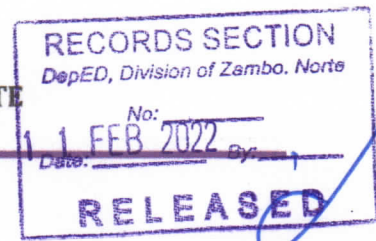




Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**



Division Memorandum  
No. 10 s. 2021

TO : **All Teaching and Non-Teaching Personnel**  
This Division

FROM : **MA. LIZA R. TABILON Ed.D CESO V**  
Schools Division Superintendent

SUBJECT : **ORIENTATION ON THE DEPED CITIZEN'S CHARTER AND  
HARMONIZATION WORKSHOP ON WORK PROCESSES**

DATE : February 8, 2022

1. Pursuant to DepEd Order 09, s. 2021, re: Institutionalization of the Quality Management System of the Department of Education, where non-ISO field offices are "encouraged to review and streamline existing work processes and procedures to improve delivery of basic education services, this division announces the conduct of the orientation and workshop on February 23-24, 2022 at Mibang Hotel, Dipolog City.
2. Participants for Day 1 are the selected SDO personnel while for Day 2 are the 60 PSDSs/PICDs, Central School Principals, and selected High School Principals.
3. Enclosed are the list of identified participants (Enclosure 1) and a copy of the program matrix (Enclosure 2), for information and guidance of everyone involved.
4. A planning and assessment conference with the program management team and the pool of resource persons will be held on February 14, 2022, @ 3:00 PM thru this link: [meet.google.com/zxr-oums-nyh](https://meet.google.com/zxr-oums-nyh). This is to set the scope and limitations of the topics, the presentation standards, and other related concerns to ensure quality delivery of coverage.
5. For any query, please feel free to direct your text or call SEPS Wilson H. Inding thru 0938-7375625 (SMART) OR EPS II Jed A. Nieves thru 0995-881-8811(GLOBE).
6. Travel and other incidental expenses by the participants shall be charge to local funds subject to the usual accounting and auditing rules and regulations.
7. Widest dissemination of this memorandum is desired.

SGOD-SMM&E/JAN/MEMORANDUMreOrientationCitCharterWorkProces/08022022





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

Enclosure 1.1

Participants

OSDS (19)

1	MA. LIZA R. TABILON	Schools Division Superintendent	Female
2	CHRISTINE JOYCE S. PACO	Admin. Aide VI	Female
3	JUDITH V. ROMAGUERA	Asst. Schools Division Superintendent	Female
4	JUDELYN J. RAMOS	OIC-Asst. Schools Division Superintendent	Female
5	MARIFE A. DELA CERNA	Admin. Aide VI	Female
6	REY P. JANOLINO	ATTORNEY III	Male
7	JULIUS O. BELAGANTOL	Information Tech. Officer I	Male
8	MARYLYNNE B. BAYRON	Admin. Officer IV	Female
9	ARIES MARK D. NOGAS	Admin. Asst. II	Male
10	CASEMERA V. LUNJAS	Admin. Officer V (Budget)	Female
11	CHRISTIAN JAMES S. PACO	Admin. Asst. III	Male
12	ARVIE M. OMPOY	Accountant III	Male
13	ANA RIVA S. ENDEREZ	Admin. Asst. III	Female
14	ELENA A. NIEVES	Admin. Officer IV	Female
15	AILEEN CARMENCITA D. BAJAS	Admin. Aide I	Female
16	JUN LEONARD U. ROMARATE	Admin. Officer IV	Male
17	EDWIN O. CURAM	Admin. Asst. II	Male
18	HELEN O. TANGON	Admin. Officer V	Female
19	ARNEL C. MASION	Admin. Officer IV	Male

CID (15)

