



Department of Education
Region III
DIVISION OF ANGELES CITY
Jesus Street, Pulungbulu, Angeles City



Tel. No. (045) 322-5722; 888-0582/Fax Nos. (045) 322-4702; 887-6099

March 12, 2015

DIVISION MEMORANDUM
No. 46 , s. 2015

ADDENDUM TO DIVISION MEMORANDUM NO. 32, S, 2015
(Induction Program for Division Personnel on the Implementation
of the Rationalization Program)

To: Education and District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
Division Personnel

1. With reference to Division Memorandum No. 32, s. 2015 entitled, "*Induction Program for Division Personnel on the Implementation of the Rationalization Program*", please be informed of the additional details as reflected in the following inclosures:

Inclosure No. 1- Program Matrix

Inclosure No. 2 - List of Participants

Inclosure No. 3 – Officer & Facilitator of the Day/Different Committees

Inclosure No. 4 – Seat Plan (register as seated on March 18)

Inclosure No. 5 - Room Assignment

2. Furthermore, the participants are requested to take note of the following:
 - 2.1 Assembly time on March 18, 2015 at the D.O. – 4:00 A.M.
 - 2.2 Departure Time – 5:00 A.M.
 - 2.3 Bring a copy of your functions & responsibilities as per RAT Program
3. Wide dissemination of this memorandum is desired.

NICOLAS T. CAPULONG, Ph.D., CESO V.
Schools Division Superintendent



Department of Education
Region III
DIVISION OF CITY SCHOOLS
Angeles City

Jesus Street, Pulungbulu, Angeles City
Tel. No. : (045) 322- 4702 / Fax No.: (045) 887- 6099



INCLOSURE NO. 1

**Induction Program for Division Personnel on the Newly Rationalized Structure
Program Matrix**

Brentwood Apartelle, # 85 Brentwood Village, Brgy. M. Roxas, Baguio City
March 18 – 20, 2015

Time	Day 1	Time	Day 2	Time	Day 3
4:00 A.M.	Assembly Division Office	4:30 A.M.	Assembly	4:30 A.M.	Assembly
5:00 A.M.	Departure from the Division Office to Baguio City	5:00 A.M. – 6:00 A.M.	Group Jogging / Exercise <i>Mr. Reynaldo Cabrera</i>	5:00 A.M. – 6:00 A.M.	Group Jogging / Exercise <i>Mr. Reynaldo Cabrera</i>
8:00 A.M.	Arrival at Brentwood Apartelle	6:00 A.M.	Breakfast	6:00 A.M. – 8:00 A.M.	Breakfast
8:00 A.M.	Opening Program Orientation FR. ALBERT E. ALEJO, SJ	8:00 A.M. – 12:00 Noon	Building a Learning Community <i>Mr. John Carlo Magtoto</i>	8:00 A.M. – 12:00 A.M.	The New DepEd Structure, Roles and Functions of Division Personnel on the Rationalized Program <i>Mr. John Carlo Magtoto</i>
12:00 Noon – 1:00 P.M.	LUNCH BREAK	12:00 Noon – 1:00 P.M.	LUNCH BREAK	12:00 Noon – 1:00 P.M.	LUNCH BREAK
1:00 P.M. – 5:00 P.M.	Good Governance FR. ALBERT E. ALEJO, SJ	1:00 P.M. – 5:00 P.M.	Building a Learning Community FR. ALBERT E. ALEJO, SJ	1:00 P.M.- 3:00 P.M.	Servant Leadership FR. ALBERT E. ALEJO, SJ
5:00 P.M. – 7:00 P.M.	Dinner	5:00 P.M. – 7:00 P.M.	Dinner	3:00 P.M. – 5:00 P.M.	Passion & Commitment <i>Mr. John Carlo Magtoto</i>
7:00 P.M. – 9:00 P.M.	Building a Learning Community <i>Mr. John Carlo Magtoto</i>	7:00 P.M. – 9:00 P.M.	The New DepEd Structure, Roles and Functions of Division Personnel on the Rationalized Program Dr. Imelda P. Macaspac	5:00 P.M. – 5:30 P.M.	Oath taking Ceremony & Closing Program
				5:30 P.M.	Home Sweet Home

**LIST OF PARTICIPANTS TO THE INDUCTION PROGRAM ON THE IMPLEMENTATION
OF THE RATIONALIZATION PROGRAM
MARCH 18-20, 2015, Brentwood Apartelle, Baguio City**

