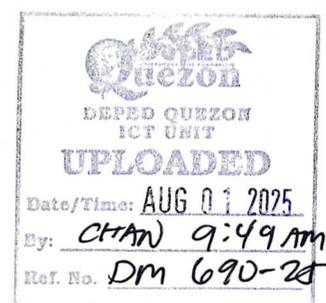




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



28 July 2025

DIVISION MEMORANDUM
DM No. 690, s. 2025

**DIVISION ORIENTATION AND INDUCTION PROGRAM FOR NEWLY HIRED
SCHOOL HEADS – PROJECT SLIP**

To: Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors and Specialists
Public Schools District Supervisors
Secondary and Elementary School Heads
All Others Concerned

1. This Office through the Human Resource Development (HRD) Section shall conduct the **Division Orientation and Induction Program for Newly hired School Heads** on **August 5-6, 2025 at M.I. Sevilla's Hotel & Resort , Brgy Domoit Lucena, City.**
2. The activity aims to onboard newly hired school heads into the organization and familiarize them with the new work role and culture in the public schools. Specifically, the conduct of this program seeks to provide the following:
 - a. Orientation on the organizational policies, practices, objectives and regulations;
 - b. Highlights the importance of accountability and transparency of school heads.
3. In this regard, **all school heads**, regardless of their **age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation**, who are hired from SY 2023-2025 are advised to attend to the said activity. Attached is the list of PMT, TWG and participants.

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4. Registration will start at 7:30 A.M. and opening program will start at 8:00 A.M. This is a live-in activity. First meal to be served is breakfast on Day 1 while the last meal to be served is dinner on Day 2 .
5. Meals and accommodation relative to the conduct of this activity shall be charged against the Division MOOE Fund while the travel and incidental expenses of PMT, learning facilitators, and participants shall be charged to their respective Division/School MOOE/local funds subject to the usual accounting and auditing rules and regulations.
6. Widest and immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

hrdsgod07/28/2025

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LIST OF PARTICIPANTS

1st Congressional District

1	ABARICIA, MICHAEL VALENA	LUCBAN
2	ABCEDE, LORNA ARIMADO	MAUBAN
3	ALPAJORA, MARWIN BORG	BURDEOS
4	AREGADO, MA. PORTIA RAYOS	MAUBAN
5	ARROYO, EVALYN GAMOS	PANUKULAN DISTRICT
6	ASIA, RODOLFO JR. PAULI	BURDEOS
7	ASIS, CORAZON LEYNES	POLILLO DISTRICT
8	AZOGUE, DOMINGO JR BUERANO	GENERAL NAKAR
9	BORREO, RAMIL AVELLANEDA	INFANTA
10	BUMANGLAG, RHODERICK CAPIO	PATNANUNGAN
11	CANALES, ARNOLD LASQUETY	BURDEOS
12	CAPISTRANO, AGRIFINA AYALA	MAUBAN
13	CASIMIRO, RO-ANN MANIPOL	MAUBAN
14	CONDONAR, EDUARDO ENCINA	MAUBAN
15	CUSTODIO, JOE MARK TENA	MAUBAN
16	DAFANG, MONA AZCARRAGA	REAL
17	DEDASE, CHERIE LOU ADAN	INFANTA
18	DELA TORRE, JAY R MIJAREZ	GENERAL NAKAR
19	EDRAD, ROXANNE MACATUGOB	PAGBILAO
20	ENDENCIA, KAREN SOLARES	LUCBAN
21	ESCARA, ROCHELL AMERICA	MAUBAN SOUTH DISTRICT
22	FLORANTE, RONIEL MANGAMPO	REAL
23	FOLIENTE, ANAROSE AVELLANO	POLILLO
24	HERNANDEZ , SALVADOR DELOS ANGELES	LUCBAN
25	JAPOR, JERICA BABISTA	GENERAL NAKAR
26	LADINES, MARIVI DAYA	SAMPALOC
27	LAUREL, LOURDES AREVALO	MAUBAN
28	LLADONE, RUBEN JR BANZUELA	JOMALIG
29	LUCILA, MARIA TERESA MENDOZA	SAMPALOC
30	MAGLALANG, MARIANNE JELIANG	LUCBAN DISTRICT
31	MAGO, MA. TERESA TACLIAD	MAUBAN SOUTH DISTRICT
32	MARTINEZ, WILSON SALUMBIDES	MAUBAN SOUTH DISTRICT
33	MELINAS, ELIZA DAÑEZ	MAUBAN
34	MEOLLO, ROUMELLA VERZONILLA	LUCBAN
35	MERJUDIO, MERIEL MAAÑO	PAGBILAO
36	MIRA, PRISIA IMELDA PASAMBA	POLILLO
37	MORTIZ, PRISCILA RECIDE	PANUKULAN

