



Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Dipolog City 7100



MEMORANDUM

TO : ALL CONCERNED

FROM : The Office of the Schools Division Superintendent

SUBJECT : 1st DIVISION MANAGEMENT COMMITTEE CONFERENCE

DATE : December 28, 2018

To improve the delivery of basic education services and to establish a unified goal of achieving the mandated performance target, the Schools Division of Zamboanga del Norte will hold its 1st Division Management Committee Conference on January 8-9, 2019, venue to be announced later.


The conference, among others, aims to:

1. Assess and review the division's 2018 performance;
2. Examine all programs, projects, and activities against existing policies; and
3. Devise an Enhanced Division Implementation Plan for 2019.

Attached are the list of participants and their authority to travel. Arrival and registration shall be on January 8, 2019 at 10 o'clock in the morning. Right after, an opening program will start at 11 am.

Travel and other incidental expenses for School Heads shall be charged against their respective MOOE while expenses for District supervisors shall be charged against division funds. Meals, accommodation and supplies are chargeable against division INSET funds. All expenses are subject to the usual existing state accounting and auditing rules and regulations.

For information, wide dissemination and strict compliance.


PEDRO MELCHOR M. NATIVIDAD, CSEE
Schools Division Superintendent

Encl: as stated



1st Division Management Committee (DManCom) Conference
Mibang Hotel, Dipolog City
January 8-9, 2019

LIST OF PARTICIPANTS

SDO: 1 SDS
2 ASDSs
2 Chiefs
13 EPSs
4 SEPSs
1 Admin. Services
2 Finance Services
1 SHN
1 EFS
6 Support Staff

Sub-total: 33

District/Schools:
33 PSDSs
35 Central School Heads
36 Secondary School Heads

Sub-total: 103

Grand Total: 137

Identified Secondary Schools:

Cluster I – Piñan NHS, Polanco NHS, Sergio Osmeña NHS, Rizal NHS, La Libertad NHS, Sibutad NHS, Mutia NHS, San Isidro NHS & Silawe NHS;

Cluster II – Katipunan NHS, Manukan NHS, Dohinob NHS, Seres NHS, Don Jose Aguirre NHS & Langatian NHS;

Cluster III – Sindangan NAS, Sindangan NHS, Siari JHRMNHS, Bartolome Lira Sr. NHS, Ponot NHS & Siayan NHS;

Cluster IV – Bacungan NHS, Salug NHS, Bacong NHS, Godod NHS, Liloy NHS, Compra NHS, Tampilisan NHS & Kalawit NHS; and

Cluster V – Kipit AFHS, Ubay NHS, Gutalac NHS, Baliguian NHS, Siocon NHS, Sirawai NHS & Sibuco NHS.

Support Staff:	Jun Leonard U. Romarate	-Head
	Loremae E. Sumiton	-Assistant Head
	Dianne C. Matabalan	
	Reyna C. Amacna	
	Noriza Jean L. Daga	
	Karen T. Almirol	

