



**CITY SCHOOLS DIVISION OFFICE OF ANTIPOLO CITY**

December 10, 2018

DIVISION MEMORANDUM  
No. 99 s. 2018

**DIVISION SEMINAR ON GENDER AND DEVELOPMENT CUM MANAGEMENT COMMITTEE MEETING (MANCOM)**

TO :

- OIC-Assistant Schools Division Superintendent
- OIC-Chief, Curriculum Implementation Division and
- Chief, School Governance and Operations Division
- Office of the Schools Division Superintendent Personnel
- Curriculum Implementation Division Personnel
- School Governance and Operations Division Personnel
- Elementary and Secondary School Heads, TIC-Antipolo City SHS

1. DepEd Order No. 32 s. 2017 "Gender-Responsive Basic Education Policy", seeks to enable DepEd to undertake gender-mainstreaming in education to address both enduring and emerging gender and sexuality-related issues in basic education. It also promotes the protection of children from all forms of gender-related violence, abuse, exploitation, discrimination and bullying.
2. In spite of the effort to mainstream gender and respond to gender-related issues, inequality and discrimination still exists especially on the protection of the rights of women in all forms of gender-based violence.
3. Pursuant to this mandate, DepEd Division of Antipolo City recognizes the need to address gender-related issues through gender and development activities and spirituality. As a respond to the identified needs, a **Seminar on Gender and Development cum Management Committee Meeting (MANCOM)** will be conducted on **December 14-15, 2018** at **Cristina Villas Mountain Resort and Hotel** to promote awareness and consciousness and transform gender relations towards empowerment and social change. Likewise, the activity will also serve as avenue to harmonize work relationships in order to sustain great results in the performance of tasks and in the attainment of the department's common goal.
4. The activity aims participants to:
  1. Identify forms of violence/abuse against women and children
  2. Use the information acquired on the laws protecting women and girls to promote awareness on the forms of violence women and girls experience
  3. Strengthen leadership values through spirituality and camaraderie
  4. Express support and commitment towards ISO 9001:2015 certification
  5. Demonstrate unity and teamwork through participation to gender-sensitive activities.
5. Participants to this activity are the Office of the Schools Division Superintendent Personnel, Curriculum Implementation Division Personnel, School Governance and Operations Division Personnel and Elementary and Secondary School Heads including the TIC of Antipolo City SHS.
6. Expenses relative to the conduct of this activity such as food and accommodation, materials and honorarium of resource persons shall be charged against Division GAD Fund subject to the usual accounting and auditing rules and procedures.
7. Christmas program will start at **4:00** in the afternoon. SDO personnel are expected to be at the venue before the start of the program wearing their **Pajama attire**. Kindly bring gift worth **Php300.00** for the exchange gift. Each division are also requested to prepare a **Christmas Presentation**.



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8. Attached 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



