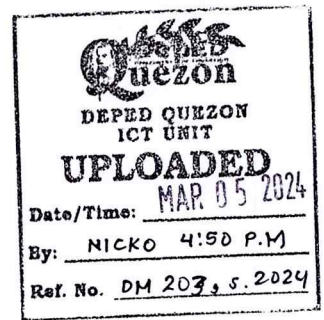




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



27 February 2024

**DIVISION MEMORANDUM**

**DM No. 203, s. 2024**

**DIVISION ROLLOUT ON ADVANCING BASIC EDUCATION IN THE PHILIPPINES (ABC +)  
INSTRUCTIONAL LEADERSHIP TRAINING (ILT)**

**To:** Assistant Schools Division Superintendents  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary School Heads  
Public Schools  
All Others Concerned

1. Anchored on MATATAG Agenda which highlights mechanisms in giving support to teachers to teach better, and in line with Project KALILAYAN and CID's Project SHINE, this division announces the conduct of the Division Rollout on Advancing Basic Education in the Philippines (ABC +) Instructional Leadership Training on March 18-22, 2024 at Queen Margarett Hotel, Brgy. Domoit, Lucena City.
2. This activity aims to:
  - a. Capacitate school leaders in instructional leadership focused on a more holistic approach integrating literacy leadership, socio-emotional learning, and gender equity and social inclusion (GESI) in fostering conditions for positive learning environment;
  - b. Draft research-based and data-driven project initiatives that will improve learning outcomes of Kindergarten to Grade 3 learners in respective schools;
  - c. Support and complement the implementation of national programs or initiatives such as but not limited to National Learning Camp (NLC), National Reading Program (NRP), and National Mathematics Program (NMP); and
  - d. Form linkages and share with other districts and schools, some noteworthy practices aligned with Instructional Leadership Training (ILT) principles.

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3. Participants to this activity shall be the reading coordinators in English and Filipino per district, newly-installed school heads in the elementary, and select Public Schools District Supervisors (PSDSs). See list of participants in Enclosure 3.
4. The participants are expected to report to the venue in the morning before 8:00am on the first day of the training. They are advised to bring own laptop, extension cord, and other essential gadgets that may be used during the workshop and presentation of outputs.
5. There shall be no registration fee. Expenses to this training as to foods, accommodation, and travel allocations shall be charged against the downloaded SARO for ABC plus amounting to Php 3,294,000.00.
6. The first meal to be served is breakfast on Day 1 (March 18), while the last meal shall be dinner on Day 5 (March 22).
7. Members of the Technical Working Group (TWG) are advised to attend the planning/meeting on March 11, 2024, 9:00a.m. at SDO Quezon CID Conference Room.
8. Immediate and widest dissemination of this Memorandum is desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

cid-ims/02/27/2024

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**Enclosure No. 1 to DM No. 203, s. 2024**

**MATRIX OF ACTIVITIES**

DAY 1 – March 18, 2024		
TIME	ACTIVITY/SESSION	PERSON-IN-CHARGE
6:00am-8:00am	Breakfast, Registration	Secretariat, PMT
8:30am-9:15AM	Opening Program	PMT
9:15am-9:30am	AM break (the participants are advised to proceed to breakout rooms)	
9:30am-10:15am	Getting-to-know-you and Expectation Setting Session	Learning Manager
10:15am-11:45am	<b>Session 1: Leading and Managing Schools as a Learning Organization</b>	EPS Joseph E. Jarasa EPS Celestina M. Alba
11:45-12:45pm	LUNCH BREAK	
12:45pm-1:00pm	Icebreaker	Assigned Group
1:00-2:30pm	<b>Session 2: Developing a Shared School Vision</b>	EPS Joseph E. Jarasa EPS Celestina M. Alba
2:30-4:15pm	Crafting of Shared Vision (by group)	Writeshop
3:30-3:35pm	PM break	
4:30-4:50pm	Consultation on Shared Vision nTask	EPS Joseph E. Jarasa EPS Celestina M. Alba
4:50-5:00pm	Program Evaluation, Other Reminders, Closing Prayer	Learning Managers
5:00-5:30pm	Debriefing Session	PMT
DAY 2 – March 19, 2024		
6:00-7:45am	Breakfast, Attendance	
8:00-8:30am	Management of Learning	Assigned Group
8:30-10:00am	<b>Session 3: Strengthening Literacy Instruction (Well-being, Social Emotional Learning (SEL), Gender Equity and Social Inclusion (GESI), Capacity to care, growth mindset, collaborative problem solving.</b>	PSDS Jaime F. Zara EPS Ma. Dylin Garcia
10:00-10:15am	AM break	
10:15am-12:00pm	<b>Session 4: Formulating SMART goals for Literacy Instruction</b>	PSDS Jaime F. Zara EPS Ma. Dylin Garcia
12:00-1:00pm	LUNCH BREAK	
1:00-3:00pm	Development of Smart Goals (by group)	Write shop
3:00-3:15pm	PM break	
3:15-5:00pm	Consultation on SMART Goal Task	PSDS Jaime F. Zara EPS Ma. Dylin Garcia

