



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

CITY SCHOOLS DIVISION OFFICE OF ANTIPOLO



March 5, 2019

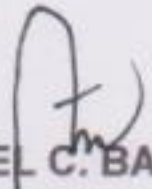
DIVISION MEMORANDUM

No. 19, s. 2019

MANAGEMENT REVIEW

To: OIC, Office of the ASDS
Curriculum Implementation Division
School Governance & Operations Division
All Unit Heads and Division Personnel
Elementary and Secondary School Heads

1. There will be a Management Review on **March 8, 2019 at Eugenio Lopez Center, Brgy. Sta. Cruz, Antipolo City, Rizal at 8:00 am onwards.**
2. This activity aims to:
 - a. address the issue based on the audit findings; and
 - b. Communicate policies on graduation rites, no collection policies etc.
3. Participants to this MANAGEMENT REVIEW, are SDS, ASDS, Chiefs, All Unit Heads, Elementary and Secondary School Heads and Selected SDO Personnel.
4. All expenses to the said activity shall be charged against Division MOOE fund subject to the usual accounting rules and regulations.
5. Immediate dissemination of this Memorandum is earnestly desired.






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

@ 01ASD



Certificate No.
44 100 19 93 0005

"EDUKASYONG TAPAT AT SAPAT PARA SA LAHAT"

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 (02) 630-3110



CITY SCHOOLS DIVISION OFFICE OF ANTIPOLO

Enclosure No. 1

PARTICIPANTS FOR THE MANAGEMENT REVIEW MARCH 8, 2019

DIVISION PERSONNEL

NO.	NAME	POSITION
OSDS		
1	Dr. Rommel C. Bautista, CESO V	Schools Division Superintendent
2	Dr. Gloria C. Roque	OIC- Assistant Schools Division Superintendent
3	Madiel D. Verzola	Engineer III
4	Maria Florabel M. Tolentino	ITO-I
5	Frederick B. Vallinas	Admin Officer V
6	Atty. Jeremiah Jan F. Agustin	Attorney III
7	Christine T. Coronado	Admin Officer IV - HRMO
8	Gavino S. Francisco	Admin Officer IV-Cashier
9	Michael P. Glorial	Admin Officer IV- Supply
10	Lilian C. Ababon	Admin Officer IV - Records
11	Raquel F. Esguerra	Accountant III
12	Ragaam V. Dela Cruz	Admin Officer V - Budget
13	Elizabeth M. Ruiz	Administrative Assistant III
14	Christine Joy T. Cabiles	Administrative Aide VI
15	Rona R. Villete	Administrative Aide VI
16	Joycelyn Anne Bulos	Administrative Aide VI
17	Analyn B. Japay	Administrative Assistant III
CID		
18	Lito A. Palomar	OIC-Chief CID
19	Reynaldo M. Andrade Jr.	EPS I – Filipino
20	Anselmo C. Celeste, Jr.	EPS I - MSEP/MAPEH
21	Merlita O. Sayago	EPS I - Kindergarten
22	Dolores J. Agong	EPSr I - Science
23	Cristina C. Salazar	EPS I - English
24	Bernadette I. Berber	EPS I - Math
25	Melanie F. Burgonia	EPS I - EPP/TLE
26	Dr. Darwin D. Bargo	EPS I- EsP
27	Ranito S. Gallego	EPS II - ALS
28	Myrna E. Bautista	EPS II - ALS
29	Priscilla V. Salo	EPS-LRMDS
30	Rosanito Paras	PDO - II
31	Bernadette Patag	Librarian
32	Viviene C. Martinez	PSDS
33	Luz C. Cayanong	PSDS
34	Marilyn D. Zapanta	PSDS
35	Dr. Gloria A. Benedicto	PSDS
36	Marilou M. Lico	PSDS



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37	Michael T. Tayona	PSDS
38	Nimrod A. Tupas	PSDS
39	Jocelyn A. Perez	PSDS
40	Dr. Emily M. Concio	PSDS
41	Armand Eric D. Caasi	Admin Aide I

SGOD

42	Dr. Jonathan P. Domingo	OIC-SGOD
43	Arnel T. Buena	Education Prog. Specialist - SGOD
44	Isabel M. Gonzales	SEPS- Monitoring and Eval
45	Flordeliza O. Mendiola	EPS- Monitoring and Eval
46	Raymond Villaraza	Admin Aide I
47	Albeno L. Del Monte Jr.	SEPS - Social Mobilization
48	Rizalvy Pineda	EPS II - Soc Mob
49	Noel C. Meriño	Program Development Officer –DRRM
50	Arlene L. Tayona	Senior Educ. Prog. Specialist – HRTD
51	Gayle J. Malibiran	Education Prog. Specialist – HRTD
52	Louie L. Baculo	PDO -I
53	Maan A. Barreto	PDO – I
54	Alfonso L. Abogado	SEPS- Planning & Research
55	Myra B. Villareal	Planning Officer III
56	Nowena G. Torreja	Admin Aide I
57	Rico Desiree Reyes	Medical Officer III
58	Phanny Ramos	Nurse II
59	Elaine Calacday	Nurse II
60	Joseph John Formoso	Dentist
61	Myrn Sampinto San Jose	Dentist
62	Arline Dulin	Nurse II
63	Salvador Waniwan	Nurse II
64	Jed David S. Dela Cruz	Nurse II