A. OFFICE OF THE SDS	-	23
A.1 Office of the SDS (Proper)	-	6
• SDS – Dr. Nicolas T. Capulong • ASDS – Dr. Imelda P. Macaspac • Administrative Assistant III – Daisie David • Administrative Aide VI – Roselle Quiambao • Administrative Aide VI – Caroline Montes • Administrative Aide IV – Lewie Antonio Capili		
A.2 Legal Services	-	1
• Attorney III – Atty. Christina Miguel		
A.3 ICT Services	-	1
• Information Technology Officer I – Aveneir Mendoza		
A.4 Administrative Services	-	9
• Administrative Officer V – Enrique Pangilinan • Administrative Aide VI – Myla Calma <u>Cash</u> • Administrative Officer IV – Luzviminda D. Maghuyop <u>Personnel</u> • Administrative Officer IV – Ronald Balatbat <u>Property</u> • Administrative Aide VI – Joseph Alegre <u>Records</u> • Administrative Officer IV – Armin Tayag • Administrative Aide VI – Rosalie Chin <u>Records</u> • Administrative Officer IV – Ethelyn Mendoza • Administrative Aide VI – Catherine De Mesa		
A.5 Finance Services	-	6
<u>Accounting</u> • Accountant III – Gay Y. Pangilinan • Administrative Assistant III – Minnie Canasa • Administrative Assistant II – Finet Manansala • Administrative Assistant II – Christine LiM		

Budget

- Administrative Officer V – Arnel Guevarra
- Administrative Assistant I – Eliza Dizon

B. CURRICULUM IMPLEMENTATION DIVISION

19

B.1 Office of the Division Chief

2

- Chief Education Supervisor – Victoriana P. Bondoc
- Administrative Aide VI – Erika Balboa

Functional Teams for:

Instructional Management/District Instructional Supervision - 14

- EPS, Science – Gemima Estrabillo
- EPS, A. P. – Ramil D. Dacanay
- EPS, Kinder – Reynaldo Cabrera
- EPS, Values Education – Edgardo Nunag
- PSDS – Orlene Santos
- PSDS – Remedios Flores
- PSDS – Leonida K. Quinto
- PSDS – Felix Pineda
- PSDS – Amando Yutuc
- PSDS – Josephine Figueroa
- PSDS – Anastacia Nimfa Aquino
- Education Program Specialist II – Anna Marie Romero
- Education Program Specialist II (ALS) – Obrecita Panlilio
- Master Teacher II – Rita P. Bundalian

Learning Resources Management - 3

- EPS – Emily F. Sarmiento
- Librarian – Dennis Bautista
- Project Development Officer II – Noel Reganit

C. SCHOOL GOVERNANCE AND OPERATIONS DIVISION

15

C.1 Office of the Division Chief

2

- Chief Education Supervisor – Lyn V. Lansangan
- Education Program Supervisor – Edgar L. Manabat

Functional Teams for:

School Management M. & E

2

- SEPS – Glenn Sarmiento
- EPS – Elizabeth David

<u>Social Mobilization & Networking</u>		-	3
• SEPS – Christian David			
• EPS – Aiza Lugtu			
• Project Development Officer (DRRM) – Christina Sarmiento			
<u>School Health & Nutrition</u>		-	4
• Medical Officer IV – Donna Mae Batul			
• Dentist II – Ramil Policarpio			
• Nurse II – Gorgonia Pangilinan			
• Nurse II – Rosemary Venancia Necessario			
<u>Human Resource Development</u>		-	2
• SEPS – Marjorie Lacson			
• EPS – Aarcely Garcia			
<u>Planning and Research</u>		-	2
• SEPS – Ma. Leonora Vinoya			
• Planning Officer III – Marilou Q. Castro			
Grand Total		-	57
• Drivers		-	3
• Guests		-	2
• Existing Position		-	1
Administrative Assistant III – Maricris Balboa			
• Utilities – Ramon, Arman, Lito, Paula			
Eddielyn, Tess, Arnel D.		-	<u>7</u>
			70

OFFICER & FACILITATOR OF THE DAY

	Day 1 – March 18	Day 2 – Marh 19	Day 3 – March 20
Officer of the Day	Orlene Santos	Remedios Flores	Leonida Quinto
Facilitator	Amando Yutuc	Felix Pineda	<u>Emily Sarmiento</u>

DIFFERENT COMMITTEES

- 1. Committee on Programme**
 - Curriculum Implementation Division
- 2. Committee on Accomodation**
 - Curriculum Implementaton Division
- 3. Committee on Documentation**

Chairman: Ronald Balatbat
Members: Marjorie Lacson, Aiza Lugtu, Aveneir Mendoza
- 4. Committee on Transportation**