Enclosure 1 to Division Memorandum No. 99 s. 2018

**LIST OF PARTICIPANTS (MANCOM)**

SCHOOLS DIVISION OFFICE		
NO.	NAME	DESIGNATION
1	Dr. Rommel C. Bautista	Schools Division Superintendent
2	Dr. Gloria C. Roque	OIC-ASDS
3	Madiel D. Verzola	Engineer III
4	Maria Florabel M. Tolentino	ITO-I
5	Frederick B. Vallinas	Admin Officer V
6	Gavino S. Francisco	Admin Officer IV-Cashier
7	Michael P. Glorial	Admin Officer IV- Supply
8	Raquel F. Esguerra	Accountant III
9	Ragaam V. Dela Cruz	Admin Officer V - Budget
10	Lito A. Palomar	OIC, Chief -CID
11	Reynaldo M. Andrade Jr.	EPS I - Filipino
12	Anselmo C. Celeste, Jr.	EPS I - MSEP/MAPEH
13	Dolores J. Agong	EPSr I - Science
14	Cristina C. Salazar	EPS I - English
15	Bernadette I. Berber	EPS I - Math
16	Melanie F. Burgonia	EPS I - EPP/TLE
17	Ranito S. Gallego	EPS II - ALS
18	Myrna E. Bautista	EPS II - ALS
19	Rosanito Paras	PDO - II
20	Bernadette Patag	Librarian
21	Vivienne C. Martinez	PSDS
22	Luz C. Cayanong	PSDS
23	Marilyn D. Zapanta	PSDS
24	Dr. Gloria A. Benedicto	PSDS
25	Marilou M. Lico	PSDS
26	Michael T. Tayona	PSDS
27	Nimrod A. Tupas	PSDS
28	Jocelyn A. Perez	PSDS
29	Dr. Emily M. Concio	PSDS
30	Dr. Jonathan P. Domingo	Chief/School Governance Operation Division
31	Arnel T. Buena	Education Prog. Specialist - SGOD
32	Isabel M. Gonzales	SEPS- Monitoring and Eval
33	Flordeliza O. Mendiola	EPS- Monitoring and Eval
34	Rizalvy Pineda	EPS II - Soc Mob
35	Noel C. Meriño	Program Development Officer
36	Arlene L. Tayona	Senior Educ. Prog. Specialist - HRTD
37	Gayle J. Malibiran	Education Prog. Specialist – HRTD
38	Louie L. Baculo	PDO -I
39	Maan A. Barreto	PDO – I
40	Alfonso L. Abogado	SEPS- Planning & Research
41	Myra B. Villareal	Planning Officer III
42	Rico Desiree Reyes	Medical Officer III
43	Phanny Ramos	Nurse II
44	Elaine C. Adolfo	Nurse II
45	Joseph John Formoso	Dentist



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46	Myr Sampinto	Dentist
47	Arline Dulin	Nurse II
48	Salvador Waniwan	Nurse II
49	Jed David S. Dela Cruz	Nurse II

ELEMENTARY SCHOOL HEADS (45)		
School	Name of School Head	Designation
Sta. Cruz ES	Joyany ST. Gutierrez	Principal IV
Bagong Nayon I ES	Dr. Flora D. Cahapay	Principal IV
Bagong Nayon II ES	Fely V. Aminoso	Principal IV
Bagong Nayon IV ES	Erwin P. Acorda	Principal II
Antipolo City SPED Center	Myla F. Tupas	Head Teacher I
Dela Paz ES	Evangeline R. Quibuyen	Principal I
Muntindilaw ES	Luningning C. Tapales	Principal I
San Isidro ES	Tito A. Cabacaba	Principal III
Mambugan I ES	Wilma R. Doctor	Principal II
Mambugan II ES	Nenita G. Acorda	Principal I
Mayamot ES	Dr. Romeo G. Rodriguez Jr.	Principal III
Juan Sumulong ES	Dr. Ferdinand B. Millan	Principal IV
Dalig ES	Jean L. Danga	Teacher-In-Charge
Kaila ES	Dr. Paz T. Casagan	Principal I
Knights of Columbus ES	Teresa O. Amido	Principal I
Lores ES	Mary Jane G. Halili	Principal II
Nazarene Ville ES	Martin L. Rumbaoa	Principal II
Isaias S. Tapales ES	Dr. Mervin C. Tortoza	Principal III
Jesus S. Cabarrus ES	Fortunato C. Quibuyen II	Principal I
Pantay ES	Cherry Ann Abadilla	Officer-In-Charge
San Antonio Village ES	Carolina A. Tapar	Principal I
Teofila Z. Rovero MES	Celso R. Bagunu	Principal I
Cupang ES	Dr. Jocelyn S. Montes	Principal II
Cupang ES Annex	Teody E. Bautista	Head Teacher I
Peñafrancia ES	Dr. Marilyn B. Rodriguez	Principal III
Peñafrancia ES Annex	Evangeline C. Panahon	Head Teacher I
Taguete ES	Dr. Catalina M. Bonayon	Head Teacher III
Binayoyo ES	Lolita San Juan	Officer-In-Charge
Cabading ES	Margie Namora	Officer-In-Charge
Inuman ES	Ana Maria G. Rivas	Principal I
Old Boso-Boso ES	Patrick Alfred C. Olaño	Principal I
Peace Village ES	Mary Grace F. Santiago	Principal I
San Luis ES	Dr. Mercedita E. Fortunado	Principal I
Sapinit ES	Margie R. Lagarde	Head Teacher I
Tanza ES	Erwena J. Corvera	Principal I
Apia ES	Reynaldo P. Lozano, Jr.	Officer-In-Charge
Calawis ES	Racob T. Hinaloc	Teacher-In-Charge
Canumay ES	Rodien Dunhill C. Arnaiz	Teacher-In-Charge
Kaysakat ES	Dr. Maricel R. Tortoza	Principal I
Libis ES	Maria Michelle L. Arevalo	Teacher-In-Charge
Paglitaw PS	<b>Reynaldo P. Lozano, Jr.</b>	Officer-In-Charge
Rizza ES	Ceres Joy C. Cabrera	Principal I
San Joseph ES	Marcel SJ. Alejandro	Teacher-In-Charge
San Ysiro ES	Mark B. Gabion	Teacher-In-Charge
Sumilang ES	Amado B. Cabus	Principal I
Upper Kilingan ES	Jeneath G. Bartolata	Principal I