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5:00-5:15pm	Program Evaluation, Other Reminders, Closing Prayer	Learning Managers
5:30-6:00pm	Debriefing Session	PMT
DAY 3 – March 20, 2024		
6:00-7:45am	Breakfast, Attendance	
8:00-8:30am	Management of Learning	Assigned Group
8:30-10:00am	<b>Session 5: Presentation of proposed shared vision and SMART goals</b>	PSDS Gilbert Alva PSDS Carla Marie Carandang
10:00-10:15am	AM Break	
10:15am-12:00pm	<b>Session 6: Project Initiative Plan</b>	PSDS Lilosia Diasanta PSDS Lina Flores
12:00-1:00pm	LUNCH BREAK	
1:00-3:00pm	Revision of Shared Vision	writeshop
3:00-3:15pm	PM break	
3:15-5:00pm	Consultation (Development of Project Initiative Plan)	PSDS Lilosia Diasanta PSDS Lina Flores
5:00-5:15pm	Program Evaluation, Other Reminders, Closing Prayer	Learning Managers
5:30-6:00pm	Debriefing Session	PMT
DAY 4- March 21, 2024		
6:00-7:45am	Breakfast, Attendance	
8:00-8:30am	Management of Learning	Assigned Group
8:30-10:00am	<b>Session 7: Qualities of a Literacy Leader</b>	EPS Abner Pureza EPS Marilyn Permejo
10:00-10:15am	AM BREAK	
10:15am-12:00pm	<b>Session 8: GESI and Literacy Instruction</b>	EPS Abner Pureza EPS Marilyn Permejo
12:00-1:00pm	LUNCH BREAK	
1:00-3:00pm	Use of Monitoring checklist (by group)	writeshop
3:00-3:15pm	PM break	
3:15-5:00pm	Consultation: Finalization of Project Initiative Plan	PSDS Lilosia Diasanta PSDS Lina Flores
5:00-5:15pm	Program Evaluation, Other Reminders, Closing Prayer	Learning Managers
5:30-6:00pm	Debriefing Session	PMT
DAY 5- March 22, 2024		
6:00-7:45am	Breakfast, Attendance	
8:00-8:30am	Management of Learning	Assigned Group
8:30-10:00am	<b>Session 9: Supporting Professional Growth through Coaching</b>	PSDS Gilbert Alva PSDS Carla Marie Carandang
10:00-10:15am	AM BREAK	

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10:15am-12:00pm	<b>Session 10: Presentation and Final Consultation for final draft of PIP</b>	PSDS Liliosa Diasanta PSDS Lina Flores
12:00-1:00pm	Lunch break	
1:00-1:30PM	POST TEST	Learning Manager
1:30-2:30pm	CLOSING PROGRAM	PMT

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Enclosure No. 2 to DM No. \_\_\_\_\_, s. 2024