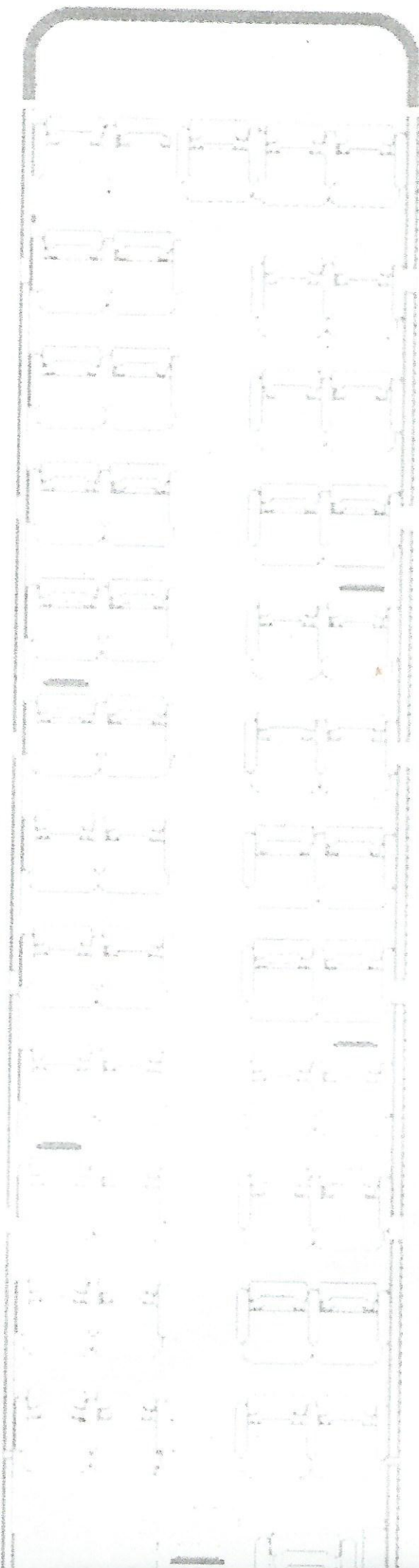
Chairman: Enrique Pangilinan
Members: Daisie David, Arnel Guevarra
- 5. Committee on Health & Safety**

Chairman: Dr. Donna Mae Batul
Members: Gorgonia Pangilinan, Rosemary Venancia Necessario, Ramil Policarpio
- 6. Committee on Ways & Means**

Chairman: Armin Tayag
Members: Cristina Sarmiento, Maria Leonora Vinoya
- 7. Committee on Food**

Chairman: Edgar Manabat
Members: Marilou Castro, Arcely Garcia
- 8. Committee on Assessment**

Chairman: Glenn Sarmiento
Members: Elizabeth David, Christian David
- 9. Secretariat:** Eddielyn Marcelo & Tess Lagman



DEPED ANGELES CITY**Team Building (March 18-20, 2015)**

Brentwood Apartelle

ROOM ASSIGNMENT**Room 207**

Name	Signature
1 Enrique Pangilinan	
2 Arnel Guevarra	
3 Ramil Policarpio	
4 Glenn Sarmiento	
5	

Room 208

Name	Signature
1 Donna Mae Batul	
2 Gorgonia Pangilinan	
3 Rosemary Venancia Necesario	
4 Christina Sarmiento	
5 Finet Manansala	

Room 209

Name	Signature
1 Armando David	
2 Christian David	
3 Lewie Antonio Capili	
4 Perlito Salon	
5 Noel Reganit	

Room 210

Name	Signature
1 Orlene Santos	
2 Remedios Flores	
3 Leonida Quinto	
4 Josephine Figueroa	
5 Anastacia Nimfa Aquino	

Room 212

Name	Signature
1 Emily Sarmiento	
2 Ana Marie Romero	
3 Gemima Estrabillo	
4 Arcely Garcia	
5 Victoriana Bondoc	

Room 214

Name	Signature
1 Reynaldo G. Cabrera	
2 Edgardo S. Nunag	
3 Emerito C. Nicdao	
4 Amando C. Yutuc	
5 Ramil Dacanay	

Room 215	
Name	Signature
1 SDS	
2	
Room 216	
Name	Signature
1 ASDS	
2	
Room 217	
Name	Signature
1 Guest Speaker	
2 Guest Speaker	
Room 218	
Name	Signature
1 Edgar Manabat	
2 Aveneir Mendoza	
Room 219	
Name	Signature
1 Lyn Lansangan	
2 Rita Bundalian	
Room 220	
Name	Signature
1 Ronald Balatbat	
2 Joseph Alegre	
3 Armin Tayag	
4 Felix Pineda	
Room 221	
Name	Signature
1 Gay Pangilinan	
2 Minerva Canasa	
3 Rachelle Paula Balingit	
4 Maricris Balboa	
5 Daisie David	
6 Maria Erika Balboa	
Room 222	
Name	Signature
1 Luzviminda Maghuyop	
2 Marilou Castro	
3 Cristina Miguel	
4 Roselle Quiambao	
5 Aiza Lugtu	
Room 223	
Name	Signature
1 Christine Lim	
2 Caroline Montes	
3 Ma. Leonora Vinuya	
4 Catherine De Mesa	
5 Myla Calma	
6 Ethelyn Mendoza	
7 Obresita Panlilio	

Room 336		
Name		Signature
1	Elizabeth David	
2	Eliza Dizon	
3	Rosalie Chin	
4	Marjorie Lacson	

Room 337		
Name		Signature
1	Dennis Bautista	
2	Sherwin Aronce	
3	Ramon Garcia	
4	Driver	
5	Driver	
6	Arnel Dincol	