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Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

DM - 2022 - 05 - 261  
DEPED MALAYBALAY CITY DIVISION  
RELEASED  
DATE: MAY 04 2022 10:00 am  
BY: [Signature]

**DIVISION MEMORANDUM**

No. 261, s. 2022

**TO:** Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors

**FROM:** ✓ VICTORIA V. GAZO, PhD, CESO V  
Schools Division Superintendent

**DATE:** May 2, 2022

**SUBJECT: DIVISION SUPERVISORY AND MANAGEMENT SKILLS DEVELOPMENT**

- Align with Malaybalay City Division's goal in providing quality services among clientele, this Office hereby requires all the supervisors in the Division to attend the DIVISION SUPERVISORY AND MANAGEMENT SKILLS DEVELOPMENT on MAY 11 to 13, 2022 at NEAP, Lapasan, Cagayan de Oro City on official time.
- Expected participants to this activity are the top management of the Division with the Education Program Supervisors and Public Schools District Supervisors attached as Enclosure 1.
- Further, ALL participants are enjoined to be in their POLO Uniform/Attire, to wit:

DATE/DAY	ACTIVITY	POLO UNIFORM
May 11, 2022 (Day 1)	Opening Program and Session 1	ISO Polo Shirt (Golden Yellow and Blue) with Blue Pants
May 12, 2022 (Day 2)	Sessions 2 to 5	New IPed Polo Shirt ( Navy Blue with yellow) with black Pants
	Blazing Stripes Bonding Night	Stripes (of any choice of color and style)



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City  
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246  
Email Address: [malaybalay.city@deped.gov.ph](mailto:malaybalay.city@deped.gov.ph)



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May 13, 2022 (Day 3)	Session 6 and Closing Program	ICON Forest Polo ( Green and White) with White Pants
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4. Meals, snacks, supplies, travel allowances and other expenses of the participants incurred during the activity shall be charged to the HRTD/MOOE/Local Funds subject to the usual accounting and auditing rules and regulations.
5. Queries relative to this can be relayed to **Rachel R. Valde**, Education Program Supervisor at **09260764286**.



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ENCLOSURE 1:

LIST OF OFFICIAL PARTICIPANTS

NO.	NAME	DESIGNATION	STATION
1	Victoria V. Gazo	SDS	DO
2	Aliena S. Dajay	ASDS	DO
3	Ralph T. Quirog	Chief, Education Supervisor- CID	DO
4	Lorenzo O. Capacio	Chief, Education Supervisor- SGOD	DO
5	Purissima J. Yap	EPS- LRMDs	DO
6	Jasmin J. Adriatico	EPS- ALS	DO
7	Imelda S. Bentillo	EPS-Mathematics	DO
8	Lou-Ann J. Cultura	EPS - MAPEH	DO
9	Rachel R. Valde	EPS- English	DO
10	Rosie A. Salupado	EPS- ESP	DO
11	Analy L. Ocier	EPS- Science	DO
12	Maria Concepcion S. Reyes	EPS-Filipino	DO
13	Virgilin R. Pizarro	EPS- Araling Panlipunan	DO
14	Dindo M. Gabales	EPS- TLE	DO
15	Rosalio P. Arangco	EPS- SGOD	DO
16	Aba Q. Allaba	PSDS	District 1
17	Bonifacio M. Palo Jr.	PSDS	District 2
18	Noel A. Tan Nery	PSDS	District 3
19	Liza G. Balintongog	PSDS	District 4
20	Vicente G. San Miguel	PSDS	District 5
21	Manny B. Pimentel	PSDS	District 6
22	Romil T. Jabonero	PSDS	District 7
23	Jovy G. Molina	PSDS	District 8
24	Ferdinand V. Mortera	PSDS	District 9
25	Evernold C. Berial	PSDS	District 10
26-30	Reserved for Resource Speakers		



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ENCLOSURE 2.

