



**CITY SCHOOLS DIVISION OF ANTIPOLO**

March 1, 2018

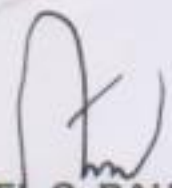
DIVISION MEMORANDUM  
No. 22 s. 2018

**2018 DIVISION WOMEN'S MONTH CELEBRATION CUM SEMINAR ON WOMEN'S PROTECTION  
AND WELFARE**

TO :

- OIC-Assistant Schools Division Superintendent
- Chief, Curriculum Implementation Division and
- OIC-Chief, School Governance and Operations Division
- Curriculum Implementation Division Personnel
- School Governance and Operations Division Personnel
- Unit Heads
- Elementary and Secondary School Heads, OIC-Antipolo City SHS
- Division GFPS and School GAD Focal Person
- All Others Concerned

1. Pursuant to Presidential Proclamations No. 224, 227, and Republic Act No. 6469 declaring the first week of March as Women's Week and March 8 as Women's Rights and International Peace Day, the Division of Antipolo City joins the nation in the observance of the 2017 National Women's Month Celebration (NWMC) with the theme: **We Make Change Work for Women** from March 1-31, 2018.
2. In recognition of the significant contribution of women in the society and in support to the advocacy of making change work for women, DepEd Antipolo will conduct the 2018 Division Women's Month Celebration Cum Seminar on Women's Protection and Welfare on March 9, 2018. Venue to be announced later.
3. The activity aims to:
  - a. Inform and engage the Division and School's GAD Focal Point System on issues concerning women's protection and welfare.
  - b. Increase awareness on Magna Carta of Women.
  - c. Create and facilitate an enabling environment for women to be empowered through health and wellness efforts.
4. Participants to this activity are the OIC-Chiefs of the Curriculum Implementation Division and School Governance and Operations Division, CID and SGOD Personnel, Unit Heads, Elementary and Secondary School Heads, OIC-Antipolo City Senior HS, Division GFPS and School GAD Coordinators.
5. Expenses relative to the conduct of this activity such as materials and registration fee of Division Personnel shall be charged to Division GAD Fund while registration fee of Elementary, Secondary and Antipolo City Senior High School Heads as well as their GAD Coordinators shall be charged from the School GAD Fund.
6. Attached herewith are the following enclosures for your reference:
  - Enclosure 1 – List of Participants
  - Enclosure 2 – Working Committee
  - Enclosure 3 – Program of Activities
  - Enclosure 4 – Program
7. Widest dissemination and participation of all concerned to this activity is enjoined.

