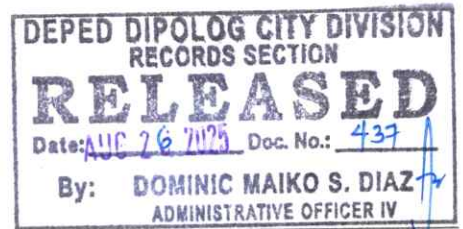




Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



August 22, 2025

DIVISION MEMORANDUM

No. 437, s. 2025

**INSTRUCTIONAL LEADERSHIP ENHANCEMENT WITH ADMINISTRATION,
MANAGEMENT & GOVERNANCE AND OPERATION PROFESSIONAL
DEVELOPMENT PROGRAM (I-LEAM & GO-PDP) cum DIMANCOM**

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
Select Teaching Personnel
School Heads / Administrators
All Others Concerned
This Division

1. As part of our ongoing commitment to ensure operational efficiency and enhance coordination among schools and offices, the Dipolog City Schools Division announces the conduct of the **Instructional Leadership Enhancement with Administration, Management & Governance and Operation Professional Development Program (I-LEAM & GO-PDP) cum DIMANCOM**, with a purpose to provide a dedicated platform for discussing key updates, addressing concerns in both operations and curricula, and collaboratively working towards shared goals, on **August 27, 2025 8:00 am – 5:00pm at Francesca Ballroom, Top Plaza Hotel, Dipolog City**.
2. The office's vision expands to the development and fostering leadership qualities among school heads and head of each office, hence, the DiManCom will now include instructional leadership, administration and management training. This session aims to provide valuable insights, tools and strategies to enhance both leadership and functional skills.
3. 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.
4. 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 usual accounting and auditing rules and regulations.



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

5. Moreover, if the School Principal is not available due to conflict of schedule, he/she must send one (1) representative to attend the activity.
6. For clarifications related to the conduct of this activity, please contact our DiManCom Focal Person, Alan D. Chiu, Administrative Officer V at alan.chiu@deped.gov.ph
7. Immediate and wide dissemination of this memorandum is desired.


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

Encl: None
Ref: As stated
OSDS/Admin/SMCA/DM-DIMANCOM
August 22, 2025



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

Enclosure 1: LIST OF PARTICIPANTS

DISTRICT	SCHOOL/OFFICE	NAME	POSITION
EAST	ESTAKA CS	SUNNY O. ZAPANTA	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 Z. LAGROMA	SP I
	ZNNHS	JOSELITO S. TIZON	SP IV
	ZNNHS - 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	MICHEROSE S. SALADAGA	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
	SINAMAN INTEGRATED SCHOOL	EMIL E. BANUA	SP I
	COGON NATIONAL HIGH SCHOOL	MARIA LIZA E. VALDEHUEZA	SP II
	PETHS	NOEL S. SOLIS	SP II
	PUNTA CS	MARIAVI E. GONGOB	SP III
	LAOY OLINGAN ES	SUSAN O. PADAYHAG	SP I



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

	SAN ALFONSO ES	JUHAIRA I. HUSSIEN	SP I
	SAN JOSE ES	AUSSY CHARITY CALIBO	SP I
	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	NEIL NONATO F. SEBASTIAN	SP I
	COGON ES	JAZELDA D. SY	SP II
	DIWAN ES	VENUS J. CATIPAY	SP I
	GUINSANGAAN ES	KHINGS NOVIE SOYA	SP I
	OLINGAN ES	MA. FE GRACE P. DINAMPO	SP IV
	PAMANSALAN ES	CANDELARIA A. MERCADERA	SP I
	VIRGINIA ES	JAYSON A. DAPITON	SP I
	KEPEYANAN ES		
	LINAY ES	LINDY LOU PASCO	SP I
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	ANA RIVA E. LANAT, CPA	Accountant III
	OSDS	RANDYL A. GERAGA	Budget Officer
	OSDS	ALAN D. CHIU	Admin. Officer V
	OSDS	LOVE L. RICAFORT	Personnel Officer
	OSDS	ALINEIL UY DIVINAGRACIA	Cashier
	OSDS	DEBORAH MAE C. ALEJO	Supply Officer
	OSDS	DOMINIC MAIKO DIAZ	Records Officer
	OSDS	JO ANNE A ABAD	Procurement Officer
	CID	AMELINDA D. MONTERO	Chief, CID
	CID	EDGARDO S. CABALIDA	EPSVR
	CID	REILA ANGELA C. 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



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

	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	LYN A. CARPIO	PSDS
	CID	MA. LIZA E. VALDEHUEZA	OIC-PSDS
	SGOD	NUR N. HUSSIEN	Chief, SGOD
	SGOD	JONALD L. NOLI	EPSvr
	SGOD	JESEL B. CHIU	SEPS
	SGOD	RAMBELLE C. FLORES	SEPS
	SGOD	LUISIANO MURRO JR.	SEPS
	SGOD	TERENCE EYRE BELANGOY	SEPS
	SGOD	MARIE ANTOINETTE NAZARETH	PO III
	SGOD	CIELBERT E. DONDOYANO JR.	PDO I
	SGOD	CLEES PAUL Z. TABILIRAN	DENTIST II
Nothing Follows			