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SECONDARY SCHOOL HEADS (21)		
Antipolo NHS	Adelaida A. San Diego	Principal IV
Bagong Nasyon II NHS	Dr. Rowena B. Sison	Principal III
Dela Paz NHS	Eugenio B. Sierra Jr.	Principal II
Muntindilaw NHS	Virgilio O. Paat Jr.	Head Teacher III
San Isidro NHS	Ronaldo I. Ata	Principal II
Mambugan NHS	Anna Lyn P. Raymundo	Principal III
Mayamot NHS	Reynaldo L. Agustin	Principal III
San Jose NHS	Dr. Rommel S. Beltran	Principal IV
San Roque NHS	Henry M. Lico	Principal I
Dalig NHS	Maricel A. Cruz	Officer-In-Charge
Marcelino M. Santos NHS	Rodolfo M. Gonzales	Principal II
Cupang NHS	Nixon C. Maximo	Principal II
Antipolo National Science and Tech. HS	Esperanza L. Mandal	Officer-In-Charge
Maximo L. Gatlabayan MNHS	Esteban B. Casauay	Principal II
Old Boso-Boso NHS	Thelma F. Colocar	Head Teacher III
Canumay NHS	Rodrigo D. Dittaro	Teacher-In-Charge
Kaysakat NHS	Liza L. Banayo	Teacher-In-Charge
Calawis NHS	Digna G. Orge	Officer-In-Charge
Calawis NHS - Apia Ext.	Reynaldo P. Lozano, Jr.	Officer-In-Charge
San Juan NHS	Dr. Darwin D. Bargo	Officer-In-Charge
Antipolo City Senior HS	Rosa Tayamora	Teacher-In-Charge
Rizza NHS	Rachel D. Abejero	Teacher-In-Charge



## CITY SCHOOLS DIVISION OFFICE OF ANTIPOLO CITY

Enclosure 2 to Division Memorandum No. 99 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  
Dr. Jonathan P. Domingo, Chief, SGOD  
Frederick B. Vallinas, Administrative Officer V  
Arlene L. Tayona, SEPS-HRD  
Gayle J. Malibiran, EPS II-HRD

