



DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY

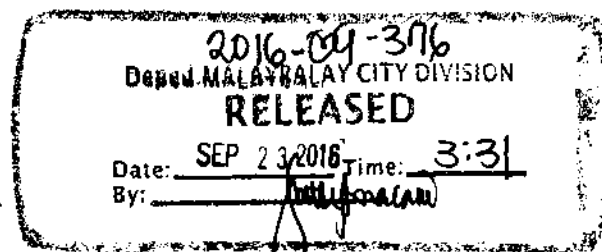
Purok 6, Casisang, Malaybalay City

Telefax: (0880 or 088) 413-0094 email: depedmlblycity@gmail.com



DIVISION MEMORANDUM

No. 495 s. 2016



TO: Chief Education Supervisors, CID, SGOD & Staff
Public School District Supervisors, OSDS Staff
School Heads of the identified Leader Schools and Partner Schools
This Division

FROM: 
EDILBERTO L. OPLENARIA, CESO VI
DIOIC- Schools Division Superintendent

DATE: September 20, 2016

SUBJECT: Orientation/Workshop on School To School Partnership for Fiscal Year 2016

1. Pursuant to Deped Order No. 44 s. 2016, the field is hereby informed that the conduct of the Division Orientation/Workshop on the Guidelines of the School to School Partnerships for Fiscal year 2016 is on September 28, 2016, 8:00 A.M at Veranda's Place, Casisang, Malaybalay City.
2. The participants of this orientation workshop are the Chief Education Supervisors in CID and SGOD, Staff, Public Schools District Supervisors, School Heads of the Leader School with their Partners and Focal person.
3. Enclosed are the list of participants, Technical Working Committees and schedule of activities.
4. Meals and snacks shall be charged to the (PSF) Program Support Funds subject to the usual accounting and auditing rules and regulations.
5. Immediate and wide dissemination of this memorandum is desired.

Copy furnished:
Records Unit
To be posted in the website.

Enclosure No. 1

List of Participants

Lorenzo O. Capacio, EDD, SGOD Chief
Ferdinand V. Mortera, SEPS- HRD
Vicente G. Sanmiguel, EPS II- HRD
Rosie A. Salupado, EPS-SGOD
Angelina A. Cacharo, PhD, EPS II M&E
Rosario P. Arangco, SEPS, Planning & Res.
Novem A. Cescon- Planning Officer III
Perlita B. Wales, SEPS, Soc. Mob
Marsfifth M. Mamawag, EPS II- Soc. Mob
Nancy C. Dequito, Nurse II
Leslie T. Fontanilla – Engr. III
Jim Dandy S. Lucine- PDO II
Atty. Ophelia Pilar Rubio Zamora, Atty. III
Rhysa Cyle C. Rosalejos, CPA, AO IV, Accountant
Sybil L. Maputi- AO IV, Budget Officer
Nelly L. Salga- Book Keeper
Lorna Bethel Mae Lapicerros – Book Keeper
Clementina O. Madronero- Book Keeper
Emelyn D. Razo, - Librarian
Xian Jude Alas- Admin Aid
Ruphilia J. Limbingco, - AO IV Cashier
Susan S. Olana- SSP IV- Leader School
Cynthia Berial- ESP I- Leader School
Victor F. Maestrado- SH/ Leader School
Arimateo B. Halina-SH/LS Leader School
Jonathan T. Dagaang-SH/ Leader School
Evelyn L. Salem-SH/ Leader School
Demie J. Pabillaran SH/Leader School
Raquil S. Ombayan SH/Leader School
Ralph T. Quirog, Chief CID
Puresima Yap, EPS, LRMDS
Luis S. Alajar, EPS
Analy L. Ocier, EPS
Virgilio R. Pizzaro, EPS
Josie D. Zamora, EPS
Jasmin J. Adriatico, EPS
Imelda S. Bentillo, EPS
Ma. Conception S. Reyes, EPS
Rachel R. Valde, EPS
Lou Ann J. Cultura, EPS
Abba Q. Allaba, PhD, EPS
Jovy G. Molina, EPS
Jesus V. Muring, EDD, EPS
Bonifacio M. Palo Jr., PSDS
Romil T. Jabonero, EDD, PSDS
Coslita K. Muring, PSDS
Ma. Antonieta S. Reburiano, PSDS
Noel A. Tanery, PSDS
Carlos J. Rara, PSDS
Manny Pimentel, PSDS
Reynaldo Tilanduca- SH-Partner School
Juan Bacang Jr.-SH/Partner School
Juvanie B. Tinoy- OIC Partner School
Joy D. Saluntau- OIC Partner School
Homer Cambangay- OIC Partner
Artemio Saliga- SH/Partner School
Joy Ruth Tabamo OIC Partner School
Gemma B. Ombayan-OIC Partner School

