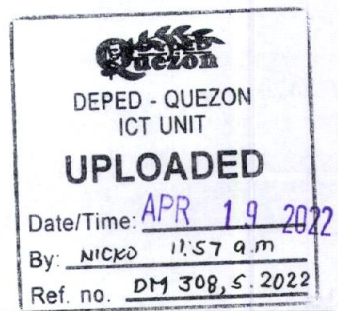




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



12 April 2022

DIVISION MEMORANDUM
DM No. 308, s. 2022

UPDATED DESIGNATION OF SCHOOL HEAD IN-CHARGE OF GOVERNANCE AND OPERATIONS (SHIGO) FOR FY 2022

To: Assistant Schools Division Superintendents
Division Chief, SGOD
Public Schools District Supervisors
School Heads In-charge of Governance and Operations
All Others Concerned

1. In reference with Division Memorandum No. 34, s. 2022, issued January 17, 2022, this Office through the School Governance and Operations Division (SGOD) designates a **School Head In-charge of Governance and Operations (SHIGO)** per schools district.
2. The SHIGO is expected to perform the following functions:
 - a. Leads in the monitoring and evaluation of programs, activities and projects (PAPs) in the District, on areas of governance and operations only;
 - b. Oversees the provision of technical assistance to other schools in terms of governance and operations together with the SH in-charge of each program, and in coordination with the concerned Division focal persons;
 - c. Collaborates with the SH in-charge for each SGOD section/unit in the consolidation and submission of summary reports related to governance and operations;
 - d. Leads in the dissemination of information from the SGOD, like memoranda, urgent requests, meetings, conferences, and other activities;
 - e. Serves as the representative of the District in the Division to present the schools' accomplishments on SGOD PAPs;
 - f. Coordinates with and updates the PSDS assigned in the district on matters related to governance and operations;
 - g. Facilitates the submission of summary reports of all schools' PAPs in governance and operations;

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- h. Accomplishes other governance and operations-related tasks as may be assigned by the SDO through the SGOD.
3. The SHiGO must be a full-fledged elementary or secondary school principal with notable performance in managing school operations as reflected in his/her Office Performance Commitment and Review Form (OPCRF).
4. The official Messenger group chat created for SHiGOs and SGOD personnel shall be used to coordinate with school heads the submission of reports and dissemination of information related to governance and operations.
5. All other provisions in this Memorandum inconsistent with DM 34, s. 2022 are hereby amended.
6. Please see Enclosure for the list of designated SHiGOs.
7. Widest dissemination of and strict compliance to this Memorandum is desired.

ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

smme/ord/04/12/2022

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Enclosure to DM No. _____, s. 2022

LIST OF DESIGNATED SHIGOs

CD	Schools District	Name of PSDS (Last, First, MI)	Name of SHiGO (Last, First, MI)	SHiGO's Station
1	Burdeos	Ayuma, Yolanda C.	Rivera, Rhienald V.	Burdeos Central ES
1	General Nakar 1	Aveno, Ireen O.	Justo, Brenda V.	Gen. Nakar Central School
1	General Nakar 2	Saron, Jaybert D.	Porte, Marven A.	Dinigman Elementary School
1	Infanta	Oblea, Francisco D	Sario, Melanie R.	Infanta Central School
1	Jomalig	Villaverde, Sharon A	Solis, Michelle	Jomalig Central ES
1	Lucban	Quesea, Jessie E.	Esperanza, Maria Teresa V.	Paaralang Elementarya ng Lucban 4
1	Mauban North	Gandia, Aurea J.	Villamena, Manolito C.	Mauban North Elementary School I
1	Mauban South	Elenar B. Opena	Castilla, Stella, M.	Mauban South Central Elem. School 1
1	Pagbilao 1	Porta, Catalino L.	De Castro, Beatriz P.	Talipan Elementary School
1	Pagbilao 2	Zafranco, Desideria P.	Bulfa, Antonino R.	Binahaan Integrated School
1	Panukulan	Camacho, Melinda R.	Astrera, Edison T.	Panukulan Central School