SCHOOL HEADS

ELEMENTARY		
65	Joyany ST. Gutierrez	Principal IV - Sta. Cruz ES
66	Dr. Flora D. Cahapay	Principal IV - Bagong Nayon I
67	Dr. Fely V. Aminoso	Principal IV- Bagong Nayon II
68	Erwin P. Acorda	Principal II- Bagong Nayon IV
69	Myla F. Tupas	TIC- Antipolo City SPED
70	Evangeline R. Quibuyen	Principal I - Dela Paz ES
71	Luningning C. Tapales	Principal I - Muntindilaw ES
72	Tito A. Cabacaba	Principal III - San Isidro ES
73	Wilma R. Doctor	Principal I - Mambugan I
74	Nenita G. Acorda	Principal I - Mambugan II
75	Dr. Romeo G. Rodriguez Jr.	Principal III - Mayamot ES
76	Dr. Ferdinand B. Millan	Principal IV - Juan Sumulong ES



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77	Jean L. Danga	TIC - Dalig ES
78	Dr. Paz T. Casagan	Principal I - Kaila ES
79	Teresa O. Amido	Principal I - Knights of Columbus ES
80	Mary Jane G. Halili	Principal II- Lores ES
81	Martin L. Rumbaoa	Principal II - Nazarene Ville ES
82	Dr. Mervin C. Tortoza	Principal III- Isaias S. Tapales ES
83	Fortunato C. Quibuyen II	Principal I -Jesus S. Cabarrus ES
84	Cherry Ann Abadilla	Head Teacher I - Pantay ES
85	Carolina A. Tapar	Principal I - San Antonio Village ES
86	Celso R. Bagunu	Principal I - Teofila Z. Rovero ES
87	Dr. Jocelyn S. Montes	Principal II- Cupang ES
88	Teody E. Bautista	Head Teacher I - Cupang ES Annex
89	Dr. Marilyn B. Rodriguez	Principal III - Peñafrancia ES
90	Evangeline C. Panahon	Head Teacher I -Peñafrancia ES Annex
91	Dr. Catalina M. Bonayon	Head Teacher III- Taguete ES
92	Lolita C. San Juan	OIC - Binayoyo ES
93	Margie S. Namora	OIC - Cabading ES
94	Ana Maria G. Rivas	Principal I - Inuman ES
95	Patrick Alfred C. Olaño	Principal I- Old Boso Boso ES
96	Mary Grace F. Santiago	Principal I -Peace Village ES
97	Dr. Mercedita E. Fortunado	Principal I - San Luis ES
98	Margie R. Lagarde	HTI - Sapinit ES
99	Erwena J. Corvera	Principal I - Tanza Es
100	Reynaldo P. Lozano, Jr.	TIC -Apia Integrated
101	Racob T. Hinaloc	Principal I- Calawis
102	Rodien Dunhill C. Arnaiz	TIC -Canumay ES
103	Dr. Maricel R. Tortoza	Principal I - Kaysakat ES
104	Maria Michelle L. Arevalo	TIC - Libis ES
105	Reynaldo P. Lozano, Jr.	TIC -Paglitaw ES
106	Ceres Joy C. Cabrera	Principal I - Rizza ES
107	Marcel SJ Alejandro	TIC - San Joseph ES
108	Mark B. Gabion	TIC - San Ysiro ES
109	Amado B. Cabus	Principal I - Sumilang ES
110	Jeneath G. Bartolata	Principal I - Upper Kilingan ES
SECONDARY		
111	Dr. Rommel S. Beltran	Principal IV- ANHS
112	Rosa Tayamora	Principal I- ANHS Senior High
113	Ronaldo I. Ata	Principal III- Bagong Nayon II NHS
114	Eugenio B. Sierra Jr.	Principal I- Dela Paz NHS