Technical Working Group

Alan D. Chiu	-	AO V / DIMANCOM Focal Person
Jesel B. Chiu	-	EPS II / Secretariat
Marie C. Refugio	-	EPS II / Secretariat
Sarah Mae C. Aranas	-	ADAS II / Secretariat
Janine Z. Tubio	-	AO II / Documenter
Cielbert E. Dondoyano, Jr.	-	PDO I / Documenter
Jose Mari M. Apilan	-	ITO / Technical
Vic Ronil Yarag	-	ADA VI / Technical
Jayvie Dave Villasencio	-	ADA IV / Technical
Joshua Abergas	-	LSB / Technical
Chris Rey VII A. Herrera	-	NURSE II / Medical
Clees Paul Z. Tabiliran	-	DENTIST / Medical



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

Enclosure No 2: DiManCom TECHNICAL WORKING GROUP

PROGRAM MANAGEMENT TEAM

Overall Chairperson : SDS Ma. Liza R. Tabilon
Co – Chairperson : ASDS Rosalio B. Conturno, Jr.
Members : CID Chief Amelinda D. Montero
SGOD Chief Nur N. Hussien

DiManCom Focal Person : AO V Alan D. Chiu

SECRETARIAT

Jesel B. Chiu
Marie C. Refugio
Sarah Mae C. Aranas

DOCUMENTERS

Janine Z. Tubio
Cielbert E. Dondoyano, Jr.

TECHNICAL TEAM & LOGISTICS

Jose Mari M. Apilan
Vic Ronil Yarag
Jayvie Dave Villasencio
Joshua Abergas

MEDICAL TEAM

Chris Rey VIII A. Herrera
Clees Paul Z. Tabiliran

EMCEE

Chris Rey VIII A. Herrera



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

Enclosure 3: TERMS OF REFERENCE

PROGRAM MANAGEMENT TEAM

- Oversees the overall planning, coordination and execution of the event.
- Develops the program flow and ensures smooth transitions between activities.
- Coordinates with speakers, facilitators and special guests.
- Ensure adherence to the event timeline.

SECRETARIAT

- Handles communication, invitations, and confirmations of attendees
- Manages participant registration and attendance tracking
- Prepares and distributes even-related documents (e.g. agenda, minutes, reports)
- Assists in logistical arrangements such as accommodations and food.

DOCUMENTERS

- Records proceedings, discussions, and key points during the meeting
- Takes official minutes and prepares post-event reports.
- Captures photos and videos for documentation and publication purposes
- Compiles and organizes files for future reference

TECHNICAL TEAM & LOGISTICS

- Sets up and operates audio-visual equipment, including microphones, projectors and screen
- Manages live streaming or virtual components, if necessary.
- Troubleshoots technical issues during the event.
- Ensures power and internet connectivity for a seamless experience.

MEDICAL TEAM

- Provides first aid and immediate medical assistance when needed.
- Monitors the health and well-being of participants and attendees.
- Ensures compliance with health and safety protocols.
- Coordinates with local emergency services for urgent medical situations.

EMCEE

- Serves as the official host of the event, ensuring smooth program flow.
- Engages the audience and maintains the energy and enthusiasm throughout the meeting.
- Introduces speakers, panelists, and key personalities.
- Provides transitions between segments and announcements, as needed.
- Coordinates closely with the Program Management Team to align with the agenda



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

Enclosure 2: ACTIVITY MATRIX

Date / Time	Activity / Topics Discussed	Person/s Responsible
7:30 am – 8:00 am	Registration & Preliminaries	Secretariat
8:00 am – 8:30 am	Part I: DIMANCOM Proper • Roll Call • Declaration of Quorum • Presentation of Agenda	Secretariat
8:30 am – 9:00 am	Agenda: Agendum 1: SDS Concerns	SDS Ma. Liza R. Tabilon
9:00 am – 9:30 am	Agendum 2: ASDS Concerns	ASDS Rosalio B. Conturno, Jr.
9:30am – 10:00am	Agendum 3: Budget Reports & Updates	Randyl A. Geraga
10:00am -10:30am	Agendum 4: Accounting Reports & Updates	Ana Riva E. Lanat
10:30am – 11:15 am	Agendum 5: SGOD Reports & Updates	Nur N. Hussien
11:15am – 12:00 pm	Agendum 6: CID Reports & Updates	Amelinda D. Montero
12:00 pm – 1:00 pm	Lunch Break	
1:00 pm – 1:45 pm	Agendum 7: Admin. Reports & Updates	Alan D. Chiu
1:45 pm – 2:15 pm	Agendum 4: Other Matters	SDS Ma. Liza R. Tabilon
	Part II: I – LEAM & GO PDP	
2:15 pm – 3:00 pm	RA 12009: The Government Procurement Act	ASDS Rosalio B. Conturno
3:00pm – 4:00 pm	VUCAD and BANI	CID Chief Amelinda D. Montero
4:00 pm – 5:00 pm	Distribution of Certificates	