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1	Patnanungan	Nera, Susana P.	Salgo, Rosalie A.	Patnanungan National High School
1	Polillo	Mopera, Leonora, T.	Del Moro, Leцерio, Jr. F.	Taluong National High School
1	Real	Buerano, Luzviminda T.	Portales, Yoleny, R.	Ungos Integrated NHS
1	Sampaloc	Diasanta, Liliosa B.	Martinez, Jaime Jr Luce	Sampaloc Elementary School- Main
2	Candelaria East	Calayag, Maria Fatima U.	Reyroso, Cynthia J.	Mangilag Sur ES
2	Candelaria West	Marcuap, Raquel P.	Lagrazon, Arlina I.	Candelaria ES-Main
2	Dolores	Umali, Mario Pablo V. Jr.	Belda, Catalina V.	Dolores Central School
2	San Antonio	Dimaculangan, Celso T.	Diola, Sena Q.	Sintorisan Elementary School
2	Sariaya East	Marquez, Cynthia M	Alcantara, Maribel M.	Pili National High School
2	Sariaya West	Gunay, Carlito	Luces, Reynaldo Jr. D.	Sto. Cristo Elementary School
2	Tiaong 1	Hernandez, Restituto M.	Untalan, Guillerma D.	Claro M. Recto Memorial Central School
2	Tiaong 2	Cabanag, Ma. Lourdes C.	Magtibay, Nancy M.	Paiisa ES
3	Agdangan	Permejo, Marilyn N.	Zaballero, Rosalyn L.	Agdangan Central Elementary School

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3	Buenavista 1	Delos Reyes, Isidro P.	Ravalo Jr., Leonardo C.	Buenavista Central Elementary School
3	Buenavista 2	Calumno, Luciano Ever C.	Delos Reyes, Melody B.	San Pedro National High School
3	Catanauan 1	Andrade, Chona D.	Esguerra, Ginalyn G.	Don Abadilla ES
3	Catanauan 2	Andrade, Chona D.	De Los Reyes, Delano Y.	San Isidro Elementary School
3	General Luna	Empleo, Anabelle F.	Mirando IV, Aurelio L.	San Isidro Elementary School
3	Macalelon	Santoalla, Nolan L.	Morelo, Cecilio M.	Olongtao Ibaba Elementary School
3	Mulanay 1	Grimaldo, Caridad C.	Windell R. Nañagas	Burgos ES/ Burgos NHS
3	Mulanay 2	Caraan, Maria Carla M.	Olveda, Allan S.	Mulanay Central Elementary School
3	Padre Burgos	Faraon Reyvi C.	Ritardo Nemesia A.	Padre Burgos Central
3	Pitogo	Camposano, Meriam C.	Abanador, Janette A.	Dulong Bayan Elementary School
3	San Andres	Lorredo, Mercedita G.	Valdoria, Carmen F.	San Andres Central Elementary School
3	San Francisco 1	Gloria, Laarni A.	Sumague, Aquilino B.	Mabuhay Elementary School
3	San Francisco 2	Empleo, Eutiquio A.	Dimatera, Rodel D.	Aurora Central Annex I Es
3	San Narciso 1	Olvida, Angelito A.	Gonda, Ramil M.	Punta Elementary School
3	San Narciso 2	Glor, Ferdinand T.	Pardines, Glenn M	Guinhalinan Elementary School

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3	Unisan	Nuevo, Redempta J.	Licas, Gloria M.	Unisan Integrated High School
4	Alabat	Marciano, Rebie A	Luna, Antonio O.	Alabat Central Elementary School
4	Atimonan 1	Altamira, Carmelo Eusebio P.	Mapaye, Raquel Q.	Caridad Ilaya Integrated School
4	Atimonan 2	Altamira, Carmelo Eusebio P.	De Jesus, Rachel E.	Malinao Ilaya Elementary School
4	Calauag East	Esternon, Helen R.	Casino, Arsenio A.	Calauag East Central Elementary School
4	Calauag West	Esternon, Helen, R.	Macapagal, Evangeline, A.	Sabang Elementary School 108607
4	Guinayangan North	Adan, Rosaldo C.	Pregellana, Leilani A.	Guinayangan NHS
4	Guinayangan South	Villaflor, Darwin L.	Mendoza, Leonardo T.	Guinayangan CES
4	Gumaca East	Rañeses, Marlon, M.	Barrago, Aris, S.	Lamon Bay School of Fisheries
4	Gumaca West	Tan, Lourdes, M.	Anda, Rexter, J.	Plaza Rizal Elementary School
4	Lopez East	Villenes, Rejulios M.	Ladines, Josefina C.	Don Emilio Salumbides Elementary School
4	Lopez West	Adan, Meilani L.	Lizano, Elena R.	Gomez Elementary School
4	Perez	Zara, Jaime Jr, F.	Red, Ceres, A.	Perez Central Elementary School
4	Plaridel	Orlando D. Serdon	Jamilano, Carina P.	Plaridel Central School

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4	Quezon	Bulfane, Sylvia H.	Rodillas, Liza T.	Quezon Elementary School
4	Tagkawayan 1	Matibag, Isagani H.	Gratiso, Gilberto O.	San Isidro Integrated School
4	Tagkawayan 2	Gonzales, Alicia V.	Manalo, Thelma E.	Tagkawayan Central Elem. School

-Nothing follows-

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