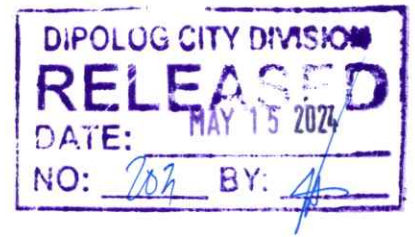




Republic of the Philippines  
**Department of Education**  
REGION IX – ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DIPOLOG CITY



May 15, 2024

**DIVISION MEMORANDUM**

No. 202, s. 2024

**3<sup>rd</sup> INSTRUCTIONAL LEADERSHIP ENHANCEMENT WITH ADMINISTRATION,  
MANAGEMENT & GOVERNANCE AND OPERATION PROFESSIONAL  
DEVELOPMENT PROGRAM (I-LEAM & GO-PDP) cum DIVISION MANAGEMENT  
COMMITTEE (DIMANCOM) MEETING**

To: **OIC - Assistant Schools Division Superintendent  
Chief, Curriculum Implementation Division  
Chief, School Governance and Operations Division  
Education Program Supervisors  
Public Schools District Supervisor  
Select SGOD / OSDS Personnel  
School Heads / Administrators  
All Others Concerned**  
*This Division*

1. The Dipolog City Schools Division announces the conduct of the **3<sup>rd</sup> Instructional Leadership Enhancement with Administration, Management & Governance and Operation Professional Development Program (I-LEAM & GO-PDP) cum Division Management Committee (DIMANCOM) Meeting** on May 16, 2024 at Sylvia's Best, Mibang Hotel, Dipolog City.
2. The participants of this activity are the Schools Division Superintendent, Assistant Schools Division Superintendent, CID Chief, SGOD Chief, Education Program Supervisor, Public Schools District Supervisor, Select SGOD and OSDS Personnel and School Heads.
3. Transportation and other expenses for meals, supplies and materials incurred are chargeable against MOOE of the Division Office for SDO-based participants and School MOOE for school-based participants, subject to the usual accounting and auditing rules and regulations.
4. Attached for reference, please find the following enclosures.
  - Enclosure No. 1 : List of Participants
  - Enclosure No. 2 : Activity Matrix
5. For clarifications relative to the conduct of this activity, please contact our DiManCom Focal Person, HRMO Love L. Ricafort at [love.ricafort@deped.gov.ph](mailto:love.ricafort@deped.gov.ph)
6. Immediate and wide dissemination of this memorandum is desired.

**MA. LIZA R. TABILON, EdD., CESO V**  
Schools Division Superintendent

Encl: None  
Ref: As stated



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Email: [dipolog.city@deped.gov.ph](mailto:dipolog.city@deped.gov.ph)  
Website: [www.depeddipolog.net](http://www.depeddipolog.net)  
Facebook: DepEd Tayo – Division of Dipolog City

