



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

27 November 2024

DIVISION MEMORANDUM

No. 614, s. 2024

**CONDUCT OF TRAINING ON CRAFTING OF PLANNING DOCUMENTS
AND OPERATIONS MANUAL**

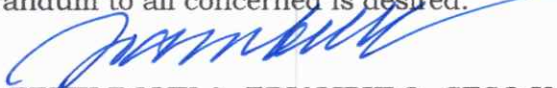
**TO: Assistant Schools Division Superintendent
Chief Education Supervisors (SGOD& CID)
Administrative Officer V (Administrative Services)
Administrative Officer V (Budget)
Accountant III
SDO Personnel
Elementary and Secondary School Heads
This Division**

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 Crafting of Planning Documents and Operations Manual** on **December 2, 2024** at **Bajamunde Farms Pension, Sunset Boulevard, Dapitan City.**
2. The activity aims to:
 - a. equip participants with the skills to create planning documents that support the successful implementation of One DepEd One QMS; and
 - b. guide participants in developing a comprehensive operations manual that documents procedures, roles, responsibilities, and workflows under One DepEd One QMS
3. The participants of the training 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.

Department of Educ.
Division of Dapitan City

RELEASED

NO 614 NOV-28 2024
TIME 9:40 BY


FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent



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Training on Crafting of Planning Documents and Operations Manual
December 2, 2024
Bajamunde Farms Pension, Sunset Boulevard, 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. Gallemitt	ADAS III, Documenter
12	April May A. Calacat	ADAS I, Documenter
13	Ernalyn R. Ruiz	ADAS III, Documenter
14	Marielle C. Jumoad	ADAS III, Documenter
15	Alro D. Cabalida	ADA VI, Document Controller
16	Jesusza Marie B. Acopiado	ADAS II, Document Controller
17	Eirene A. Oracion	ADAS III, Document Controller
18	Meche P. Caermare	ADAS III, Document Controller
Curriculum Implementation Division		
19	Dr. Vicente Jose V. Suarez II	CES (CID), Lead, Knowledge Management Team
20	Dr. Bobbie E. Gurabot	EPS-Science, Lead, QMS Secretariat
21	Helen T. Calaguian	EPS-AP, Member, QMS Secretariat
22	Lindo O. Adasa, Jr.	Member, Training and Advocacy Team
23	Dr. Marlyn E. Esmade	EPS-Values Ed., Member, QMS Secretariat
24	Jerry M. Perong	EPS-TLE, Internal Auditor/ Member, Quality Workplace Team
25	Dr. Jephone P. Yorong	EPS-LRM, Internal Auditor/ Member, Training and Advocacy Team
26	Ma. Perga A. Cadiente	EPS-English, Internal Auditor/Member, Knowledge Management Team
27	Dr. Esmeralda A. Bagaipo	EPS-Math, Member, Risk Management Team
28	Germanico C. Malacat	EPS-MAPEH, Member, Risk Management Team
29	Dr. Luna Luz B. Racho	EPS-Kindergarten, Member, Quality Workplace Team



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



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70	Lydia I. Kilapkilap	HT II, Dapitan City NHS
71	Aloha R. Lear	Assistant School Principal, Dampalan Secondary School



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