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115	Rosanna A. Ortiz	Asst. Principal Mayamot Senior High School
116	Virgilio O. Paat Jr.	HT III - Muntindilaw
117	Nixon C. Maximo	Principal II- San Isidro NHS
118	Anna Lyn P. Raymundo	Principal III- Mambugan NHS
119	Reynaldo L. Agustin	Principal III- Mayamot NHS
120	Dr. Rowena B. Sison	Principal IV- San Jose NHS
121	Henry M. Lico	Principal I - San Roque NHS
122	Maricel A. Cruz	OIC- Dalig NHS
123	Rodolfo M. Gonzales	Principal II- Marcelino M. Santos NHS
124	Rizalvy C. Pineda	OIC/EPS SocMob- Cupang NHS
125	Esperanza L. Mandal	OIC-Antipolo National Science and Tech HS
126	Esteban B. Casauay	Principal I- Maximo L. Gatlabayan MNHS
127	Thelma F. Colocar	HTIII- Old Boso Boso NHS
128	Ma. Celina Cezar	Principal I- San Juan NHS
129	Rodrigo D. Dittaro	TIC- Canumay NHS
130	Liza L. Banayo	Principal I- Kaysakay NHS
131	Digna G. Orge	Principal I- Calawis NHS
132	Reynaldo P. Lozano Jr.	OIC- Calawis NHS Apia Ext.
133	Rachel D. Abejero	OIC- Rizza NHS



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CITY SCHOOLS DIVISION OFFICE OF ANTIPOLO

Enclosure No. 2

EXECUTIVE COMMITTEE

- Chairperson : **Dr. Rommel C. Bautista, CESO V**
Schools Division Superintendent
- Co-Chairperson : **Dr. Gloria C. Roque**
OIC-Asst. Schools Division Superintendent
- Members : **Lito A. Palomar**
OIC-Chief, Curriculum Implementation Division
Dr. Jonathan P. Domingo
Chief, School Governance and Operations Division
Frederick B. Vallinas
Administrative Officer V

TECHNICAL WORKING COMMITTEE

Committee	Chairpersons	Member/ Members	TERMS OF REFERENCE
Invitation, Certificates, and Registration	Mrs. Priscilla V. Salo	Elizabeth M. Ruiz Christine Joy T. Cabiles Analyn B. Japay	<ul style="list-style-type: none">• Prepares programs, invitation and certificates (including the lay-out)• Facilitates distribution of program/invitation and event• Ensures that certificates are complete before distribution• Ensures that participants are registered• Prepares registration/attendance sheets• Submits accomplished attendance to the Supply Office
Documentation	Mrs. Cristina C. Salazar	Armand Eric D. Caasi Raymond D. Villaraza Maan Barreto Louie Baculo	<ul style="list-style-type: none">• Documents significant event of the program• Prepares souvenir program/newsletter and narrative report
Technical	Mrs. Maria Florabel M. Tolentino	Mr. Noel C. Meriño Engr. Madiel D. Verzola Mr. Rosanito Paras	<ul style="list-style-type: none">• Checks the sound system, laptop and ICT equipment to be used



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Logistics	Mr. Michael P. Glorial	Rona Villete Joycelyn Anne Bulos	<ul style="list-style-type: none">Plans and secures logistics to support the program
Food and Refreshments	Mrs. Melanie F. Burgonia	Dr. Emily Concio Mrs. Vivienne C. Martinez	<ul style="list-style-type: none">Oversees food to be servedManages the distribution of food to all the attendees
Peace and Order	Mr. Nimrod A. Tupas	Mr. Michael T. Tayona	<ul style="list-style-type: none">Ensures that peace and order is maintained throughout the duration of the programReminds attendees to maintain cleanliness of the area as well as the proper disposal of wastes
Health and Wellness	Dr. Rico Reyes Dr. Joseph John Formoso	Dr. Myr S. San Jose Mrs. Phanny S. Ramos Mrs. Elaine C. Adolfo Mrs. Arline Dulin Mr. Salvador Waniwan Mr. Jed Daniel Dela Cruz	<ul style="list-style-type: none">Ensures that provisions for health, wellness, and security are taken care of
Monitoring and Evaluation	Dr. Isabel M. Gonzales	Mrs. Flordeliza O. Mendiola	<ul style="list-style-type: none">Monitors the conduct of the programImplements M and E activities and prepares report

Enclosure 3



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CITY SCHOOLS DIVISION OFFICE OF ANTIPOLO

PROGRAMME

PART ONE:	Registration (7:30 – 8:00 AM)
PART TWO:	Opening Program (8:00 AM)
	AVP
A. National Anthem	Mrs. Christine T. Coronado Administrative Officer IV
B. Prayer	Mr. Arnel C. Buena EPS-EsP Mr. Anselmo C. Celeste Jr. EPS- MAPEH Mr. Rizalvy Pineda EPS- SocMob
C. Calabarzon March Rizal Mabuhay Antipolo Hymn	Dr. Jonathan P. Domingo Chief- SGOD
D. Welcome Remarks	Lito A. Palomar OIC-Chief CID
E. Checking of Attendance	Dr. Rommel C. Bautista, CESO V Schools Division Superintendent
F. Inspirational Message	Dr. Gloria C. Roque OIC- Asst. Schools Division Office
G. Statement of Purpose	
Part Three: MANCOM PROPER	
A. Reading of Minutes of the Previous MANCOM	Mrs. Dolores J. Agong EPS- Science
B. SDS Hour	Dr. Rommel C. Bautista, CESO V Schools Division Superintendent



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