Working Committees

Committees	Staff	Task
Over-all Committee	Chairman: Angelina A. Cacharo Co-Chair: Rosie Salupado	<ul style="list-style-type: none"> • Prepare Memo, training designs, PPMP and PR • Over sees all the related activities to ensure smooth flow of the program • Take over on a committee function in case that committee is not capable of doing its function for whatever reason
Registration/Secretariat and Program Committee	Chairman: Perlita B. Wales Co-Chairs: Marshfith Mamawag & Vicente San Miguel	<ul style="list-style-type: none"> • Prepare the Attendance Sheets and ensure that all participants signed the attendance before submitted to the end user. • Lay out and deigned the Program, reproduce and distribute. • Serve as EMCEE of the program. • Master the parts and the details of the program; manage the whole program from the Opening and Closing.
Multimedia Committee and Supplies	Chairman: Xian April Jude Alas Emely Razo	<ul style="list-style-type: none"> • Prepare the details and the smooth flow of multimedia presentations used in the seminar-workshop • Ensure that supplies needed are available to be used
Food and Hall Preparation	Chairman: Perlita B. Wales Members: Rosie Salupado Angelina A. Cacharo	<ul style="list-style-type: none"> • Follow up venue, menu for meals, and snacks to be prepared and hall preparations
Tarpaulin	Chair: Jim Dandy Lucine	<ul style="list-style-type: none"> • Lay-out and Design Tarpaulin • Post in designated Area agreed; distribute advocacy materials if any
Quame /Documentation	Angelina A. Cacharo Jim Dandy Lucine	<ul style="list-style-type: none"> • Provide and distribute monitoring tools • Take photos of the event • Make narrative report • Monitoring and Evaluation
T Shirt	Rosalio P. Arangco	<ul style="list-style-type: none"> • Canvass T shirt for the Advocacy Programs • Lay-out design for T Shirt Printing • Follow up supply for the release of T Shirts • Distribute to the identified list of names to be given T Shirt

Enclosure no. 3

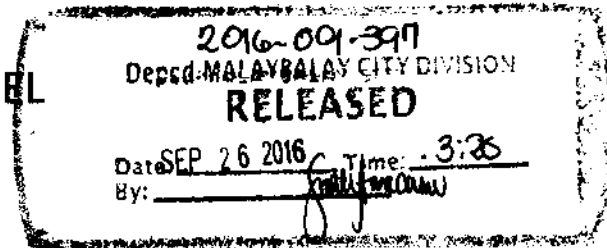
The Orientation -workshop will follow the training matrix set below:

Part I		
September 20, 2016		
7:00-8:00	Registration of Participants	Marshfifth Mamawag
8:00-8:30	Preliminaries -National Anthem - Prayer - Bukidnon Hymn - Division Hymn - Opening Program	Multimedia In-charge (Xian April Jude Alas & Emelyn D. Razo) Marshfifth Mamawag & Vicente San Miguel
Part II	Orientation Proper	Program In-charge
9:00-10:00 Introduction to the Guidelines of STS Reporting Form & Submission of STS Reports		
11:01-11:30	STS Project-Budget Allocation/SUB ARO/WFPs	SIBYL L. MAPUTI AO-IV- Budget
11:31-12:00	Cash Advance & Liquidation	RHYSA CYLE C. ROSALEHOS, CPA Accountant III
12:00-12:30 Lunch Break		
1:00- 1:30	Revisiting Guidelines LAC	Vicente San Miguel EPS II- HRD
2:31-3:30	Conducting (LAC) Learning Action Cell	EPS- MaTH EPS- Science EPS- Filipino EPS- A.P EPS English
3:30-4:30 Reviewing STS Report of STS Proj. - ARO/ARO & Budget		
4:30-5:00	Closing/Over-all Evaluation	Program In-charge
	Challenge/ Awarding of Certificate of participation and Recognition	Edilberto L. Olanoria, CESO VI
	Photo up	Program In-charge
5:00 onwards	Going Home	