**Enclosure 1: LIST OF PARTICIPANTS**

<b>DISTRICT</b>	<b>SCHOOL/OFFICE</b>	<b>NAME</b>	<b>POSITION</b>	
<b>EAST</b>	ESTAKA ES	LYN A. CARPIO	SP IV	
	DICAYAS ES	ELMER M. OMANDAM	SP II	
	LINABO ES	JIMMY T. GEMINA	HT I	
	MINAOG ES	RAMIL V. ADARO	SP II	
	STO. NINO ES	LEONARDO B. OBNIMAGA	SP II	
	TURNO ES	PSYCHE G. MACUTE	SP I	
	LUGDUNGAN ES	VERLINA C. TORRES	SP I	
	ST. JOHN ES	ERMA P. AJERO	SP II	
	UPPER DICAYAS ES	FERDINAND R. CORNELIO	SP III	
	GULAYON IS	MA. RIZA Z. LAGROMA	SP I	
	ZAMBOANGA DNNHS	JOSELITO S. TIZON	SP IV	
	ZAMBOANGA DNNHS-TURNO	VIRGINIA E. TAGAB	SP II	
<b>WEST</b>	MIPUTAK EAST CS	KENT M. ADOLFO	SP IV	
	GALAS ES	GEORGINA G. CIELO	SP IV	
	MAGSAYSAY ES	GEMINI D. NOEL	SP I	
	STA. ISABEL ES	SUNNY O. ZAPANTA	SP III	
	STA. FELOMINA IS	GINA D. REGENCIA	SP IV	
	TUBOD IS	MA. TERESITA L. RONOLO	SP I	
	GALAS NHS	JOSE REY A. ADRIATICO	SP II	
	MIPUTAK NHS	JONALD L. NOLI	SP I	
<b>NORTH</b>	DIPOLOG PILOT DS	REMEGIO D. GABONADA	SP IV	
	DIPOLOG SPED CENTER	REMRYAN R. REBUTAZO	HT I	
	BIASONG ES	NORA A. LLORITO	SP II	
	BARRA ES	SHARIKA D. JUMAWAN	SP III	
	SICAYAB ES	ANNABEL B. GATCHALIAN	SP IV	
	SICAYAB NHS	GINA O. REGANION	SP III	
	DIPOLOG CITY NHS	LOELA R. BEN-ELI	SP III	
<b>SOUTH</b>	AQUMATSHS	GLIROD JANE T. TINDUGAN	SP IV	
	PUNTA NATIONAL HIGH SCHOOL	JOSEFINA S. TAN	SP III	
	GALAS NATIONAL HIGH SCHOOL	JOSE REY A. ADRIATICO	SP II	
	COGON NATIONAL HIGH SCHOOL	MARIA LIZA E. VALDEHUEZA	SP II	
	PETHS	NOEL S. SOLIS	SP II	
	PUNTA CS	MICHEROSE S. SALADAGA	SP III	
	LAOY OLINGAN ES	SUSAN O. PADAYHAG	SP I	
	SAN ALFONSO ES	MARIAVI E. GONJOB	SP I	
	SAN JOSE ES	NELLIE B. MERCADO	HT III	
	SANGKOL ES	MACIAS D. REGAÑON JR.	SP II	
	STA. CRUZ ES	SUSANA B. PERONG	SP III	
	OLINGAN SOUTH ES	FERDINAND B. DINAMPO	SP IV	
	CAYASAN ES	RICARDO A. DAGPIN	HT I	
	COGON ES	JAZELDA D. SY	SP II	
	DIWAN ES	VENUS J. CATIPAY	SP I	
	GUINSANGAAN ES	GRANIFER A. JAUCULAN	HT III	
	OLINGAN ES	MA. FE GRACE P. DINAMPO	SP III	
	PAMANSALAN ES	JUDITH G. NIEVES	HT II	
	VIRGINIA ES	LYDIA T. ETRONE	HT III	
	KEPYIANAN ES			
	LINAY ES	RUSTOM P. CAMAHALAN	HT II	

<b>SDO</b>			
	OSDS	MA. LIZA R. TABILON	SDS
	OSDS	ROSALIO B. CONTURNO JR.	ASDS
	OSDS	ATTY. MA. CECILE B. TANAGA	Legal Officer
	OSDS	JOSE MARI APILAN	ITO
	OSDS	RANDYL A. GERAGA	Budget Officer
	OSDS	LOVE L. RICAFORT	Personnel Officer
	OSDS	ANA RIVA E. LANAT, CPA	Accountant III
	OSDS	ALINEIL UY DIVINAGRACIA	Cashier
	OSDS	DEBORAH MAE C. ALEJO	Supply Officer
	OSDS		Records Officer
	OSDS	JANINE Z. TUBIO	ADAS III – Secretariat
	OSDS	SARAH MAE C. ARANAS	ADASII- Secretariat
	OSDS	JELMAR C. BAGUIO	Procurement
	CID	AMELINDA D. MONTERO	Chief, CID
	CID		EPSVR
	CID	EDGARDO S. CABALIDA	EPSVR
	CID	REILA ANGELA JOSOL	EPSVR
	CID	CHERRY MAE B. ELTANAL	EPSVR
	CID	MONINA R. ANTIQUINA	EPSVR
	CID	MELANIE B. BANTILAN	EPSVR
	CID	JESSE P. SAMANIEGO	EPSVR
	CID	DEXTER A. ELUMBA	EPSVR
	CID	EDGAR C. DINGAL	EPSVR
	CID	SERAPINO E. ESTEBAT JR.	EPSVR
	CID	JOVENCIA M. SAMANTE	PSDS
	CID	PETRUSH G. MACUTE	PSDS
	CID	OLALIO D. DELOS SANTOS	PSDS
	CID	GENEVIEVE B. MIRANDA	PSDS
	CID	ADRIAN G. REFUGIO	PSDS
	CID	ROSSALYN Z. MONTEALTO	PSDS
	CID	BERNIE P. LARANJO	PSDS
	CID	VILMA C. VELASCO	PSDS
	CID	MA. LIZA E. VALDEHUEZA	OIC-PSDS
	SGOD	NUR N. HUSSIEN	Chief, SGOD
	SGOD	RONILLO S. YARAG	EPSvr
	SGOD	CRISPO GAHISAN	SEPS
	SGOD	RAMBELLE C. FLORES	SEPS
	SGOD	LUISIANO MURRO JR.	SEPS
	SGOD	TERENCE EYRE BELANGOY	SEPS
	SGOD	MARIE ANTOINETTE NAZARETH	PO III
	SGOD	ALAN D. CHIU	PDO II
	SGOD	ANDREW HOMIL ELUMBARING	PDO I
	SGOD	CLEES PAUL ELUMBARING	DENTIST II
	SGOD	JESEL B. CHIU	EPS II – Secretariat
	SGOD	CHRIS REY VIII HERRERA	PIO/NURSE
	SGOD	MARIE C. REFUGIO	EPSII