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38	NILOOBAN, ANN ARCISSA ALDOVER	MAUBAN
39	OBUYES, MA. GLENA ALTEZA	GENERAL NAKAR
40	PARDILLA, PRISCILLA PATAL	REAL
41	POBLETE, JEANETTE ADORNADO	REAL
42	POTENCIA , MARIA GRACIA NODALO	INFANTA DISTRICT
43	POTES, ELMER CALVARIO	REAL
44	PRUDENTE , JERIC VIRREY	REAL DISTRICT
45	PUERTOLLANO, LODETH CATHERINE LUSTERIO	MAUBAN
46	REMOROZA, ALAIDA AQUINO	PANUKULAN DISTRICT
47	RUTAS, ODENAH OABEL	REAL
48	SALUMBIDES, ABIGAIL CECILIA PUNZALAN	LUCBAN
49	SERRANO, MARY GRACE ASTRERA	POLILLO
50	SOLIS, MICHELLE ORTIZ	JOMALIG
51	TALAMAN, EDUARDO MITRA	LUCBAN
52	TARUBAL, LAVERNE CAMANGEG	SAMPALOC
53	VILLA, MELODY REFAZO	BURDEOS
54	VILLAMAYOR, MILDRED SASOT	MAUBAN
55	VILLAMEN, RHECA BARIS	PANUKULAN
56	VILLANUEVA, DORREN MARASIGAN	PANUKULAN DISTRICT
57	VILLANUEVA, JOHSEDER SUCE	POLILLO
58	ZACARIAS , HJALMAR HALLEG	INFANTA DISTRICT

2ND CONGRESSIONAL DISTRICT

1	ABANDIA, CARINA COPO	CANDELARIA
2	AGUILAR, DAISY ALMONTE	TIAONG
3	ALONER, CECILLE JUMAWAN	DOLORES
4	APIN, JULIETA BELMONTE	CANDELARIA
5	BALDIAS, MINEONETTE LEONOR	SARIAYA
6	BANAYO, MERLYN CAPINO	DOLORES
7	BESABE, ELENITA BUSA	TIAONG
8	BRIONES, RODEL DIA	CANDELARIA
9	CALDONA, SUSANA BAUTISTA	SARIAYA
10	CALINGASAN, MARISSA AGDON	TIAONG
11	CANTOS, MARIA ESCANO	CANDELARIA
12	CHUA, JOHN CHOY	SARIAYA
13	CHUMACERA, DENNIS MALABAG	CANDELARIA
14	COSAIN, MARIBEL ALBUÑAN	SARIAYA
15	CRUZ, RYUS PADUA	TIAONG
16	DE GUZMAN, MARY GRACE BACON	SAN ANTONIO