**MEMBERS OF THE TECHNICAL WORKING GROUP**

NAME	POSITION	TASK
1. Lorena S. Walangsumbat	CID Chief	Program Management Team
2. Elizabeth N. De Villa	SGOD Chief	Program Management Team
3. Regina V. Marino	SEPS HRTD	Program Management Team-HRTD
4. Leah A. Perez	HRTD	Program Management Team-HRTD
5. Michelle G. Duma	SPES, M & E	Monitoring and Evaluation
6. Joyce S. Montana	EPS-M & E	Monitoring and Evaluation
7. Wilbert O. Forteza	ICT Coordinator	ICT/Documentation
8. Abner L. Pureza	Education Program Supervisor	Learning Manager/Resource Person (Group 1)
9. Joseph E. Jarasa	Education Program Supervisor	Resource Person
10. Maria Dylin S. Garcia	Education Program Supervisor	Learning Manager/Resource Person (Group 2)
11. Celestina M. Alba	Education Program Supervisor	Resource Person
12. Walter F. Galarosa	Education Program Supervisor	Class Manager (Group 1)
13. Jee Ann O. Borines	Education Program Supervisor	Process Observer (Group 1)
14. Carmela Ezcel A. Orogo	Education Program Supervisor	Class Manager (Group 2)
15. Fernando T. Seno	Education Program Supervisor	Process Observer (Group 2)
16. Marilyn Permejo	Public Schools District Supervisor	Resource Person
17. Jaime F. Zara	Public Schools District Supervisor	Resource Person
18. Lilia B. Diasanta	Public Schools District Supervisor	Resource Person
19. Maribel Santilices	Public Schools District Supervisor	Asst. Class Manager (Group 2)
20. Maria Lourdes Cabanag	Public Schools District Supervisor	Asst. Class Manager (Group 1)

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21. Gilbert C. Alva	Public Schools District Supervisor	Resource Person
22. Sharon A. Villaverde	Public Schools District Supervisor	Secretariat (Group 2)
23. Lina O. Flores	School Head	Resource Person
24. Caridad C. Grimaldo	Public Schools District Supervisor	Secretariat (Group 1)
25. Carla Marie D. Carandang	Public Schools District Supervisor	Resource Person
26. Joe Mark Custodio	School Head	Documenter (Group 1)
27. Gerry Grimaldo	School Head	Documenter (Group 2)

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[quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)



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Enclosure No. 3 to DM No. \_\_\_\_\_, s. 2024

**LIST OF PARTICIPANTS**

No.	Name	Position	School/ Station
1	MARRY GRACE M. SAYNES	HT I	MALINING ES
2	ANN ARCISSA A. NILOOBAN	PRINCIPAL 1	DONA AURORA ES
3	RAFAELA M. MERLE	MT II	PAGBILAO EAST ES
4	NORA J. ASTRONOMO	PRINCIPAL II	POLO SOUTH ES
5	MYLENE A. AYUMA	PRINCIPAL 1	PATNANUNGAN CS
6	MICHELLE O. SOLIS	PRINCIPAL 1	JOMALIG CENTRAL ES
7	MARRIANE T. DELA LUNA	PRINCIPAL 1	TUdTURAN ES
8	MARGARITA A. RODRIGO	PRINCIPAL II	DOLORES CS
9	VILMA P. QUEDILIG	PRINCIPAL III	LUTUCAN CS
10	GUILLERMA D. UNTALAN	PRINCIPAL III	CLARO M. RECTO MEMORIAL CS
11	SHERYL GAY O. PASCASIO	PRINCIPAL 1	E. LICUP ES
12	VIOLETA F. OXIANO	PRINCIPAL I	SAN VICENTE ES
13	ARNEL TINAMISAN	PRINCIPAL 1	BUKAL ES
14	SYRIL L. IMPERIAL	PRINCIPAL I	MALAYA ES
15	ELDA B. AVILA	PRINCIPAL I	MACALELON CENTRAL ES- ANNEX
16	BABYLYN E. CALCETAS	PRINCIPAL I	BAGUPAYE ES
17	MARIA LORENA R. REGALIA	PRINCIPAL I	SAN ISIDRO ES
18	NEMESIA A. RITARDO	PRINCIPAL II	PADRE BURGOS CS
19	JANETTE A. ABANADOR	PRINCIPAL II	DULONG BAYAN ES
20	MENANDRO R. EVORA	PRINCIPAL-I	TANAUAN ES
21	EGLANIA B. FLORES	PRINCIPAL II	AURORA ES
22	ALVIN MARK A. DE JESUS	HT III	MADAGOLDOL IS
23	MARIA ROSANI L. MUNOZ	HT III	BANI ES
24	ANTONIO O. LUNA	PRINCIPAL III	ALABAT CENTRAL ES
25	RAQUEL MAPAYE	PRINCIPAL 1	CARIDAD ILAYA IS
26	MA. LILA MEDEA L. LABIOS	PRINCIPAL I	MALIGAYA ES
27	ELENA D. LIZANO	PRINCIPAL IV	CALAUAG EAST CENTRAL ES
28	CHRISTIAN ERICK S. JUNIO	HT III	LAGMAK ES
29	EDNA R. SORIANO	PRINCIPAL II	DON GUILLERMO ELEAZAR ES
30	JOSELYN ENTIENZA	PRINCIPAL I	STO. DOMINGO ES
31	ILUMINADA Q. BONIFACIO	PRINCIPAL I	PANIKIHAN ES
32	JHANILYN P. MERALPEZ	PRINCIPAL I	LALAGUNA I ES
33	JERIC V. PRUDENTE	PRINCIPAL I	TIGNOAN ES
34	VERONICA O. REYES	PRINCIPAL I	SEVERO TEJADA IS
35	MARITES N. LEGASPI	PRINCIPAL I	PLARIDEL CS
36	CHARLENE C. BINASA	PRINCIPAL I	MARIA FEBRER MANINGAS ES
37	ALEJANDRO I. AYUSIP	PRINCIPAL I	KATIMO ES
38	LOU R. GRENCIO	HT II	PAYAPA ES