**DIVISION SUPERVISORY AND MANAGEMENT SKILLS DEVELOPMENT**  
NEAP, LAPASAN, Cagayan De Oro City  
May 11-13, 2022

**MATRIX of ACTIVITIES**

DATE	TIME	ACTIVITIES	INCHARGE
DAY 1: May 11, 2022 (Wednesday)	1:00 to 3:00 PM	ARRIVAL SETTLING	NEAP Division Focal
	3:00 -3:30 PM	Registration	EPS Imelda S. Bentillo and EPS Maria Concepcion S. Reyes EPS Lou-Ann J. Cultura
	3:30 PM	Refreshment	NEAP/Focal
	3:30 - 4:00 PM	Opening Program	EPS Dindo M. Gabales
	4:00 – 6:00 PM	Session 1: Differentiated Supervision	Dr. Said M. Macabago District In Charge Talakag District
	6:00 – 6:00 PM	Dinner	NEAP/ Focal
	6:30 PM	REST	
DAY 2: May 12, 2022 (Thursday)	6:00 to 7:00 AM	Getting Ready	
	7:00 – 7:30 AM	BREAKFAST	NEAP/Focal
	7:30 – 7:45 AM	Attendance	EPS Imelda S. Bentillo and EPS Maria Concepcion S. Reyes EPS Lou-Ann J. Cultura
	7:30 – 8:00 AM	MOL	PSDS Vicente G. San Miguel and Group
	8:00- 10:00 AM	Session 2: Leading Teams	Dr. Arturo B. Bayocot, CESO III Regional Director
	10:00-10:15 AM	Health Break	
	10:15 – 12:00 AM	Session 3: Employee Engagement	Dr. Roy E. Gazo, CESO V Schools Division Superintendent Division of Iligan City
	12:00 NN – 1:00 PM	LUNCH	
1:00 - 1:15 PM	Ice Breaker	PSDS Vicente G. San Miguel and PSDS Group	



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	1:15 – 3:15 PM	Session 4: Time Management	Dr. Jonathan S. Dela Peña, CESO V Schools Division Superintendent Misamis Oriental
	3:15 – 3:30 PM	Health Break	
	3:30 – 5:30 PM	Session 5: Good Mentorship	John Arnold S. Siena, NEAP Director
	5:30- 6:00 PM	DINNER	
	6:00 – 6:30 PM	GET UP	
	6:30 to 9:30 PM	SOCIAL NIGHT	EPS Purisima J. Yap and Company
	6:00 to 7:00 AM	Getting Ready	
	7:00 – 7:30 AM	BREAKFAST	NEAP/Focal
	7:30 – 7:45 AM	Attendance	EPS Imelda S. Bencillo and EPS Maria Concepcion S. Reyes EPS Lou-Ann J. Cultura
	7:30 – 8:00 AM	MOL	PSDS Noel A. Tan Nery and Group
	8:00 – 10:00 AM	Session 6: Conflict Management	Atty. Candice Zennia R. Razon Legal Unit
	10:00 – 10:15 AM	Health Break	
	10:15- 11:00 AM	OPEN FORUM	PSDS Noel A. Tan Nery and Group
	11:00- 11:30 AM	CLOSING PROGRAM	EPS Rosie A. Salupado and Group
	11:30-11:45 AM	LUNCH	
	11:45 AM - 12:00 NN	HOME SWEET HOME	



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ENCLOSURE 3.

**COMMITTEE**

<b>ROLE/FUNCTION</b>	<b>MEMBER/S</b>
<b>Over-all Chairman</b>	Chief Ralph T. Quirog
<b>Division Focal</b>	EPS Rachel R. Valde
<b>Technical Incharge (whole duration)</b>	EPS Dindo M. Gabales PSDS Vicente G. San Miguel
<b>Secretariat</b>	EPS Imelda S. Bentillo EPS Maria Concepcion S. Reyes EPS Lou-Ann J. Cultura
<b>Opening Program</b>	EPS Dindo M. Gabales EPS Jasmin J. Adriatico EPS Virgilin R. Pizarro
<b>MOL Day 1</b>	PSDS Vicente G. San Miguel PSDS Bonifacio M. Palo Jr. PSDS Manny B. Pimentel
<b>Social Night</b>	EPS Purisima J. Yap PSDS Aba Q. Allaba PSDS Ferdinand V. Mortera PSDS Jovy G. Molina
<b>MOL Day 2</b>	PSDS Noel A. Tan Nery PSDS Liza G. Balintongog PSDS Romil T. Jabonero
<b>Closing Program</b>	EPS Rosie A. Salupado PSDS Evernold C. Berial EPS Analy L. Ocier

*Note: In charge / Team will be responsible in planning and preparing to carry out the task/s assigned (Including possible materials needed). Thank you!*



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