1	LILIA E. ABELLO	CHIEF, CID	Female
2	ARCELITA B. ZAMORAS	Educ. Program Supervisor	Female
3	ANITA D. SUBEBE	Educ. Program Supervisor	Female
4	GRACE T. DE LA CRUZ	Educ. Program Supervisor	Female
5	FE G. JEBONE	Educ. Program Supervisor	Female
6	EVELYN C. LABAD	Educ. Program Supervisor	Female
7	MICKREL N. NOMO	Educ. Program Supervisor	Male
8	LEYNIE BOY G. BELLINO	Educ. Program Supervisor	Male
9	ISMAEL K. YUSOP	Educ. Program Supervisor	Male
10	ANTONIO R. LIAO	Educ. Program Supervisor	Male
11	NILDA Y. GALAURA	Educ. Program Supervisor	Female
12	ARTHURO J. LAMDAG	Educ. Program Supervisor	Male
13	MARIPILO T. GREGORIO	LIBRARIAN III	Female
14	MARVIN D. BARRIENTOS	PROJ. DEVT. Officer II	Male
15	SHARLA MAE L. OGO	Admin. Aide VI	Female

SGOD (20)

1	Joy L. Singson	CES-SGOD	Female
2	Mary Jerica L. Ocupe	Admin. Aide III	Female
3	Ervie A. Acaylar	EPS-ACES	Male
4	Gekabel M. Velarde	Admin. Aide VI	Female
5	Joseph L. Pantoja	YFS - PDO I	Male
6	Laisa Madel N. Malacat	YFS - PDO I	Female
7	Ethyl Kimberly S. Labadan	YFS - PDO I	Female
8	Dave A. Patigayon	EFS - Engr. III	Male
9	Sonia Y. Uy	SHS - MO III	Female
10	Cheryl V. Ocupe	SHS - MO III	Female
11	Joy Marie O. Labog	SHS - Dentist II	Female
12	Glinda C. Oca	SHS - Dentist II	Female
13	Leonido A. Pampilo, Jr.	Research - SEPS	Male
14	Giparel B. Elumba	Planning - PO III	Male
15	Jessie E. Elacan	SMN - SEPS	Male
16	Eunice D. Janolino	DRRM - PDO II	Female
17	Robert I. Pocalan, III	HRD - SEPS	Male
18	Nicollette Ria E. Tangon	HRD - EPS II	Female
19	Wilson H. Inding	SMM&E - SEPS	Male
20	Jed A. Nieves	SMM&E - EPS II	Male



Republic of the Philippines  
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**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**

*Enclosure 1.2*

DISTRICT	Leg. Dist.	Name of District Head	Position / Designation	Gender
LA LIBERTAD	1st	NESTOR A. LANIT	PSDS	Male
MUTIA	1st	JOSEPHINE P. CRISOSTOMO	PSDS	Female
PIÑAN	1st	GLENDA B. GUDMALIN	PSDS	Female
POLANCO I	1st	ANTONINA D. GALLO	PSDS	Female
POLANCO II	1st	RUBEN ENOY	OIC-PICD	Male
POLANCO III	1st	CARINA C. PIAMONTE	PSDS	Female
RIZAL	1st	VIVIAN J. RICARDO	PSDS	Female
SERGIO OSMEÑA I	1st	GERARDO MONTILLA, JR.	PICD / P-IV	Male
SERGIO OSMEÑA II	1st	ELVIS C. ADAVAN	PICD / P-II	Male
SERGIO OSMEÑA III	1st	REY TEOTIMO B. TAMBOLERO	PSDS	Male
SIBUTAD	1st	REYNALDO C. MAGTUBA	PSDS	Male
KATIPUNAN I	2nd	RYSA A. INTIC	PICD / P-II	Female
KATIPUNAN II	2nd	CELSA J. FERAS	PSDS	Female
KATIPUNAN III	2nd	LEO A. CUDAS	PICD / P-II	Male
KATIPUNAN IV	2nd	RODELYN A. JUMAWAN	PICD / P-II	Female
MANUKAN I	2nd	MARLOU P. ELCAMEL	PICD / P-III	Male
MANUKAN II	2nd	FERLISA R. EGUIA	PICD / P-II	Female
MANUKAN III	2nd	MERILYN L. TABARNO	PSDS	Female
PONOT I	2nd	REMEGIO G. LUY	PSDS	Male
PONOT II	2nd	THELMA A. MEJORADA	PICD / P-II	Female
ROXAS I	2nd	DENNIPHER T. RILLERA	PICD / P-II	Male
ROXAS II	2nd	BENEDICTO S. TOMALES	PSDS	Male
ROXAS III	2nd	ANTONIO T. ACEDO	PSDS	Male
SIAYAN I	2nd	MELECIO E. ASENTISTA	PSDS	Male
SIAYAN II	2nd	ROWENA BULANDRES	PICD / P-III	Female
SIAYAN III	2nd	JALDERITA DUBLICO	PICD / P-II	Female
SINDANGAN CENTRAL I	2nd	BEZER B. CRAMPATANTA	PSDS	Male
SINDANGAN CENTRAL II	2nd	MA.THERESA M. IMPERIAL	PSDS	Female
SINDANGAN CENTRAL III	2nd	MIELA H. DE GRACIA	PICD / P-IV	Female
SINDANGAN NORTH I	2nd	NHEYMROSS U. SUGOD	PICD / P-II	Female
SINDANGAN NORTH II	2nd	JUDITH L.PEPITO	PSDS	Female
SINDANGAN SOUTH I	2nd	CARMELITO C. BONGCAWEL	PICD / P-II	Male
SINDANGAN SOUTH II	2nd	ROSEMINDA B. VALERA	PSDS	Female
BACUNGAN I	3rd	RIZALDO B. CASTILLON	PICD / P-IV	Male
BACUNGAN II	3rd	ROSELLER I. MURRO	PSDS	Male



