



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

05 July 2021

DIVISION MEMORANDUM
DM No. 456, s. 2021

**SEMINAR-WORKSHOP ON THE DIFFERENT PROCESSES TO BE DECONCENTRATED IN THE
SDO QUEZON SUB-OFFICES**

TO: OIC-Assistant Schools Division Superintendents
Chief, Curriculum Implementation Division
Chief, Schools Governance and Operation Division
Division Section/Unit Heads
Public Schools District Supervisors
Elementary, JHS and SHS Heads
All Other Concerned



1. In preparation for the opening of Sub-Offices in Division of Quezon, this office will conduct a Seminar-Workshop on the different processes to be deconcentrated in the SDO Quezon Sub-offices on **July 13 – 14, 2021 at Air Summit Gourmet, Tayabas Quezon.**
2. This two-day live-in training program will include provision of technical assistance by the HR, Supply, Records and Administrative Officer that will ensure the smooth implementation of the different processes to be devolved in the SDO Quezon Sub-offices.
3. There will be two (2) batches of training to comply with the health and safety protocols implemented by the Department of Health (DOH) and Inter-Agency Task Force for Emerging Infectious Disease (IATF-EID) (See Enclosure).
4. The participants are expected to be at the venue before 8:00 a.m. on the first day for the opening program. Food expenses and accommodation shall be charged against the HRTD funds while travel expenses of the participants are chargeable against MOOE/local funds subject to the usual accounting and auditing procedures.

DEPEDQUEZON-TM-SDS-04-009-003



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5. Immediate dissemination of this Memorandum is desired.

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

peratma07/05/2021

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Registration Number:
DAC/R03/0210



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Enclosure to DM No. 456 s. 2021

LIST OF PARTICIPANTS FOR DAY 1
July 13, 2021 (Tuesday)
BATCH 1

No.	Name of Participant	Position
1	ELIAS A. ALICAYA JR.	OIC- SDS
2	GREGORIO A. CO JR.	OIC-ASDS
3	GREGORIO T. MUECO	OIC-ASDS
4	HERBERT D. PEREZ	OIC-ASDS
5	REGINA MARINO	SEPS
6	MARIA DOLORES D. ATIENZA	Administrative Officer V
7	WENNIE O. GAELA	Administrative Officer IV
8	SHERELYN PARDILLA	Administrative Officer IV
9	EDSEL PALMERO	Administrative Officer II
10	NORVIC VILLANIA	Administrative Officer II
11	ARLENE TOLENTINO	Administrative Officer II
12	ARVIN ZETA	Administrative Officer II
13	AKIMI THERESE M. ASANO	Administrative Assistant III
14	NENITA M. OREJOLA	Administrative Assistant III
15	KAYDEE C. PROHIBIDO	Administrative Assistant III
16	JULIUS G. MERAÑA	Administrative Assistant III
17	LARA JOY R. CORONACION	Administrative Aide IV
18	HONEYLEE V. RONQUILLO	Administrative Assistant III
19	MELISSA P. BARRAMEDA	Administrative Assistant III
20	JHON MHAR J. AGUILAR	Administrative Assistant III
21	ARLYN B. JARON	Administrative Aide IV
22	ADRIAN FRED RICK FLORES	Administrative Assistant III
23	SHEEKA DIOALA	Administrative Aide IV
24	BRYAN JOSHUA A. MERJUDIO	Administrative Officer II
25	DONALD FONTANOSA	Administrative Officer II
26	IRISH B. CUETO	Administrative Officer II
27	JAYMAR ANGELO V. SAMSON	Administrative Officer II
28	PAUL HARVEY M. MARTINEZ	Administrative Officer II
29	YONINAH IBAL	Administrative Officer II
30	ARREN JOY LOPEZ	Administrative Officer II
31	RUEL SUNGDUAN	Administrative Officer II
32	JAMMELA PANO	Administrative Officer II

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33	SUZZETTE C. AVELLANEDA	Administrative Officer II
34	RHONA MAY A. RADAN	Administrative Officer II
35	MARY KEITH MIGNONETTE P. APOLINAR	Administrative Officer II
36	CHERIE ROSE A. ARANZA	Administrative Officer II
37	RUTH ANN A. CANTARA	Administrative Officer II
38	GINEVEVE C. MARVIN	Administrative Officer II
39	REBECCA J. ALZONA	Administrative Aide IV
40	MARK ANTHONY P. MAMING	Administrative Aide IV
41	MANOLITO CADIZ	Administrative Aide IV

LIST OF PARTICIPANTS FOR DAY 2
July 14, 2021 (Wednesday)
BATCH 2

No.	Name of Participant	Position
1	ELIAS A. ALICAYA JR.	OIC- SDS
2	GREGORIO A. CO JR.	OIC-ASDS
3	GREGORIO T. MUECO	OIC-ASDS
4	HERBERT D. PEREZ	OIC-ASDS
5	REGINA MARINO	SEPS
6	MARIA DOLORES D. ATIENZA	Administrative Officer V
7	WENNIE O. GAELA	Administrative Officer IV
8	AIREENE MORALES	Administrative Officer II
9	RAQUEL O. VENZUELA	Administrative Officer II
10	GIRLIE SOLINA	Administrative Officer II
11	GEMMA RADAN	Administrative Assistant III
12	FAMELA B. FONTARUM	Administrative Assistant III
13	CLINTON EVARDOME	Administrative Assistant III
14	CAREN ARANILLA	Administrative Assistant III
15	THERESE JEANNE REYES	Administrative Assistant III
16	ROWENA ROMERY	Administrative Assistant II
17	MICHELLE SALVADOR	Administrative Assistant III
18	AKIMI THERESE ASANO	Administrative Assistant III
19	REISELE CORONACION	Administrative Assistant II
20	ARVIN ZETA	Administrative Officer II
21	MARIA CECILIA RODRIGUEZ	Administrative Officer II
22	LARA JOY R. CORONACION	Administrative Aide IV
23	ARLYN B. JARON	Administrative Aide IV
24	SHEEKA DIOALA	Administrative Aide IV

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28	JAYMAR ANGELO V. SAMSON	Administrative Officer II
29	PAUL HARVEY M. MARTINEZ	Administrative Officer II
30	YONINAH IBAL	Administrative Officer II
31	ARREN JOY LOPEZ	Administrative Officer II
32	RUEL SUNGDUAN	Administrative Officer II
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38	RUTH ANN A. CANTARA	Administrative Officer II
39	GINEVEVE C. MARVIN	Administrative Officer II

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