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39	REINALYN A. RELLION	HT I	MABAGKOY ES
40	JOAN A. SABODOGO	PRINCIPAL I	ABIAWIN ES
41	MAYLA M. VICENCIO	PRINCIPAL I	BATANGAN ES
42	ANALYN E. ESGUERRA	MT I	TALIPAN ES
43	MARY JANE C. SEPILLO	OIC	MALICBOY WEST ES
44	LOIDA V. TRIJO	HT I	LUOD IS
45	MARIA GRACIA N. POTENCIA	PRINCIPAL 1	LIBJO ES
46	ROWENA R. SAGUN	HT III	CAWAYAN ES
47	MERLYN C. BANAYO	PRINCIPAL I	PINAGDANLAYAN ES
48	CECILLE J. ALONER	HT III	BANTILAN ES
49	NYMPHA T. LICAROS	PRINCIPAL I	BEHIA ES
50	ROSALYN L. ZABALLERO	PRINCIPAL II	AGDANGAN CENTRAL ES
51	GELINA T. GORDO	HT III	MAGALLANES ES
52	ROSIE PORTE	HT I	CANAWAY ES
53	JEANETTE HUFANCIA	HT I	KATAKIAN ES
54	JAY-R M. DELA TORRE	HT III	LUMUTAN ES
55	ANNIE MARIE N. DIOKNO	PRINCIPAL 1	AJOS ES
56	MARVEN A. PORTE	HT III	SABLANG ES
57	PRINCESS JOY S. MENGUA	PRINCIPAL 1	HINGUIWIN ES
58	SHERRE ANN C. TOPACIO	PRINCIPAL I	GANGAHIN ES
59	KARREN P. VILLAPANDO	PRINCIPAL I	INANURAN ES
60	EDITHA B. MONTENEGRO	HT III	LOAWAN ES
61	HJALMAR ZACARIAS	PRINCIPAL I	LUAL ES
62	MARY JOY C. FOLLERO	HT I	BANGKURO ES
63	ABEGAIL CECILIA P. SALUMBIDES	PRINCIPAL I	Paaralang Elem ng May-it Manasa
64	RUEL A. VILLAREAL	HT III	DINIGMAN ES
65	MARILYN M. FIRME	PRINCIPAL I	ATIMONAN CS-ANNEX
66	NENITA D. BERNAL	PRINCIPAL I	VINAS ES
67	JOMEL I. CALUSIN	HT III	MALIGAYA ES
68	RUEL T. PORTO	HT III	STA. CRUZ ES
69	JHON ANGELO J. SAN PEDRO	PRINCIPAL I	NABANGKA ES
70	MARITA B. SIBULO	PRINCIPAL II	ROOSEVELT ES
71	RHIENALD V. RIVERA	PRINCIPAL II	REAL CENTRAL ES
72	VENUS L. SAMSON	PRINCIPAL I	MATINIK ES
73	CERES A. RED	PRINCIPAL I	PEREZ CENTRAL ES
74	MARIBEL T. MAPAYE	PRINCIPAL 1	ILOSONG ES
75	MA. GLENA A. OBUYES	PRINCIPAL I	MAGSIKAP IS
76	JOSEPHINE L. PARAL	HT III	SAN ISIDRO ES
77	JOSEPHINE B. MALLOPA	PRINCIPAL I	TABASON ES
78	MICHAEL V. ABARICIA	PRINCIPAL 1	Paaralang Elem ng Nagsinamo
79	MARK JADE C. ALPAJORA	TIC	ANIBAWAN ES
80	ANGELUS G. POTENCIA	HT I	LOILO ES
81	CELERINA M. ABARICIA	PRINCIPAL 1	PEL 5