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DISTRICT	Leg. Dist.	Name of District Head	Position / Designation	Gender
BALIGUIAN	3rd	ARNOLD Z. DINGLASA	PSDS	Male
GODOD I	3rd	SIMLO A. LOMARDA	PSDS	Male
GODOD II	3rd	ARMANDO G. MAÑOSA	PICD / P-II	Male
GUTALAC I	3rd	DANILO B. ALGA	PSDS	Male
GUTALAC II	3rd	ROSENDA G. MIRANDA	PICD / P-II	Female
KALAWIT I	3rd	ALGIE B. ALCALA	PICD	Female
KALAWIT II	3rd	ELIZAR M. GAPOL	PSDS	Male
LABASON I	3rd	MARY JEAN P. ACEDO	PSDS	Female
LABASON II	3rd		PSDS	Female
LABASON III	3rd	REYNALDO S. ALCALA	PSDS	Male
LILOY I	3rd	ANTONIO S. GUMELA	PSDS	Male
LILOY II	3rd	EDDIE E. REFUGIO	PSDS	Male
LILOY III	3rd	JULIA R. OIDI	PSDS	Female
SALUG I	3rd	LECITA F. TUBAL	PSDS	Female
SALUG II	3rd	ELDA EVANGELISTA	PSDS	Female
SALUG III	3rd	AMELITA G. SAPPAL	PICD / P-II	Female
SIBUCO I	3rd	CHRISTOPHER C. LLUISMA	PICD / P-I	Male
SIBUCO II	3rd	MAJEL M. SUMACAY	PICD / P-I	Female
SIOCON I	3rd	ANNIE I. BILLONES	PICD / P-II	Female
SIOCON II	3rd	ARACELI C. TOMBOC	PSDS	Female
SIOCON III	3rd	ALFRED C. DESCALLAR	PICD / P-II	Male
SIRAWAI I	3rd	SUSAN M. FELIZARTA	PSDS	Female
SIRAWAI II	3rd	ALFIE ONTONG	PICD / P-I	Male
TAMPILISAN I	3rd	LOIDA J. GIMANG	PICD / -P-II	Female
TAMPILISAN II	3rd	JENNIFER BULANON	PICD / -P-II	Female
DISTRICT	Leg. Dist.	Name of Principal	Position / Designation	Gender
LA LIBERTAD	1st	PATAGOC, CERLINA MAGHANOY	PRINCIPAL II	Female
MUTIA	1st	OVERA, CELSO CARIAGA	PRINCIPAL I	Male
PIÑAN	1st	SALATANDRE, RENELDA VILLAS	PRINCIPAL II	Female
POLANCO I	1st	GERZON, ROLANDO PAJAREN	PRINCIPAL II	Male
POLANCO II	1st	ENOY, RONIE C.	PRINCIPAL III	Male
RIZAL	1st	ONTOY, IVOR IBABAO	PRINCIPAL I	Male
SERGIO OSMEÑA I	1st	SANICO, MILDRED ABERA	SOIC/MT-I	Female
SERGIO OSMEÑA II	1st	RIC C. COLONG	HEAD TEACHER II	Male
SIBUTAD	1st	SALAC, ANNABELLE BELOGOLO	PRINCIPAL II	Female
KATIPUNAN I	2nd	ARNULFO G. SUBEBE	PRINCIPAL IV	Male
KATIPUNAN II	2nd	SAPIHI, MELVIN MONTALLANA	PRINCIPAL III	Male
MANUKAN	2nd	CECILIA O. CASTILLO	PRINCIPAL I	Female



