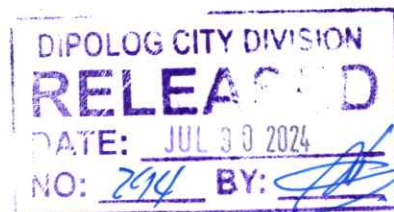




Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



July 30, 2024

DIVISION MEMORANDUM

No. 294, s. 2024

**5th 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 **3rd Instructional Leadership Enhancement with Administration, Management & Governance and Operation Professional Development Program (I-LEAM & GO-PDP) cum Division Management Committee (DIMANCOM) Meeting** on July 31, 2024 at Makayla's Garden, 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
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



Address: Purok Farmers, Olingan, Dipolog City
Email: dipolog.city@deped.gov.ph
Website: www.depeddipolog.net
Facebook: DepEd Tayo – Division of Dipolog City

Enclosure 1: LIST OF PARTICIPANTS

DISTRICT	SCHOOL/OFFICE	NAME	POSITION	
EAST	ESTAKA CS	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 IS	FERDINAND R. CORNELIO	SP III	
	GULAYON IS	MA. RIZA LAGROMA	SP I	
	ZAMBOANGA DNNHS	JOSELITO S. TIZON	SP IV	
	ZAMBOANGA DNNHS-TURNO	VIRGINIA E. TAGAB	SP II	
	WEST	MIPUTAK EAST CS	KENT M. ADOLFO	SP IV
GALAS ES		GEORGINA G. CIELO	SP IV	
GALAS NATIONAL HIGH SCHOOL		JOSE REY A. ADRIATICO	SP II	
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	
NORTH	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	
SOUTH	AQUMATSHS	GLIROD JANE T. TINDUGAN	SP IV	
	PUNTA NATIONAL HIGH SCHOOL	JOSEFINA S. TAN	SP III	
	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. GONGB	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 IS	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 IV	
	PAMANSALAN ES	JUDITH G. NIEVES	HT II	
	VIRGINIA ES	LYDIA T. ETRONE	HT III	
	KEPYIANAN ES			
	LINAY ES	RUSTOM P. CAMAHALAN	HT II	

SDO			
	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	DOMINIC MAIKO DIAZ	Records Officer
	OSDS	JANINE Z. TUBIO	ADAS III – Secretariat
	OSDS	SARAH MAE C. ARANAS	ADASII- Secretariat
	OSDS	JELMAR BAGUIO	Procurement
	CID	AMELINDA D. MONTERO	Chief, CID
	CID	EDGARDO S. CABALIDA	EPSVR
	CID	REILA ANGELA JOSOL	EPSVR
	CID	CHERRY MAE B. ELTANAL	EPSVR
	CID	MONINA R. ANTIQUINA	EPSVR
	CID	JESSE P. SAMANIEGO	EPSVR
	CID	MELANIE B. BANTILAN	EPSVR
	CID	DEXTER A. ELUMBA	EPSVR
	CID	EDGAR DINGAL	EPSVR
	CID	CHERIELYN R. ALLEN	EPSVR
	CID	SERAPINO ESTEBAT JR.	EPSVR
	CID	JOVENCIA O. 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		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
Nothing Follows			



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 REGION IX – ZAMBOANGA PENINSULA
 SCHOOLS DIVISION OF DIPOLOG CITY

Enclosure No. 2 : Activity Matrix

**5th 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 – 8:45 am	Part I: DIMANCOM Proper <ul style="list-style-type: none"> • Roll Call • Declaration of Quorum • Reading of the Previous Minutes • Approval of the Minutes Read • Presentation of Agenda • Discussion of Agenda 	Secretariat SDS Ma. Liza R. Tabilon
8:45 am – 9:30 am	Agenda: Agendum 1: SDS Concerns	SDS Ma. Liza R. Tabilon
9:30 am – 10:00 am	Agendum 2: ASDS Concerns	ASDS Rosalio B. Conturno, Jr.
10:00 am -12:00 pm	Agendum 3: Updates from Functional Division <ul style="list-style-type: none"> • Office of the Schools Division Superintendent <ul style="list-style-type: none"> ✓ Accounting Updates ✓ Budget – SOB Utilization ✓ Administrative Updates • School Governance & Operations Division • Curriculum Implementation Division 	Ana Riva E. Lanat Randyl A. Geraga Alan D. Chiu Nur N. Hussien Amelinda D. Montero c/o: Adrian G. Refugio
12:00 pm – 1:00 pm	Lunch Break	
1:00 pm – 1:30 pm	Agendum 4: Other Matters	SDS Ma. Liza R. Tabilon
	Part II: I – LEAM & GO PDP	
1:30 pm – 2:15 pm	School Calendar 2024-2025	Cielbert E. Dondoyano
2:15 pm - 2:45 pm	Public Records Management, Archiving and Disposal	Dominic Maiko E. Diaz
2:45 pm – 5:00 pm	Distribution of Certificates	