Enclosure No. 2 : Activity Matrix

**3<sup>rd</sup> INSTRUCTIONAL LEADERSHIP ENHANCEMENT WITH ADMINISTRATION  
MANAGEMENT & GOVERNANCE AND OPERATION PROFESSIONAL  
DEVELOPMENT PROGRAM (I-LEAM & GO-PDP) CUM DIVISION MANAGEMENT  
COMMITTEE (DIMANCOM) MEETING**

Date / Time	Activity/Topics Discussed	Person/s Responsible
7:30 am – 8:00 am	Registration & Preliminaries	Secretariat
8:00 am – 12:00 noon	<p><b>Part I: DIMANCOM Proper</b></p> <ul style="list-style-type: none"> <li>• Roll Call</li> <li>• Declaration of Quorum</li> <li>• Reading of the Previous Minutes</li> <li>• Approval of the Minutes Read</li> <li>• Presentation of Agenda</li> <li>• Discussion of the Agenda</li> </ul>	<p>Secretariat</p> <p>SDS Ma. Liza R. Tabilon</p>
	<p><b>Agenda:</b> Agendum 1: SDS Concerns</p>	SDS Ma. Liza R. Tabilon
	ASDS Concerns Office of the Schools Division Superintendent Target	ASDS Rosalio B. Conturno, Jr.
	<p>Agendum 2: Updates from Functional Division</p> <ul style="list-style-type: none"> <li>✓ Curriculum Implementation Division</li> <li>✓ School Governance &amp; Operations Division</li> <li>✓ Office of the Schools Division Superintendent                             <ul style="list-style-type: none"> <li>• Accounting Updates</li> <li>• Budget -SOB Utilization</li> <li>• Administrative Updates</li> </ul> </li> </ul>	<p>PSDS Adrian G. Refugio</p> <p>Chief Nur N. Hussien</p> <p>Ana Riva E. Lanat</p> <p>Randyl A. Geraga</p> <p>Randyl A. Geraga</p>
	<b>Part II: I-LEAM &amp; GO PDP</b>	
1:00 pm – 1:45 pm	Asset Management & Inventory System	Alan D. Chiu PDO II / OIC – AO V
1:45 pm – 2:30 pm	MATATAG Prompts	Bernie P. Laranjo PSDS
2:30 pm – 3:00 pm	Reiteration & Clarification on the Usage of DTS	Jose Mari M. Apilan Division ITO
3:00 pm – 3:30 pm	Walk-through of CSS	Cielbert E. Dondoyano PDO I / PAU
3:30 pm – 4:00 pm	Youth Development Session (YDS) Implementation SY 2024-2025	Ma. Cleofe M. Solamillo SWO IV – Provincial Link
	<b>***End of Session***</b>	