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82	JEANCY J. ARGUILLES	PRINCIPAL I	MABATO ES
83	SHARON M. VALLESTER	TIC	BONGLIW ES
84	CORAZON L. ASIS	PRINCIPAL I	LIBJO ES
85	MARIVI D. LADINES	PRINCIPAL I	SAMPALOC ES I
86	JASMINE V. LAGUADOR	PRINCIPAL III	CANDELARIA ES-MAIN
87	AIDA S. MANDIATO	PRINCIPAL I	DAHICAN ES
88	ARELYN M MANALO	PRINCIPAL I	CAIGDAL ES
89	MICHAEL MALABONGA	HT III	CASUGURAN ES
90	DAISY D. BERMUDEZ	HT I	DADYANGAW ES
91	PERLITA V. LADINES	PRINCIPAL I	PEL 6
92	VERONICA C. RAMOS	HT III	CONCEPCION ES
93	MELANIE C. POTES	HT II	MATANGCAP ES
94	MA. CHRISTY P. PENAMANTE	HT I	ANAWAN ES
95	MAIDA F. SALUDES	HT I	BILUCAO ES
96	MA. ELOISA A. ALTEZ	PRINCIPAL I	SANTAYANA ES
97	MARIAZITA GALLARDO	HT III	CALUMANGUIN ES
98	SALVADOR D. HERNANDEZ	PRINCIPAL 1	PEL 3A
99	MARIANNE J. MAGLALANG	PRINCIPAL 1	PEL 3B
100	KAREN ENDENCIA	PRINCIPAL 1	PEL 4
101	MA. PORTIA R. AREGADO	PRINCIPAL 1	BALAYBALAY ES
102	LOURDES A. LAUREL	PRINCIPAL 1	SAN MIGUEL-SAN RAFAEL ES
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105	ALAIDA A. REMOROZA	PRINCIPAL 1	CALASUMANGA ES
106	ROXANNE M. EDRAD	PRINCIPAL 1	BUKAL ES
107	ANAROSE A. FOLIENTE	PRINCIPAL 1	MACNIT ES
108	PRISCILLA P. PARDILLA	PRINCIPAL 1	LLAVAC ES
109	RONIEL M. FLORANTE	PRINCIPAL 1	CAPALONG ES
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111	JEANETTE A. POBLETE	PRINCIPAL 1	KILOLORON ES
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114	NOVELINDA A. PANGANIBAN	PRINCIPAL 1	MANGILAG NORTE ES
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120	MICHELLE MANALO	PRINCIPAL 1	DON EULOGIO CAPINO ES
121	ZAIDA V. JUNIO	HT I	CABLAO ES
122	MORLAN G. PASIA	PRINCIPAL 1	BRIONES ES
123	AZENITH M. MEDINA	PRINCIPAL 1	ARAWAN ES
124	MARY GRACE B. DE GUZMAN	PRINCIPAL 1	MATIPUNSO ES