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17	DE GUZMAN, RICARDO LARA	CANDELARIA
18	DE JESUS , GUADALUPE CARANDANG	TIAONG
19	DE JESUS , RONEL FONTANILLA	TIAONG
20	DEL MUNDO, RICHARD GUTIERREZ	CANDELARIA
21	DELA PEÑA, GAUDENCIA LOPEZ	CANDELARIA
22	DIAMANTE, ARLENE MANIMTIM	TIAONG
23	DIMAANO, MARIA LEONORA ARANAS	CANDELARIA
24	DIMACULANGAN, DENNIS TORNEA	TIAONG
25	DIMAYACYAC, ELIZABETH DE ALDAY	CANDELARIA
26	DIZON, JEFFERSON LAYGO	TIAONG
27	EBINA, FIEL ZAPARTEZA	SARIAYA
28	ELUMBARING, RAMONITO OBORDO	DOLORES
29	ENCANTO, JOSEPHINE MARQUEZ	TIAONG
30	ESLABON, MARITES AVELLANEDA	TIAONG
31	ESTRELLADO, MARICON VILLAMIEL	CANDELARIA
32	FLORES, MAILYN MAGHIRANG	SARIAYA
33	FORTUNA, JUDITH BALDIVIA	SAN ANTONIO
34	IBARROLA, RONNALYN PAREÑO	SARIAYA
35	JOLO, JERSON DINGLASAN	DOLORES
36	JON, VIOLETA PANAPANAN	TIAONG
37	LA ROSA, LIEZEL RAMOS	CANDELARIA
38	LAYLO, MYLENE CAPUNO	SARIAYA
39	LICAROS, NYMPHA TORDECILLA	TIAONG
40	LUNA, THELMA PEREZ	SARIAYA
41	MALVEDA, CLARIZA LOURDEZ FAJARDO	DOLORES
42	MANALO, MICHELLE NAGMA	DOLORES
43	MARASIGAN, IRENE MACASAET	CANDELARIA
44	MEDINA, AZENITH MENDOZA	SAN ANTONIO
45	MERANO , REINNARD CHRISTIAN GALVEZ	SARIAYA
46	MOGOL, DONNA VILLAPANDO	TIAONG
47	MONCADA, PATRICIA DE LUNA	TIAONG
48	OBUYES, MONROE LOGRONIO	TIAONG
49	OROGO, GUILLERMO DE CLARA	TIAONG
50	PANGANIBAN, NOVELINDA AGARAN	CANDELARIA
51	PASIA, MORLAN GARING	SAN ANTONIO
52	PEREZ, GINDRA RAÑOSA	SAN ANTONIO
53	PITA, RICKA LANDICHO	TIAONG
54	REMO, BONIFACIO REYES	SARIAYA
55	ROXAS, AGNES LOYOLA	SARIAYA
56	RUBIO, EVANGELINE CONICONDE	SARIAYA

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57	SARMIENTO , ALBERT DE LEON	SARIAYA
58	SUPAN, JOCELYN GARCIA	TIAONG
59	TAGARA, MARICAR LONTOC	SARIAYA
60	TAMAYO, CENOMA LARESMA	CANDELARIA
61	TINAMISAN , ARNEL ESTANGCO	TIAONG
62	UNTALAN, GUILLERMA DEL MUNDO	SAN ANTONIO
63	VILLANUEVA, MARILOU LACORTE	SARIAYA
64	VILLEGAS, MAY PANAPANAN	TIAONG

3rd Congressional District

1	ACLETA, CHRISTIAN O.	SAN FRANCISCO
2	ALBA, FREDERICK SERRANO	PITOGO DISTRICT
3	ALPUERTO, IRENE SANIEL	PADRE BURGOS
4	ALVASAN, MARIA TERESA JALLA	SAN FRANCISCO
5	AMARO, TERESA JORLANO	SAN NARCISO
6	AMORIN, JOCELYN AMPARO	PITOGO
7	ANGULO, JOANNA MARIE OLIVERA	CATANAUAN DISTRICT
8	AREVALO, MARLON ROLLOQUE	MULANAY
9	BARSANA, JAYSON GATMAITAN	CATANAUAN
10	BELTRAN, JOBERT MURILLA	MULANAY DISTRICT
11	BONILLO, JESSIE ALMAZAN	CATANAUAN
12	CASTILLO, ELOISA DE ASIS	PITOGO
13	CAYABAT, LORELYN ALDOVINO	SAN FRANCISCO
14	CHIRES JHOYE, ROBLES ROBLES	GENERAL LUNA
15	CORTEZ, PRESCILA DAYO	PADRE BURGOS
16	CRUZADO, JONNY PEÑAFLOIDA	CATANAUAN
17	CUERDO, BYRON ALOYSIUS VENDIOLA	SAN FRANCISCO
18	DANO, SHIELA MARIE DEL MUNDO	CATANAUAN
19	DE JESUS, ALVIN MARK ANGA	SAN FRANCISCO
20	DE LA TORRE, JOYCE CASIPE	CATANAUAN DISTRICT
21	DE SILVA, MARLON RUBALA	SAN NARCISO
22	ESGUERRA, ARLENE EDUARTE	MULANAY DISTRICT
23	ETORNE, LEO ILOCARIO	SAN ANDRES
24	FAJARDO, MARIA CANDIDA MANALO	SAN ANDRES
25	FORBES, ERAIZA JANE TAZON	GENERAL LUNA DISTRICT
26	FRONDOZA, MIRIAM COYOCA	CATANAUAN
27	FUNTILAR, WENDELYN MENDOZA	SAN FRANCISCO DISTRICT
28	GONZALES, ADELINA AGUIFLOR	MULANAY
29	HERNANDEZ, RESELLA MADLA	PADRE BURGOS