1st DIVISION MANAGEMENT COMMITTEE CONFERENCE
January 8-9, 2019
Venue: TBA

MATRIX

DATE/TIME	ACTIVITIES	IN-CHARGE
DAY 1 (01-08-2019)	DAY 1	DAY 1
10:00-11:00am	ARRIVAL AND REGISTRATION	KAREN ALMIROL LOREMAE SUMITON
11:00-12:00 noon	OPENING PROGRAM (HOUSE RULES)	NORIZA JEAN DAGA REYNA AMACNA
12:00-1:00 pm	LUNCH	JUN ROMARATE
1:00-2:00 pm	Check-In Time(Hotel Registration)	DIANNE MATABALAN JUN ROMARATE
2:00-6:00 pm	CONFERENCE PROPER UPDATES: 1. CID (2 hours) 2. SGOD (2 hours)	ROBERT POCULAN LILIA E. ABELLO JOY SINGSON
6:00-7:00 pm	FELLOWSHIP DINNER	JUN ROMARATE AND SUPPORT STAFF
7:00- 10:00 pm	SOCIALS (Motif: Smart casual) (Theme: "Welcoming 2019 with a BANGI")	JUN ROMARATE AND SUPPORT STAFF
DAY 2 (01-09-2019)	DAY 2	DAY 2
6:00-7:30 am	BREAKFAST	SUPPORT STAFF
8:00-9:00 am 9:00- 10:00 am 10:00- 11:00 am	POLICY CONFERENCE CONTINUATION 1. Admin. Services (1 hour) 2. Finance Services(1 hour) 3. ASDSs' Matters (1 hour)	HELEN E. TANGON ARVIE M. OMPOY & CASEMERA LUNJAS ASDS FILMA CATALAN & ASDS LOURMA POCULAN
11:00-12:00 noon	SDS' Hour and Closing Program	PEDRO MELCHOR M. NATIVIDAD
12:00-1:00 pm	LUNCH	LUNCH



AUTHORITY TO TRAVEL

TO: The following personnel, to wit,

NO	NAME		CLUSTER/OFFICES	DIVISION/DISTRICT
	Last Name	First Name		
1	Natividad	Pedro Melchor	SDO	Zamboanga del Norte Division
2	Poculan	Lourma	SDO	Zamboanga del Norte Division
3	Catalan	Filma	SDO	Zamboanga del Norte Division
4	Abello	Lilia	CID Office	Zamboanga del Norte Division
5	Singson	Joy	SGOD Office	Zamboanga del Norte Division
6	Zamoras	Arcelita	CID Office	Zamboanga del Norte Division
7	Velasco	Juliet	CID Office	Zamboanga del Norte Division
8	Subebe	Anita	CID Office	Zamboanga del Norte Division
9	Liao	Antonio	CID Office	Zamboanga del Norte Division
10	Labisig	Danilo	CID Office	Zamboanga del Norte Division
11	Acaylar	Ervie	CID Office	Zamboanga del Norte Division
12	Bellino	Lennie Boy	CID Office	Zamboanga del Norte Division
13	Jebone	Fe	CID Office	Zamboanga del Norte Division
14	Dela Cruz	Grace	CID Office	Zamboanga del Norte Division
15	Duller	Mickrel	CID Office	Zamboanga del Norte Division
16	Yusoph	Ismael	CID Office	Zamboanga del Norte Division
17	Crampatanta	Bezer	CID Office	Zamboanga del Norte Division
18	Labad	Evelyn	CID Office	Zamboanga del Norte Division
19	Poculan	Robert III	SGOD	Zamboanga del Norte Division
20	Etacan	Jessie	SGOD	Zamboanga del Norte Division
21	Inding	Wilson	SGOD	Zamboanga del Norte Division
22	Pampilo	Leonido	SGOD	Zamboanga del Norte Division
23	Tangon	Helen	Admin. Office	Zamboanga del Norte Division
24	Ompoy	Arvie	Accounting Office	Zamboanga del Norte Division
25	Lumjas	Casemera	Budget Office	Zamboanga del Norte Division
26	Uy	Sonia	School Health & Nutrition	Zamboanga del Norte Division
27	Patigayon	Dave	Educational Facilities Section	Zamboanga del Norte Division
28	Romarate	Jun Leonard	SDS Office	Zamboanga del Norte Division
29	Sunaiton	Loremae	ASDS office	Zamboanga del Norte Division
30	Matabalan	Dianne	ASDS office	Zamboanga del Norte Division
31	Amacna	Reyna	SDS Office	Zamboanga del Norte Division
32	Daga	Noriza Jean	CID Office	Zamboanga del Norte Division
33	Almirol	Karen	SGOD Office	Zamboanga del Norte Division
34	Patangan	Dennipher	Cluster I	Piñan NHS
35	Romaguera	Daisy Flor	Cluster I	Polanco NHS
36	Montilla	Gerardo	Cluster I	Sergio Osmeña NHS
37	Arcos	Ranulfo	Cluster I	Rizal NHS
38	Bagalanon	Rey	Cluster I	La Libertad NHS
39	Sapalleda	Carmelita	Cluster I	Sibutad NHS
40	Paalisbo	Ramelita	Cluster I	Mutia NHS
41	Uy	Mark	Cluster I	San Isidro NHS, Sergio Osmeña II
42	Cabilin	Brigida	Cluster I	Silawe NHS, Polanco II
43	Sevilla	Wilson	Cluster II	Katipunan NHS
44	Subebe	Arnulfo	Cluster II	Manukan NHS
45	Abregana	Emerita	Cluster II	Dohinob NHS, Roxas II
46	Miranda	Genevieve	Cluster II	Seres NHS, Katipunan II
47	Salasayo	Trinidad	Cluster II	Don Jose Aguirre NHS
48	Quezon	Judith	Cluster II	Langanan NHS
49	Galaura	Nilda	Cluster III	SNAS
50	Sabanal	Noralyn	Cluster III	Sindangan NHS
51	Aban	Anecita	Cluster III	Siari JHRM NHS, Sindangan North

