



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

November 7, 2024

DIVISION MEMORANDUM

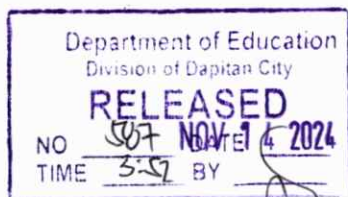
No. 57, s. 2024

CONDUCT OF TRAINING ON DOCUMENT CONTROL (DOCUMENTED INFORMATION)

**TO: Assistant Schools Division Superintendent
Chief Education Supervisors (SGOD& CID)
Administrative Officer V (Administrative Services)
Administrative Officer V (Budget)
Accountant III
SDO Personnel
Elementary and Secondary School Heads
This Division**

1. Pursuant to Division Memorandum No. 560, s. 2024 titled, Schedule of the Capacity Building Activities of the DepEd-Schools Division of Dapitan City Quality Management System (QMS), this Division will conduct the **Training on Document Control (Documented Information)** on **November 15, 2024** at **Bajamunde Farms Pension, Sunset Boulevard, Dapitan City**.
2. The activity aims to:
 - a. equip the participants with tools on how to control documents and records through a comprehensive document management system; and
 - b. ensure that through proper document control, the organization's processes and procedures are consistent, well-documented, and easy to access for employees.
3. The participants of the capacity building activities are the members of the QMS Teams, selected school heads and other personnel. (*see attached list*)
4. Expenses that will be incurred during the conduct of activities are chargeable against the HRD funds/Division MOOE allotment subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of this Memorandum to all concerned is desired.

FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent



Sunset Boulevard, Dawo, 7101 Dapitan City

(065) 917-5113

dapitancity@deped.gov.ph

www.depeddapitancity.net

fb.com/DepEdDapitanCity





Republic of the Philippines
Department of Education
 REGION IX, ZAMBOANGA PENINSULA
 SCHOOLS DIVISION OF DAPITAN CITY

Training on Document Control (Documented Information)
November 15, 2024
Bajamunde Farms Pension, Sunset Boulevard, Dawo, Dapitan City

LIST OF PARTICIPANTS

	Name	QMS Designation
Office of the Schools Division Superintendent		
1	Felix Romy A. Triambulo, CESO V	SDS, Top Management
2	Aurelio A. Santisas, CESE	OIC-ASDS, Quality Management Representative
3	Geordito T. Olario	AO V, Lead, Quality Workplace Team
4	Rosa Belinda P. Gemperoso	AO IV, Member, QMS Secretariat
5	Olga P. Miranda, CPA	Accountant III, Member, Quality Workplace Team
6	Nancy F. Tangcalagan	AO IV, Internal Auditor/Member, Risk Mgt. Team
7	Cynthia O. Dalman	AO IV, Internal Auditor/Member, Knowledge Mgt. Team
8	Amythyst Faith O. Diao	AO IV, Internal Auditor/Member, Knowledge Mgt. Team
9	Jidelle G. Garcia	AO IV, Member, Quality Workplace Team
10	Lourence N. Reyes	ITO I, Member, Knowledge Mgt. Team
11	Sheendy P. Gallemit	ADAS III, Documenter
12	April May A. Calacat	ADAS I, Documenter
13	Ernalyn R. Ruiz	ADAS III, Documenter
14	Marielle C. Jumudad	ADAS III, Documenter
15	Ruby V. Paguntalan	PDO II, Documenter
16	Alro D. Cabalida	ADA VI, Document Controller
17	Jesusza Marie B. Acopiado	ADAS II, Document Controller
18	Eirene A. Oracion	ADAS III, Document Controller
19	Meche P. Caermare	ADAS III, Document Controller
Curriculum Implementation Division		
20	Dr. Vicente Jose V. Suarez II	CES (CID), Lead, Knowledge Management Team
21	Dr. Bobbie E. Gurabot	EPS-Science, Lead, QMS Secretariat
22	Helen T. Calaguian	EPS-AP, Member, QMS Secretariat
23	Lindo O. Adasa, Jr.	Member, Training and Advocacy Team
24	Dr. Marlyn E. Esmade	EPS-Values Ed., Member, QMS Secretariat
25	Jerry M. Perong	EPS-TLE, Internal Auditor/ Member, Quality Workplace Team
26	Dr. Jephone P. Yorong	EPS-LRM, Internal Auditor/ Member, Training and Advocacy Team
27	Ma. Perga A. Cadiente	EPS-English, Internal Auditor/Member, Knowledge Management Team
28	Dr. Esmeralda A. Bagaipo	EPS-Math, Member, Risk Management Team
29	Germanico C. Malacat	EPS-MAPEH, Member, Risk Management Team
30	Dr. Luna Luz B. Racho	EPS-Kindergarten, Member, Quality Workplace Team
31	Joy I. Cagbabanua	PSDS, Member, QMS Secretariat
32	Jose C. Overa	PICD, Member, Risk Management Team
33	Jimmy B. Gahuman	PSDS, Member, Quality Workplace Team