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30	IMPERIAL, SYRIL LORREDO	GENERAL LUNA DISTRICT
31	IRANZO, LIZA TOLEDO	PITOGO
32	LEYNES, HYLENLY BALISA	PADRE BURGOS
33	LIBRANDA, VANESSA PEDROSO	GENERAL LUNA
34	LLACONA, JONNEL FORBES	SAN NARCISO DISTRICT
35	MAAÑO, SUSANA JAVIER	CATANAUAN
36	MABILIN, LINO PLATINO	GENERAL LUNA DISTRICT
37	MAGABO, AILYN DE GALA	CATANAUAN DISTRICT II
38	MANDIATO, AIDA SALCEDO	CATANAUAN
39	MANZANO, ROWENA BALALTA	MULANAY DISTRICT
40	MARTIN, CHIRES JHOYE ROBLES	GENERAL LUNA
41	MEDINA, ELAINE MACARAEG	MULANAY
42	MELENDRES, ARLAN TORDECILLA	PADRE BURGOS
43	MENDOZA, WINSTON BALBUENA	SAN FRANCISCO
44	MENGUA, PRINCESS JOY SURQUIA	PADRE BURGOS
45	MERCADO, ALBERT PAGLINAWAN	SAN NARCISO
46	MERINO, PHIL CHRISTIAN ARCEGAL	MULANAY
47	MONTILLA, YASMIN GAELA	SAN NARCISO
48	MORNAOL, ERIC VILLANUEVA	SAN ANDRES
49	MUHI, MILDRED RIVERA	SAN NARCISO
50	NOMBREFIA, MICHAEL ERIC DEL ROSARIO	SAN FRANCISCO DISTRICT
51	ODIAME, FRANCIS BALLESTEROS	SAN FRANCISCO DISTRICT
52	OLPINDO, JERIC PREMIA	BUENAVISTA DISTRICT
53	OLVIGA, JOCELYN INTOY	CATANAUAN DISTRICT
54	ORMACIDO, MARILYN ORFINADA	MULANAY
55	PANOTES, ADELA ARDIENTE	SAN FRANCISCO DISTRICT
56	PARDINES, NERISSA LORESTO	SAN NARCISO DISTRICT
57	RACELIS, GREGORIO INDOSO	SAN FRANCISCO
58	RECILLA, ANDRO MARQUEZ	CATANAUAN DISTRICT
59	REGALIA, MARIA LORENA RUBIO	MULANAY
60	RENDIZA, JOVITO LUMABAD	SAN ANDRES
61	REYES, SHEILA MANALO	MULANAY
62	RIVADENIRA, VICTOR PEDERNAL	SAN ANDRES DISTRICT
63	ROGEL, LUCIA GRANADA	PITOGO
64	ROS, SOLEDAD ENTIENZA	PITOGO
65	RUEDAS, ARZEL JOHN QUINCENA	GENERAL LUNA
66	SALE, ALDRELYN BULILAN	SAN NARCISO DISTRICT
67	SANIEL, RONALD NIALA	SAN ANDRES
68	SEÑO, VICTORIA NARON	MULANAY
69	SISTER, JENNY RICARTE	MACALELON