  
Dr. ROMMEL C. BAUTISTA, CESO V  
Schools Division Superintendent



## LIST OF PARTICIPANTS

No.	Name	Designation
1	Mr. Lito A. Palomar	OIC-Chief, CID
2	Mr. Anselmo C. Celeste Jr.	OIC-Chief, SGOD
3	Mr. Frederick B. Vallinas	Administrative Officer V
4	Mrs. Florabel M. Tolentino	ITO
5	Mrs. Christine T. Coronado	Administrative Officer IV-HRMO
6	Mr. Gavino S. Francisco	Administrative Officer IV-Cashier
7	Mr. Michael P. Glorial	Administrative Officer IV-Supply
8	Ms. Lilian C. Ababon	Administrative Officer IV-Records
9	Mrs. Raquel F. Esguerra	Accountant III
10	Mr. Ragaam V. Dela Cruz	Administrative Officer V
11	Mr. Reynaldo M. Andrade, Jr.	EPS-Filipino
12	Dr. Amel T. Buena	EPS-EsP
13	Mrs. Merlita O. Sayago	EPS-Kindergarten, SPED
14	Mrs. Dolores J. Agong	EPS-Science
15	Mrs. Cristina C. Salazar	EPS-English
16	Mrs. Bernadette I. Berber	EPS-Math
17	Mrs. Melanie F. Burgonia	EPS-TLE/EPP
18	Mrs. Priscilla V. Salo	EPS 1-LRMDS
19	Mrs. Maria Florabel M. Tolentino	Project Devt. Officer-LR
20	Ms. Bernadette B. Patag	Librarian II
21	Mr. Ranito S. Gallego	EPS II-ALS
22	Mrs. Myrna E. Bautista	EPS II-ALS
23	Dr. Emily M. Concio	PSDS
24	Mrs. Victorina R. Yuson	PSDS
25	Dr. Gloria A. Benedicto	PSDS
26	Mrs. Jennie G. Casauay	PSDS
27	Mrs. Vivienne C. Martinez	PSDS
28	Ms. Marilou M. Lico	PSDS
29	Ms. Luz C. Cayanong	PSDS
30	Ms. Marilyn D. Zapanta	PSDS
31	Mrs. Jocelyn A. Perez	PSDS
32	Mr. Nimrod A. Tupas	PSDS
33	Dr. Jonathan P. Domingo	EPS-SGOD
34	Mrs. Isabel M. Gonzales	SEPS-Monitoring and Evaluation
35	Mrs. Fiordeliza O. Mendiola	EPS II- Monitoring and Evaluation
36	Mr. Albeno L. Del Monte, Jr.	SEPS-Social Mobilization and Networking
37	Mr. Rizalvy S. Pineda	EPS II-Social Mobilization and Networking
38	Mr. Noel C. Meriño	PDO-DRRM
39	Mrs. Ariene L. Tayona	SEPS-Human Resource Development
40	Ms. Gayle J. Malibiran	EPS II-Human Resource Development
41	Mr. Alfonso L. Abogado	SEPS-Research and Development
42	Mrs. Myra B. Villareal	
43	Mr. Madiel Verzola	Engineer III
44	Dr. Joseph John Formoso	Dentist
45	Dr. Myr S. San Jose	Dentist
46	Ms. Jean Leslie De Castro	Nurse
47	Ms. Irma Talavera	Nurse
48	Mrs. Arline Dulin	Nurse
49	Mr. Jed David S. Dela Cruz	Nurse
50	Mr. Salvador Waniwan	Nurse
51	Ms. Maria Nina Mateo	Nurse
52	Mr. Michael Martires	Nurse
53	Mrs. Phanny Ramos	Nurse
54	Ms. Elaine Calacday	Nurse
<b>ELEMENTARY SCHOOL HEADS</b>		<b>45</b>
<b>SECONDARY SCHOOL HEADS &amp; OIC-Antipolo City SHS</b>		<b>22</b>
<b>ELEM., SEC. and Antipolo City SHS GAD COORDINATORS</b>		<b>67</b>





## CITY SCHOOLS DIVISION OF ANTIPOLO

Enclosure 2 to Division Memorandum No. 22 s. 2018

### EXECUTIVE COMMITTEE

Chairperson: Dr. Rommel C. Bautista, CESO V  
Schools Division Superintendent

Vice-Chairperson: Dr. Gloria C. Roque  
OIC-Asst. Schools Division Superintendent

#### Members:

Lito A. Palomar, OIC-Chief-CID  
Anselmo C. Celeste Jr., OIC-Chief, SGOD  
Arlene L. Tayona, SEPS-HRD  
Gayle J. Malibiran, EPS II-HRD