📍 Sunset Boulevard, Dawo, 7101 Dapitan City

☎ (065) 917-5113

🌐 www.depeddapitancity.net

✉ dapitancity@deped.gov.ph

📘 fb.com/DepEdDapitanCity





Republic of the Philippines
Department of Education
 REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

34	Cristina Z. Villoria	PICD, Member, QMS Secretariat
35	Elsa Q. Aranas	PSDS, Member, Training and Advocacy Team
36	Edna C. Quimiguing	EPS II Member, Training and Advocacy Team
37	Cherry Maih E. Abellon	ADA VI, Document Controller
School Governance and Operations Division (SGOD)		
38	Sherlito E. Sagapsapan	CES (SGOD), Internal Auditor/ Lead, Training and Advocacy Team
39	Noel P. Mangubat	EPS, Member, Training and Advocacy Team
40	Anthon John S. Soriano	PO III, Internal Auditor/ Lead, Risk Management Team
41	Dr. Nueva A. Andag, Ed.D.	SEPS, Internal Auditor
42	Johann Andrei A. Ladera	EPS II, Member, Knowledge Management Team
43	Dr. Michelle V. Torres	SEPS, Member, Training and Advocacy Team/Documenter
44	Vicente Ramon V. Suarez II	EPS II, Internal Auditor
45	Jonathan D. Reluya	PDO II, Member, Risk Management Team
46	Dr. Glenn E. Mohametano	Dentist II, Member, Quality Workplace Team
47	Gwilym C. Elumba	Nurse II, Member, Risk Management Team
48	Danilo M. Santiago	PDO I, Member, Quality Workplace Team
49	Engr. Anjie C. Rabe	Engineer (COS), Member, Quality Workplace Team
50	Allan D. Bendano	SP II, Dapitan City NHS
51	Rey I. Jatico	SP II, Sulangon NHS
52	Marilou B. Monding	SP I, Dakak NHS
53	Camila Jeanette J. Debaloy	SP III, Potungan Central School
54	Belen R. Talic	SP IV, Dapitan City Central School
55	Rizza A. Daboda	SP IV, Barcelona Central School
56	JR Simed Joseph B. Saguin	SP III, Barcelona NHS
57	Jofrey B. Malana	SP II, Potungan NHS
58	Leah B. Acoymo	SP III, Ilaya NHS
59	Weney P. Amores	SP II, Baylimango NHS
60	Riza A. Penaso	SP II, Aseniero NHS
61	Imelda F. Tan	SP III, Baylimango CS
62	Erna C. Gasatan	SP IV, Sulangon Central School
63	Clarencio E. Elumba IV	SP I, Oro NHS
64	Raquel B. Sodoso	Head Teacher II, Sulangon NHS
65	Glenda O. Acedo	Assistant School Principal, Dapitan City NHS
66	Genevieve S. Adiong	Assistant School Principal, Dapitan City NHS
67	Vina S. Baes	HT II, Dapitan City NHS
68	Julie Ann G. Lacay	HT II, Dapitan City NHS
69	Lydia I. Kilapkilap	HT II, Dapitan City NHS
70	Aloha R. Lear	Assistant School Principal, Dampalan Secondary School



📍 Sunset Boulevard, Dawo, 7101 Dapitan City

☎ (065) 917-5113

✉ dapitancity@deped.gov.ph

🌐 www.depeddapitancity.net

📘 fb.com/DepEdDapitanCity