52	Palanas	Johnny	Cluster III	Bartolome Lira Sr. NHS
53	Isolana	Joel	Cluster III	Ponot NHS
54	Fabricante	Dexter Ross	Cluster III	Siayan NHS
55	Lomoljo	Celestina	Cluster IV	Bacungan NHS
56	Bulanon	Jennifer	Cluster IV	Salug NHS
57	Hechanova	Eudila	Cluster IV	Bacong NHS
58	Maratas	Luzentes	Cluster IV	Godod NHS
59	Malazarte	Fernando	Cluster IV	Liloy NHS
60	Orilla	Erlinda	Cluster IV	Compra NHS
61	Cababat	Marciano	Cluster IV	Tampilisan NHS
62	Jangavo	Minda	Cluster IV	Kalawit NHS
63	Calapiz	Roldan	Cluster V	Kipit Agri. HS
64	Templado	George	Cluster V	Ubay NHS
65	Dinglaza	Arnold	Cluster V	Gutalac NHS
66	Borres	Edilberto Jr.	Cluster V	Baliguian NHS
67	Micubo	Marlon	Cluster V	Siocon NHS
68	Bercasio	Loester	Cluster V	Sirawai NHS
69	Avang	Aripin	Cluster V	Sibuco
70	Ricardo	Vivian	Cluster I	Piñan
71	Gerzon	Rolando	Cluster I	Polanco I
72	Ocamia	Lanie	Cluster I	Silawe NHS, Polanco II
73	Tambolero	Carmencita	Cluster I	Sergio Osmeña I
74	Adavan	Elvis	Cluster I	San Isidro CS, Sergio Osmeña II
75	Salatandre	Renelda	Cluster I	Rizal
76	Patagoc	Cerlina	Cluster I	La Libertad
77	Salac	Annabelle	Cluster I	Sibutad
78	Overa	Celso	Cluster I	Mutia
79	Intic	Rysa	Cluster II	Katipunan I
80	Sapihi	Melvin	Cluster II	Felipe Cadavedo CS, Katipunan II
81	Elcamel	Marlou	Cluster II	Manukan East CS, Manukan I
82	Santander	Esperanza	Cluster II	Manukan West, Manukan II
83	Eguia	Ferfisa	Cluster II	Lingay CS
84	Gitalan	Oscar	Cluster II	Dohinob CS, Roxas II
85	Rillera	Demipher	Cluster II	Roxas I
86	De Gracia	Miela	Cluster III	SPDS, Sindangan Central
87	Crampatanta	Ariel	Cluster III	Juan Bugarin CS, Sindangan North
88	Bongcawel	Carmelito	Cluster III	Mandih CS, Sindangan South
89	Calid	Ofelia	Cluster III	Ponot CS
90	Jamisola	Gina	Cluster III	Siayan CS
91	Castillon	Rizaldo	Cluster IV	Bacungan CS
92	Sappal	Amelita	Cluster IV	Salug CS
93	Galleposo	Angelita	Cluster IV	Bacong CS, Salug II
94	Barbarona	Renato	Cluster IV	Godod CS
95	Ganul	Andres	Cluster IV	Liloy CS
96	Policarpo	Dionaldo	Cluster IV	Baybay CS, Liloy II
97	Gimang	Gimang	Cluster IV	Tampilisan CS
98	Alcala	Algie	Cluster IV	Kalawit CS
99	Amplayo	Cherry	Cluster V	Labason CS
100	Miranda	Rosenda	Cluster V	Gutalac CS
101	Timosa	Jaime	Cluster V	Upper Gutalac CS
102			Cluster V	Baliguian CS
103	Tolentino	Rubilita	Cluster V	Siocon CS
104	Trasmonte	Necitas	Cluster V	Sirawai CS
105	Lhuisma	Christopher	Cluster V	Sibuco CS
106	Lanit	Nestor	Cluster I	La Libertad
107	Crisostomo	Josephine	Cluster I	Mutia
108	Guimalm	Glenda	Cluster I	Piñan
109	Gallo	Antonina	Cluster I	Polanco I
110	Bendaño	Regil	Cluster I	Polanco II
111	Piamonte	Carina	Cluster I	Rizal
112	Tambolero	Rey Teotimo	Cluster I	Sergio Osmeña I & II
113	Magtuba	Reynaldo	Cluster I	Sibutad
114	Sumaylo	Fe	Cluster II	Katipunan I
115	Feras	Celsa	Cluster II	Katipunan II