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DISTRICT	Leg. Dist.	Name of Principal	Position / Designation	Gender
MANUKAN II	2nd	SANTANDER, ESPERANZA RECOSOSA	PRINCIPAL II	Female
MANUKAN III	2nd	TRINIDAD A. SALASAYO	PRINCIPAL I	Female
PONOT I	2nd	CALID, OFELIA ATAY	PRINCIPAL II	Female
ROXAS I	2nd	GILBERT S. POSTIGO	PRINCIPAL I	Male
ROXAS II	2nd	TIEMPO, DARIO EBACITAS	PRINCIPAL I	Male
SIAYAN I	2nd	JAMISOLA, GINA TAC AN	PRINCIPAL II	Female
SINDANGAN NORTH	2nd	NORALYN R. SABANAL	PRINCIPAL I	Female
SINDANGAN CENTRAL	2nd	CRAMPATANTA, ARIEL BOLLOS	PRINCIPAL II	Male
SINDANGAN SOUTH	2nd	JOHNY PALANAS	PRINCIPAL I	Male
BACUNGAN	3rd	JOSEPHINE A. ROMERO	PRINCIPAL I	Male
BALIGUIAN	3rd	CAHAYAG, FELIDOLFO GARAN	PRINCIPAL I	Male
GODOD	3rd	BARBARONA, RENATO CASTILLANO	PRINCIPAL II	Male
GUTALAC I	3rd	TIMOSA, JAIME TULANG	PRINCIPAL III	Male
GUTALAC II	3rd	JONATHAN S. EVANGELISTA	Principal I	Male
KALAWIT	3rd	ALCALA, ALGIE BAHANDI	PRINCIPAL III	Female
LABASON	3rd	AMPLAYO, CHERRY CABUSAO	PRINCIPAL II	Female
LILOY I	3rd	GAMIL, ANDRES CURATIVO	PRINCIPAL III	Male
LILOY II	3rd	DIONALDO, POLICARPO TOQUERO	PRINCIPAL II	Male
SALUG I	3rd	MAGALSO, AGUSTINA P	PRINCIPAL II	Female
SALUG II	3rd	GALLEPOSO, ANGELITA TAGAILO	PRINCIPAL II	Female
SIBUCO	3rd	JOEL E. GUMOTUD JR.	PRINCIPAL I	Male
SIOCON	3rd	VERGEL M. MARCERA	PRINCIPAL I	Male
SIRAWAI	3rd	TRASMONTE, NECITAS TABILIRAN	PRINCIPAL I	Female
TAMPILISAN	3rd	SATURNINO M. GUMANSING	HEAD TEACHER III	Male

DISTRICT	Leg. Dist.	Name of Principal	Position / Designation	Gender
PIÑAN	1st	CRISTINA D. GUMAPON	PRINCIPAL II	Female
POLANCO I	1st	DAISY FLOR J. ROMAGUERA	PRINCIPAL II	Female
RIZAL	1st	MARCHEL I. ABELLERA	PRINCIPAL II	Female
SERGIO OSMEÑA	1st	MARK M. UY	PRINCIPAL I	Male
SIBUTAD	1st	JOSEPH H. OBNIMAGA	PRINCIPAL II	Male
KATIPUNAN	2nd	GENEVIEVE B. MIRANDA	PRINCIPAL I	Female
MANUKAN	2nd	HELCONIDA R. PANGILINAN	PRINCIPAL I	Female
PONOT	2nd	JOEL B. ISOLANA	PRINCIPAL I	Male
ROXAS I	2nd	JUDITH P. QUEZON, EDD	PRINCIPAL II	Female
SIAYAN	2nd	DEXTER ROSS C. FABRICANTE	PRINCIPAL I	Male
SINDANGAN NORTH	2nd	ANECITA B. ABAN	PRINCIPAL III	Female
SINDANGAN CENTRAL	2nd	ROLDAN B. CALAPIZ	PRINCIPAL III	Male
SINDANGAN SOUTH	2nd	MARISSA A. CANASTRA	PRINCIPAL I	Female
BACUNGAN	3rd	LUZENTES L. MARATAS	PRINCIPAL I	Male
BALIGUIAN	3rd	MARIO T. ONTANAN	PRINCIPAL II	Male