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125	CLARIZA LOURDEZ F. MALVEDA	PRINCIPAL 1	NIING ES
126	MARIBEL A. COSAIN	PRINCIPAL 1	ANTIPOLO ES
127	SUSANA B. CALDONA	PRINCIPAL 1	TALAAAN ES
128	BONIFACIO R. REMO	PRINCIPAL 1	BUCAL ES
129	REINNARD CHRISTIAN G. MERANO	PRINCIPAL 1	TUMBAGA II ES
130	MYLENE C. LAYLO	PRINCIPAL 1	TULO-TULO ES
131	EVANGELINE C. RUBIO	PRINCIPAL 1	SAMPALOC I ES
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133	DONNA B. MOGOL	PRINCIPAL 1	CABATANG ES
134	ARLENE M. DIAMANTE	PRINCIPAL 1	HILIRANG BULI ES
135	JEFFERSON L. DIZON	PRINCIPAL 1	PALAGARAN ES
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148	AILYN MAGABO	PRINCIPAL 1	BULAGSONG ES
149	MARJOURIBETH UNADA	TIC	SAN ISIDRO ES
150	JOCELYN I OLVIGA	PRINCIPAL 1	MANUEL UY EK LIONG ES
151	MIRIAM FRONDOZA	PRINCIPAL 1	TAGABAS IBABA ES
152	JONNY P. CRUZADO	PRINCIPAL 1	TUHIAN ES
153	JANE FORBES ERAIZA	PRINCIPAL 1	BACONG IBABA ES
154	LINO MABILIN	PRINCIPAL 1	NIEVA ES
155	RUFINO ORDILLANO	HT 1	MAGUITING ES
156	JENNY SISTER	PRINCIPAL 1	OLANGTA IBABA ES
157	ROWENA MANZANO	PRINCIPAL 1	IBABANG YUNI ES
158	MARLON AREVALO	PRINCIPAL 1	ILAYANG YUNI ES
159	MONICO ORIEL	PRINCIPAL 1	PAKIING ES
160	FELOMINO R. TAGLE	PRINCIPAL 1	PINAGPALAPALAHAN ES
161	MAE P. PACARDO	HT II	SEGARRAS ES
162	JOBERT BELTRAN	PRINCIPAL 1	BURGOS ES
163	ARLENE ESGUERRA	PRINCIPAL 1	ALONEROS ES
164	SHIELA REYES	PRINCIPAL 1	STA ROSA ES
165	ARLAN MELENDREZ	PRINCIPAL 1	CABUYAO ES
166	IRENE S. ALPUERTO	PRINCIPAL 1	DANLAGAN ES
167	ARIANNE ARAW	PRINCIPAL 1	BINAY ES

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170	FREDERICK S. ALBA	PRINCIPAL 1	AMONTAY ES
171	VICTOR P. RIVADENIRA	PRINCIPAL 1	BANABA ES
172	ALEJANDRE ZOLETA	PRINCIPAL 1	CAMFLORA ES
173	MARIA CANDIDA FAJARDO	PRINCIPAL 1	CAMFLORA ES ANNEX
174	SHIELA MAY GONZALES	HT 1	YUGNO ES
175	LEO ETORNE	PRINCIPAL 1	MANGERO ES
176	JOVITO RENDIZA	PRINCIPAL 1	PANSOY ES
177	JOVEN VILLEGAS	PRINCIPAL 1	TALA ES
178	RONALD SANIEL	PRINCIPAL 1	TALISAY ES
179	JUNALYN VELEZ	PRINCIPAL 1	TAMNAO ES
180	MICHELLE D. URSABIA	PRINCIPAL 1	CASAY ES
181	WENDELYN M. FUNTILAR	PRINCIPAL 1	MABUHAY ES
182	WINSTON B. MENDOZA	PRINCIPAL 1	MABUNGA ES
183	MICHAEL ERIC D. NOMBREFIA	PRINCIPAL 1	PAGSANGAHAN ES
184	ADELIA A. PANOTES	PRINCIPAL 1	TUMBAGA ES
185	JONNEL P. LLAONA	PRINCIPAL 1	BUSOKBUSOKAN ES
186	MILDRED R. MUHI	PRINCIPAL 1	SAN JUAN ES
187	ALDRELYN B. SALE	PRINCIPAL 1	COGORIN IBABA ES
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190	MEHELLE P. UY	PRINCIPAL 1	LAKDAYAN ES
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192	SHERWIN INOFRE	PRINCIPAL 1	DAPDAP ES
193	EDGARDO TARUSAN	PRINCIPAL 1	YAGANAK ES
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