116	Lay	Remegio	Cluster II	Manukan I
117	Tomales	Benedicto	Cluster II	Mnaukan II
118	Acedo	Antonio	Cluster II	Roxas I
119	Ochotorena	Nelma	Cluster II	Roxas II
120	Tabamo	Marilyn	Cluster III	Ponot
121	Asentista	Melecio	Cluster III	Suyan
122	Imperial	Ma. Theresa	Cluster III	Sindangan Central
123	Pepito	Judith	Cluster III	Sindangan North
124	Valera	Roseminda	Cluster III	Sindangan South
125	Murro	Roseller	Cluster IV	Bacungan
126	Lomarda	Simlo	Cluster IV	Godod
127	Refugio	Eddie	Cluster IV	Kalawit
128	Gumela	Antonio	Cluster IV	Liloy I
129	Barrera	Scrina	Cluster IV	Liloy II
130	Alcala	Reynaldo	Cluster V	Salug I & II
131	Tubal	Lecita	Cluster V	Tampilisan
132	Alga	Danilo	Cluster V	Baliguian
133	Oidi	Julia	Cluster V	Gutalac I
134	Evangelista	Elda	Cluster V	Gutalac II
135	Acedo	Mary Jane	Cluster V	Labason
136	Gapol	Elisar	Cluster V	Sibuco
137	Felizarta	Susan	Cluster V	Siocon
138	Tomboc	Araceli	Cluster V	Sirawai

Purpose of Travel: To attend the 1st Division Management Committee (DManCom) Conference

Venue: Mibang Hotel, Dipolog City

Destination: Dipolog City

Inclusive Dates: January 8 & 9, 2018

Fees/Registration: NONE

Charge/ School of Funds: Transportation expenses, per diems & other incidental expenses for all SDO personnel, PSDS's, Secondary and Central School Heads shall be charged against their respective MOOE (Local Funds) subject to the usual existing state accounting and auditing rules and regulations.

Date prepared: January 3, 2019

Approved by:


FILMA B. CATALAN, Ed. D.
 OIC - ASDS
 In Charge of Office