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DISTRICT	Leg. Dist.	Name of Principal	Position / Designation	Gender
GODOD	3rd	MARIO D. FUENTES JR	HEAD TEACHER II	Male
GUTALAC I	3rd	REZVE M. SAEL	ASST. PRINCIPAL II	Male
GUTALAC II	3rd	ERICSON R. MENIL	Principal I	Male
KALAWIT	3rd	RONIE A. TARIGA	PRINCIPAL I	Male
LABASON	3rd	GERWIL R. DESCALLAR	PRINCIPAL I	Male
LILOY	3rd	NAIDA S. MERCADO	PRINCIPAL II	Female
SALUG I	3rd	EUDILA R. HECHANOVA	PRINCIPAL III	Female
SIBUCO	3rd	AYANG J. ARIPIIN	PRINCIPAL I	Female
SIOCON	3rd	MARLON P. MICUBO	PRINCIPAL III	Male
SIRAWAI	3rd	LOESTER M. BERCASIO	PRINCIPAL I	Male
TAMPILISAN	3rd	MARCIANO C. CABABAT	PRINCIPAL III	Male



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Enclosure 2

Program Matrix

Time	DAY 1 ( February 23, 2022)	Person/s In-Charge
7:00 – 8:00 am	Registration and Attendance	Secretariat
8:00- 9:00 am	1. Preliminaries;  2. Presentation of Participants;  3. Opening Remarks  4. Overview of the Activity  5. Message	Audio-Visual Aid  Functional Division Head  Ma. Judelyn J. Ramos, CESE Assistant Schools Division Superintendent  Judith V. Romaguera, CESE Assistant Schools Division Superintendent  Ma. Liza R. Tabilon, CESO V
9:00- 10:00am	Walk-through of Citizen’s Charter (OSDS Processes)	Helen E. Tangon AO V
10:00- 11:00am	Walk-through of Citizen’s Charter (CID Processes)	Lilia E. Abello, Ed.D. CES, CID
11:00am- 12:00noon	Walk-through of Citizen’s Charter (SGOD Processes)	Joy E. Letran-SIngson, EMD CES, SGOD
12:00noon- 1:00pm	LUNCH BREAK	
1:00-2:00 pm	Presentation of Activity Templates and Workshop Instructions	Wilson H. Inding SEPS, SMM&E
2:00-4:30 pm	Workshop 1 (Harmonization of Office Work Processes) Reporting	
4:30-5:00 pm	Wrap-Up for Day 1	Ervie A. Acaylar EPS, SGOD

Time	DAY 2 ( February 24, 2022)	Person/s In-Charge
7:00 – 8:00 am	Registration and Attendance	Secretariat
8:00- 9:00 am	Opening Program	
9:00- 10:00am	Capitalizing Client’s Feedbacks	Ma. Judelyn J. Ramos, CESE Assistant Schools Division Superintendent
10:00- 12:00am	Citizen’s Charter for School Processes (Part 1)	Gerardo R. Montilla SSP IV – Sergio Osmeña NHS
12:00noon- 1:00pm		
1:00-3:00pm	Citizen’s Charter for School Processes (Part 2)	Dennipher T. Rillera ESP II – Roxas Central School
3:00-4:00 pm	Harmonization Workshop & Issues and Concerns	Leonido A. Pampilo SEPS, Planning & Research
4:00-4:30 pm	Ways Forward	Judith V. Romaguera Assistant Schools Division Superintendent
4:30-5:00 pm	Closing Program	