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70	SOMODIO, ARCELYN ORTIZ	MULANAY
71	SUAL, ALLEN LEE PARDILLA	BUENAVISTA DISTRICT
72	TAGLE, ERWIN PAUL DE CHAVEZ	MULANAY
73	TAGLE, FELOMINO REYMUNDODIA	MULANAY DISTRICT
74	TELADA, ALI VILLAVERDE	MULANAY
75	TOPACIO, SHERRE ANN CONSTANTINO	PITOGO
76	UDUENI, MA.DECERINEL TALASTAS	SAN FRANCISCO
77	URSABIA, MICHELLE DOMANACAL	SAN FRANCISCO
78	UY , MECHELLE PEDREALVA	SAN NARCISO DISTRICT
79	VELAN, ADEN EMPRESE	SAN FRANCISCO
80	VELEZ, JUNALYN ATIENZA	SAN ANDRES
81	VILLANUEVA, DORREN MARASIGAN	BUENAVISTA DISTRICT
82	VILLAPANDO, KARREN PADOLINA	SAN ANDRES
83	VILLEGAS, JOVEN RONQUILLO	SAN ANDRES
84	ZOLETA, ALEJANDRE PERMEJO	SAN ANDRES

4th Congressional District

1	AYAPANA, JENNIFER ETCUBAÑAS	ALABAT DISTRICT
2	ANDA, CHARLENE PARCO	TAGKAWAYAN
3	BARRENO, BERMA RITUAL	GUMACA
4	BERMAS, LUZVIMINDA HERNANDEZ	TAGKAWAYAN
5	BINASA, CHARLENE CALUSA	QUEZON DISTRICT
6	BINASA, JUANITO VERI	QUEZON
7	CAFE, JAN CHRISTOPHER ROCHA	CALAUAG
8	CALCETAS, BABYLYN ESTAYANE	ATIMONAN
9	CAPARIDA, ARNELIO MENDARO	CALAUAG
10	CAPARROS, ARNIELYN BAMBA	QUEZON
11	CARIOS, ELIZA CAÑADA	LOPEZ
12	CARRIOS, ARLENE ALANO	GUINAYANGAN
13	CENDAÑA, MICHELLA HERNANDEZ	TAGKAWAYAN
14	CUYA, CYNTHIA PINEDA	ATIMONAN
15	DAPULA, CIELITO PEDREGAL	GUINAYANGAN
16	DECLARO, GEUS DEUNAR NOVILLA	ALABAT DISTRICT
17	DE TORRES, FRANKIE SANTANDER	ATIMONAN DISTRICT II
18	DEL ROSARIO, JOHN EHAPON	GUMACA
19	DELOS SANTOS, REY ALARCON	TAGKAWAYAN
20	DILLO, LIEZEL AZUPARDO	TAGKAWAYAN
21	ENTOMA, GRETA ARANDELA	ATIMONAN
22	ENTOMA, JAHZEEL JUGUETA	PEREZ
23	ESCOBAR, ALBERT CANIETE	TAGKAWAYAN
24	FLAVIER, ALVARO MONZON BARRETTO	GUMACA