### TECHNICAL WORKING COMMITTEE

COMMITTEE	IN-CHARGE		TERMS OF REFERENCES
	MANCOM	CHRISTMAS PROGRAM	
Registration	Marilou M. Lico Marilyn D. Zapanta Elizabeth M. Ruiz Arman Caasi	Myrna E. Bautista Nenita Talagtag Rosalina Ambus Mark Anthony Salicsic	<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 Engr. Madiel D. Verzola Rona Villeta Joyce Ann Bulos Philipp Hornilla		<ul style="list-style-type: none"> <li>Plans and secures logistics to support the activity</li> </ul>
Program, Invitation Certificates (Participation, Appearance and Recognition)	Vivienne C. Martinez Christine Joy Cabiles Raymond P. Villaraza Nowena Ganit Lorraine Bautista		<ul style="list-style-type: none"> <li>Prepares program and certificates and facilitates its distribution</li> </ul>
Documentation	Cristina C. Salazar Dolores J. Agong Maan A. Barreto	Bernadette Patag Louie L. Baculo Princess F. Santiago	<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	Ma. Florabel M. Tolentino Michael T. Tayona Noel C. Meriño Rosanita Paras		<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	Nimrod A. Tupas Ranito S. Gallego Julius Cezar Gutierrez Charles Castro  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	Vivienne C. Martinez Jocelyn A. Perez Dr. Gloria A. Benedicto	Melanie F. Burgonia Gemma Delos Santos ✕ Mary Jane Tolosa Claudette Encela Virginia Lopez Aifer Cultura	<ul style="list-style-type: none"> <li>Manages and facilitates the preparation and distribution of meals</li> </ul>



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	Dr. Rico Reyes Phanny S. Ramos Salvador Waniwan Jed David S. Dela Cruz		<ul style="list-style-type: none"> <li>Ensures that health and wellness of participants are taken care of</li> </ul>
Budget and Finance	Raquel F. Esguerra Ragaam V. Dela Cruz Gavino S. Francisco		<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 Flordeliza O. Mendiola Arlene L. Tayona Myra B. Villareal		<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>
Christmas Program, Games and Presentation		Reynaldo M. Andrade Jr. Dr. Isabel M. Gonzales Dr. Arnel T. Buena Analyn B. Japay Vicmar Arquiza Jr.	<ul style="list-style-type: none"> <li>Facilitates the conduct of gender-sensitive team-building activities</li> <li>Ensures equal participation of male and female in the different social activities</li> </ul>



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## CITY SCHOOLS DIVISION OFFICE OF ANTIPOLO CITY

Enclosure 3 to Division Memorandum No. 99 s. 2018

### DIVISION SEMINAR ON GENDER AND DEVELOPMENT CUM MANAGEMENT COMMITTEE MEETING (MANCOM)

December 14-15, 2018

#### PROGRAM OF ACTIVITIES

TIME	DAY 1	DAY 2
7:00-8:00	<b>Registration</b>	
8:00-8:30	Opening Program	MOL
8:30-10:00	Leadership that Pleases God  <i>Pastor Gilbert Espiridion Victory Antipolo</i>	Synthesis of Day 1 Session
10:00-10:30	<b>SNACKS</b>	
10:30-12:00	Violence Against Women and Children: Forms and Laws  <i>Mr. Jansen A. San Juan Public Affairs Officer, URS- Binangonan</i>	Integration: Ways Forward
12:00-1:00	<b>LUNCH BREAK</b>	
1:00-3:00	MANCOM Proper:  Reading of the previous Minutes of the MANCOM <i>Dr. Gloria C. Roque OIC-ASDS</i>  <i>The ISO 9001:2015 Journey</i>  <i>Dr. Rommel C. Bautista, CESO V Schools Division Superintendent</i>	(1:00-1:30) Closing Program  Home Sweet Home
3:00-3:30	<b>SNACKS</b>	
3:30-4:30	Unity, Teamwork and Harmony through Gender-sensitive Activities	
4:30-5:00		
5:00-6:00		





Enclosure 4 to Division Memorandum 99 s. 2018

**OPENING PROGRAM (MANCOM)**

National Anthem	<b>Mr. Anselmo C. Celeste Jr.</b> EPS - MAPEH
Prayer	<b>Arline Dulin</b> Nurse II
CALABARZON March Mabuhay Rizal Antipolo Hymn	<b>Dr. Arnel T. Buena</b> EPS - EsP
Checking of Attendance	<b>Dr. Emily M. Concio</b> PSDS, District II-E
Opening Remarks	<b>Dr. Gloria C. Roque</b> OIC-Asst. Schools Division Superintendent
Inspirational Message	<b>Dr. Rommel C. Bautista, CESO V</b> Schools Division Superintendent
Statement of Purpose	<b>Arlene L. Tayona</b> SEPS-HRD/GAD Focal Person

**Mr. Rizalvy S. Pineda**  
Master of Ceremony