### TECHNICAL WORKING COMMITTEE

COMMITTEE	IN-CHARGE	TERMS OF REFERENCES
Registration	Merlita O. Sayago Luz C. Cayanong Raymond P. Villaraza	<ul style="list-style-type: none"><li>In-charge of attendance</li><li>Ensures that participants are registered</li><li>Prepares accomplished registration/attendance sheets and submit to the program head</li></ul>
Logistics	Michael P. Glorial Rona Villette	<ul style="list-style-type: none"><li>Plans and secures logistics to support the celebration</li></ul>
Program, Invitation Certificates (Participation, Appearance and Recognition)	Mrs. Myra B. Villareal Alfonso L. Abogado Nowena Ganit	<ul style="list-style-type: none"><li>Prepares program and certificates and facilitates its distribution</li></ul>
Documentation	Arlene L. Tayona Gayle J. Malibiran	<ul style="list-style-type: none"><li>Documents event of the session and submit soft and hard copy of narrative and pictorial report</li></ul>
Technical	Noel C. Meriño Rizalvy S. Pineda	<ul style="list-style-type: none"><li>In-charge of video/ppt. presentations</li><li>Checks the sound system, laptop and ICT equipment to be used</li></ul>
Physical Arrangement and Accommodation	Albeno L. Del Monte Jr. Staff of the Assigned Venue	<ul style="list-style-type: none"><li>Prepare backdrop, tarpaulin and other decoration to be used before and during the activity</li><li>Prepares the area to be used for the session</li></ul>
Food and Health	Mariou M. Lico Jocelyn A. Perez  Dr. Joseph John Formoso Phanny S. Ramos	<ul style="list-style-type: none"><li>Manages and facilitates the preparation and distribution of meals</li><li>Ensures that health and wellness of participants are taken care of</li></ul>
Budget and Finance	Raquel F. Esguerra Ragaam V. Dela Cruz	<ul style="list-style-type: none"><li>Oversees the efficient allocation of funds and timely release as well as documentation for liquidation</li></ul>
Monitoring and Evaluation	Isabel M. Gonzales Fiordeliza O. Mendiola	<ul style="list-style-type: none"><li>Monitors the conduct of the program</li><li>Administers and retrieves M &amp; E Tool</li><li>Submits results of the evaluation to the Program In-charge</li></ul>





Republic of the Philippines  
Department of Education  
Region IV-A CALABARZON



## CITY SCHOOLS DIVISION OF ANTIPOLO

Enclosure 3 to Division Memorandum No. 22 s. 2018

### PROGRAM OF ACTIVITIES

Time	Activity	Resource Person
7:00-8:00	Registration	
8:00-8:30	Opening Program	
8:30-9:30	Magna Carta of Women	<b>Dr. Gloria C. Roque</b> OIC-ASDS
9:30-10:00	<b>SNACKS</b>	
10:00-11:00 11:00-12:00	Women's Health and Wellness: <i>Health Related Issue: Awareness and Prevention</i>	<b>Melbert B. Reyes, RN, RM,</b> LPT, MAN, PhD
12:00 – 1:00	<b>LUNCH BREAK</b>	
1:00 – 2:00 2:00-2:30	Women Inspiring Women	<b>Resource Person</b>
2:30-3:00	<b>SNACKS</b>	
3:00 – 4:00 4:00 – 5:00	Women's Protection and Welfare	<b>Dr. Bernardo Caslib Jr.</b> Professor, Ateneo De Manila University
5:00-5:15	Closing Program	





**CITY SCHOOLS DIVISION OF ANTIPOLO**

Enclosure 4 to Division Memorandum 22 s. 2018

**OPENING PROGRAM**

National Anthem

**Rizalvy S. Pineda**  
EPS II – Soc. Mob. and Networking

Prayer

**Flordeliza O. Mendiola**  
EPS II – Monitoring and Evaluation

CALABARZON March  
Mabuhay Rizal  
Antipolo Hymn

**Dr. Arnel T. Buena**  
EPS - EsP

Checking of Attendance

**Mrs. Myra B. Villareal**  
Planning Officer III

Opening Remarks

**Dr. Gloria C. Roque**  
OIC-Asst. Schools Division Superintendent

Inspirational Message

**Dr. Rommel C. Bautista, CESO V**  
Schools Division Superintendent

Statement of Purpose

**Arlene L. Tayona**  
SEPS-HRD/GAD Focal Person

**Ms. Gayle J. Malibiran**  
Lady of Ceremony

