28, s. 2001,  
But only for the information of DepEd officials,  
Personnel/staff, as well as the concerned public.  
(Visit [www.depedzn.net](http://www.depedzn.net))

**CHANGE OF SCHEDULE FOR THE REGULAR EXECUTIVE MEETING FOR THE  
MONTH OF AUGUST 2023**

This has reference to Division Memorandum No. 33. s. 2023 re: Conduct of Executive Committee Meeting (ExeCom) for the Year 2023.

Please be informed that the new date of the said meeting initially scheduled on August 2, 2023, will be moved to **August 16, 2023, at 8:30 a.m.** at Top Plaza Hotel, Dipolog City.

Other provisions stipulated in the previous memorandum remain in effect.

For guidance and widest dissemination.

OSDS/smls/ Advisory ExeCom  
08012023



Address: Capitol Drive, Estaka, Dipolog City 7100  
Email: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph)  
FB: DepEdTayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843  
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Republic of the Philippines  
**Department of Education**  
REGION IX

**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**

Enclosure 1 of Division Advisory No. 73



**LIST OF PARTICIPANTS**

No.		
1	Roy C. Tuballa EMD, JD, CESO VI	Schools Division Superintendent
2	Judith V. Romaguera CESO VI	Asst. Schools Division Superintendent
3	Ma. Judelyn J. Ramos CESE	Asst. Schools Division Superintendent
4	Lilia E. Abello Ed.D	CID Chief
5	Joy E. Letran-Singson EMD	SGOD Chief
6	Helen E. Tangon	AO V
7	Casemera V. Lunjas	Budget Officer
8	Arvie M. Ompoy	Division Accountant
9	Atty. Rey P. Janolino Jr.	Legal Officer
10	Julius O. Belagantol	ITO
11	Leonido A. Pampilo Jr.	SEPS P&R
12	Marylynne B. Bayron	HRMO
13	Reynaldo C. Magtuba	Cluster 1 Head - PSDS
14	Arnold C. Dinglasa	Cluster 2 Head - PSDS
15	Ma. Theresa M. Imperial	Cluster 3 Head - PSDS
16	Lecita F. Tubal	Cluster 4 Head - PSDS
17	Mary Jean P. Acedo	Cluster 5 Head - PSDS
18	Araceli C. Tomboc	Cluster 6 Head - PSDS
19	Oliver C. Silvano	Programmer, Bacungan NHS
20	Sheena Marie L. Suelto	AO II
21	Atty. Christine Joyce S. Paco	Legal Assistant
22	Marife A. De La Cerna	ADAS III
23	Gekabel M. Velarde	ADAS III
24	Shammah Grace B. Velasco	ADAS II
25	Tedee S. Tabilon	ADA VI
26	Lorene Velasco	ADA VI
27	Mary Jerica L. Ocupe	ADA VI



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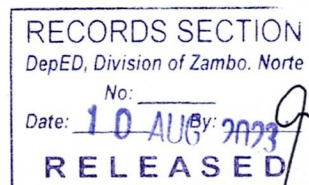
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Republic of the Philippines  
**Department of Education**  
REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Enclosure No. 2 of Division Advisory No. 73

**Seventh Regular Executive Meeting**  
**August 16, 2023**

**MATRIX OF ACTIVITIES**

**Part I. Preliminaries**

TIME	ACTIVITIES	IN-CHARGE
8:30 – 8:40 a.m.	Philippine National Anthem Ecumenical Prayer Roll Call	Secretariat
8:40– 9:00 a.m.	Declaration of Quorum Reading of the Minutes of the Previous Meeting Approval of the Agenda	-Chairman, ExeCom

**Part II. Order of the Presentation/Reporting**

AGENDA	DISCUSSANT
<ol style="list-style-type: none"><li>1. SDS TIME</li><li>2. Presentation on Document Management</li><li>3. Division Research Agenda</li><li>4. OPCR of the School Heads</li><li>5. Urgent and Important Updates from each functional Division and Section Units (Each presenter is only given 7-10 minutes with maximum of 10 slides)<ul style="list-style-type: none"><li>• ASDS Office</li><li>• SGOD Office</li><li>• CID Office</li><li>• ITO</li><li>• Legal Office</li><li>• Admin. &amp; Gen. Services</li><li>• Personnel Office</li><li>• Budget Office</li><li>• Accounting Office</li><li>• Cluster Heads (1-6)</li></ul></li></ol>	SDS Roy C. Tuballa Mr. Oliver C. Silvano SEPS Leonido A. Pampilo Jr. SGOD Chief Joy Singson and SEPS Robert I. Poculan III