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25	FLAVIER, MIAH CHRISTINE SEGARRA	GUMACA
26	FRONDA, ROWELYN ESTERNON	CALAUAG WEST DISTRICT
27	GUIRUELA, ELMAR PADIN	LOPEZ WEST DISTRICT
28	INOFRE, SHERWIN LUSANTA	CALAUAG
29	ITABLE , NIERITO PETALCORIN	GUINAYANGAN
30	LARAYA, AMELIA PARDILLO	GUINAYANGAN
31	LAURIO, AL ASUNCION	ATIMONAN
32	LEOGO, PHILIP MAÑAS	LOPEZ
33	LEONOR , MANUEL EDUARTE	CALAUAG WEST DISTRICT
34	MAGPANTAY, MA. CRISTINA CERUJANO	GUINAYANGAN
35	MAGYAYA, RODEL DEQUILLA	TAGKAWAYAN
36	MALLOPA, JOSEPHINE BALASTA	TAGKAWAYAN
37	MAPAYE, MARIBEL TIERRA	PLARIDEL
38	MARAVER, RHEA CAPACIO	LOPEZ
39	MARFIL, LIEZEL BUTARDO	CALAUAG
40	MEDINA, CLINTON JAY CAPISONDA	CALAUAG
41	MIRA, PRISIA IMELDA PASAMBA	ATIMONAN
42	MIRABEL, CLARA MAE IBATUAN	CALAUAG
43	MOLINES, ERIC ALMARIO	LOPEZ
44	NOEL, REGINA EDORA	LOPEZ
45	OGAYON, ROCEL CATALLA	QUEZON
46	OLEA, WENDELL LEO TERNIDA	LOPEZ
47	ORBE, ZARAH CALASAG	TAGKAWAYAN
48	PAIT, JOEL SARDAÑAS	TAGKAWAYAN
49	PARDINES, ARNEL DALIOAN	GUMACA
50	PERAS, JULIUS SUAREZ	CALAUAG
51	RAZONA, ANABELLA VIZARRA	LOPEZ WEST DISTRICT
52	REYES, VERONICA OCADO	PEREZ
53	SAN PEDRO, JHON ANGELO JUVIDA	GUINAYANGAN
54	SANDOVAL, NESTOR NERA	PLARIDEL
55	SASIS, GAY CADIZ	PEREZ
56	SEGUERRA, MICHELLE MACAHILIG	GUINAYANGAN
57	TAN, MARIA MADELENE EVANGELISTA	LOPEZ
58	TARUSAN, EDGARDO TRAPANE	CALAUAG
59	TIERRA, BRYAN JOSE DENAJEBA	GUMACA
60	VALDEZ, KIM MATHEW LAUDE	PEREZ
61	VALENCIA, ROWENA AUREADA	LOPEZ WEST DISTRICT
62	VELASCO, REYNANTE MAGALONA	ATIMONAN
63	VENZUELA, JENNY EMETERIO	LOPEZ
64	VERDADERO, LYN DURANTE	CALAUAG WEST DISTRICT

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65	VILAR, MELQUIADES LUTERINA	LOPEZ WEST DISTRICT
66	ZAMORA, DAISY ARCEO	CALAUAG

Program Management Team ang Technical Working Group Member

Name	Position/Designation	Division/Section
1. Rommel C. Bautista, CESO V	Schools Division Superintend	OSDS
2. Jeopi F. Falqueza, EdD	ASDS	OSDS-ASDS
3. Roselyn Q. Golfo, EdD	ASDS	OSDS-ASDS
4. Lorena S. Walangsumbat, EdD	OIC-ASDS	OSDS-ASDS
5. Juanito A. Merle, EdD	Chief SGOD	SGOD
6. Carmela Ezcel A. Orogo	OIC-Chief CID	CID
7. Raul R. Agaran	EPS-SGOD	SGOD
8. Regina V. Marino	SEPS-HRDS	SGOD
9. Michelle G. Duma	SEPS-M&E	SGOD
10. Ma. Bernadit Tupas	SEPS-Research	SGOD
11. Leah A. Perez	EPS II-HRDS	SGOD
12. Carla Jobelle J. Culajara	EPS II-SMN	SGOD
13. Hazel Anne S. Camo	PDO 1	SGOD
14. Noeme B. Ferrancullo	ADAS III	OSDS-Procurement
15. Mark Nicko Quindoza	ADAS	OSDS-ICT
16. Jessica C. Mendoza	ADAS III	SGOD
17. Michaela Mae H. Formalejo	COS	SGOD-Health
18. Adriane Aragon	COS	SGOD -DRRM
19. Ralph E. Gallardo	COS	SGOD-DRRM
20. Lara Rose Espinosa	Nurse II	
21. Diann Maricar Galang	Nurse II	

Learning Facilitators

Name	Designation/Position	Division/District/School
1. Juanito A. Merle, EdD	Chief SGOD	SGOD
2. Roselyn Q. Golfo	ASDS	OSDS-ASDS
3. Jeopi F. Falqueza	ASDS	OSDS-ASDS
4. Lorena S. Walangsumbat	OIC-ASDS	OSDS-ASDS
5. Catherine A. Pureza	AO IV Budget Officer	OSDS-Budget
6. Edmundo R. Marin, Jr.	Accountant III	OSDS-Accounting
7. Carmela Ezcel A. Orogo	OIC-Chief CID	CID
8. Gregorio A. Racelis	Principal IV	Gumaca National High School

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