September 26, 2016

AUTHORITY TO TRAVEL



TO:

Lorenzo O. Capacio, EdD, SGOD Chief
 Ferdinand V. Mortera, SEPS- HRD
 Vicente G. Sanmiguel, EPS II- HRD
 Rosie A. Salupado, EPS-SGOD
 Angelina A. Cacharo, PhD, EPS II M&E
 Rosalio P. Arangco, SEPS, Planning & Res.
 Novem A. Cescon- Planning Officer III
 Perlita B. Wales, SEPS, Soc. Mob
 Marsfifth M. Mamawag, EPS II- Soc. Mob
 Nancy C. Dequito, Nurse II
 Leslie T. Fontanilla – Engr. III
 Jim Dandy S. Lucine- PDO II
 Atty. Ophelia Pilar Rubio Zamora, Atty. III
 Rhysa Cyle C. Rosalejos, CPA, AO IV,
 Accountant
 Sybil L. Maputi- AO IV, Budget Officer
 Nelly L. Salga- Book Keeper
 Lorna Bethel Mae Lapiceros – Book Keeper
 Clementina O. Madronero- Book Keeper
 Emelyn D. Razo, - Librarian
 Xian Jude Añas- Admain Aid
 Ruphilia J. Limbingco, - AO IV Cashier
 Susan S. OLana- SSP IV- Leader School

 Cynthia Berial- ESP I- Leader School
 Victor F. Maestrado- SH/ Leader School
 Arimateo B. Halina-SH/LS Leader School
 Jonathan T. Dagaang-SH/ Leader School
 Evelyn L. Salem-SH/ Leader School
 Demie J. Pabillaran SH/Leader School
 Raquil S. Ombayan SH/Leader School

Ralph T. Quirog, Chief CID
 Puresima Yap, EPS, LRMDS
 Luis S. Alajar, EPS
 Analy L. Ocier, EPS
 Virgilin R. Pizzaro, EPS
 Josie D. Zamora, EPS
 Jasmin J. Adriatico, EPS
 Imelda S. Bentillo, EPS
 Ma. Conception S. Reyes, EPS
 Rachel R. Valde, EPS
 Lou Ann J. Cultura, EPS
 Abba Q. Allaba, PhD, EPS
 Jovy G. Molina, EPS
 Jesus V. Muring, EdD, EPS

 Bonifacio M. Palo Jr., PSDS
 Romil T. Jabonero, EdD, PSDS
 Coslita K. Muring, PSDS
 Ma. Antonieta S. Reburiano, PSDS
 Noel A. Tanery, PSDS
 Carlos J. Rara, PSDS
 Manny Pimentel, PSDS
 Reynaldo Tilanduca- SH-Partner
 School
 Juan Bacang Jr.-SH/Partner School
 Juvanie B. Tinoy- OIC Partner School
 Joy D. Saluntau- OIC Partner School
 Homer Cambangay- OIC Partner
 Artemio Saliga- SH/Partner School
 Joy Ruth Tabamo OIC Partner School
 Gemma B. Ombayan-OIC Partner
 School

Station : **Division Office, Malaybalay City**

Destination : **Veranda's, Casisang, Malaybalay City**

Departure : **September 28, 2016**

Return : **September 28, 2016**

Purpose : **To attend the School to School Partnership FY 2016**

Remarks : **Travel is Official.**


EDILBERTO L. OPLENARIA, CESO VI
Schools Division Superintendent