



24-10112

Republic of the Philippines  
Department Of Education  
Region XI  
Schools Division of Panabo

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

SGOD-2024-0372

To : Assistant Schools Division Superintendent  
Chief of the Schools Governance and Operations Division  
Chief of the Curriculum and Implementation Division  
Public Schools District Supervisor  
Senior Education Program Specialist, SMME  
Education Program Specialist II, SMME  
All Private School Principals and Administrators  
All Concerned

Subject: **FINAL PARTICIPANTS TO THE CONDUCT OF PRIVATE SCHOOLS' SUMMIT**

Date: August 9, 2024

This has reference to the Division Memorandum No. SGOD-2024-0336 re: Conduct of Private Schools' Summit, which will be on August 20-22, 2024, at the Sedes Sapientiae Auditorium, Holy Cross of College, Sta. Ana Avenue, Davao City.

In as much as there are no longer conflict of schedules for the attendance of the participants mentioned below, the replacements are no longer required to attend the said summit. As such, the following are directed to attend:

No.	Name	Position/Designation
1.	AILENE B. AÑONUEVO, PhD.	Chief Education Supervisor - SGOD
2.	JANWARIO E. YAMOTA	Chief Education Supervisor - CID
3.	RONMAR V. JAYOMA	SEPS, SMME
4.	VELINO D. BITANG	PSDS/SDO Private School Focal Person for the Curriculum

Moreover, other provisions stipulated in the said division memorandum remain enforced.

Further, official participants in this activity shall be entitled to *service credits or Compensatory Time-Off (CTO) for the services rendered on Saturday, Sunday, and Holiday as per DepEd Order No. 53, s. 2003 known as Updated Guidelines on Grants of Service Credits to Teachers.*

For your information and guidance.

**JINKY B. FIRMAN, PhD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

SGOD/ABA/lji



Schools Division Office of Panabo City  
City Hall Drive, Brgy. JP Laurel, Km 31, Panabo City  
Tel. Nos. (084)823 1469, (084) 628 4066  
Email: panabocity.division@deped.gov.ph

**RELEASED**

**AUG 12 2024**

RECORDS SECTION-SDO PANABO CITY  
BY



29-7769

Republic of the Philippines  
Department Of Education  
Region XI  
Schools Division of Panabo

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

SGOD-2024-0336

**To :** Assistant Schools Division Superintendent  
Chief of the Schools Governance and Operations Division  
Chief of the Curriculum and Implementation Division  
All Private School Principals and Administrators  
All Concerned

**Subject: CONDUCT OF PRIVATE SCHOOLS' SUMMIT**

**Date:** July 17, 2024

Please be informed that pursuant to Regional Memorandum QAD-2024-039, the Division will be participating in the "Conduct of Private Schools' Summit" scheduled on July 22-24, 2024, at the Holy Cross of Davao College Gymnasium, Sta. Ana Avenue, Davao City.

The following personnel from our division are designated to attend:

1. Jinky B. Firman, PhD, CESO VI	- Schools Division Superintendent
2. Basilio P. Mana-ay, Jr., CESO VI	- Asst. Schools Division Superintendent
3. Avelino Bitang	- PSDS/Private School Evaluator in lieu of the CID Chief
4. Erick Dalumpines	- SEPS Planning and Research in lieu of the SGOD Chief
5. Jobellyn May A. Bontifola	- SHS Teacher, PCSHS in lieu of the Division SHS Focal
6. Lea Jane M. Isleta	- EPS II, SMME

The participants from the Private Schools are the following:

1	Krislyn G. Ombrosa	Francisco Adlaon Learning Institute, Inc.
2	Ireneo V. Caminos, Jr.	Francisco Adlaon Learning Institute, Inc.
3	Ma. Gemma Vergara	Panabo Christian School
4	Rizza Cawas	Northlink Technological College, Inc.
5	Sarah Angelie Somoso	North Davao Colleges, Inc.
6	Abigail Quintana	North Davao Colleges, Inc.
7	Risabeth Baluyut	Lifeword Montessori School, Inc.
8	Kevin Masig	Maryknoll College of Panabo City, Inc.
9	Marsan Obrador	Maryknoll College of Panabo City, Inc.
10	Ludeline M. Gonzales	Good Shepherd Baptist School
11	Betty Herceda	UCCP PCAI
12	Mary Joy Penas	UCCP PCAI
13	Darlene N. Sulite	Panabo SDA Learning Center, Inc.



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14	Melanie T. Manggarnia	Northern Paramedical & Technological College of Panabo, Inc.
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Travel and other incidental expenses of DepEd participants shall be charged against Division MOOE Funds, subject to the usual accounting and auditing rules and regulations.

For your information and compliance.

For and in the absence of the Schools Division Superintendent:

**BASILIO P. MANA-AY, JR., CESO VI**

Assistant Schools Division Superintendent

Officer-In-Charge

SGOD/ABA/ruf

**RELEASED**

**JUL 18 2024**

RECORDS SECTION, DEPED PANABO CITY  
BY \_\_\_\_\_

DEPED PANABO CITY

MANA-AY, JR., CESO VI  
SCHOOL SUPERVISOR FOR THE CITY OF PANABO

MANA-AY, JR., CESO VI  
SCHOOL SUPERVISOR FOR THE CITY OF PANABO  
CITY OF PANABO, DAVAO DEL NORTE, PHILIPPINES  
Year of issuance: 2024, Validity: 2024-2025

SGOD-SOG-14  
SCHOOL SUPERVISOR

Office of the Schools Division Superintendent

RELEASER: DEPED PANABO CITY



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# 34676

724-7436

Republic of the Philippines

**Department of Education**  
**DAVAO REGION****Office of the Regional Director****REGIONAL MEMORANDUM**

QAD-2024-039

**To :** Assistant Regional Director  
Schools Division Superintendents  
Chief Education Supervisors, Regional Office  
Presidents/ Administrators of Private Schools and  
SUCs/LUCs offering Basic Education  
All Others Concerned

**Subject: CONDUCT OF PRIVATE SCHOOLS' SUMMIT****Date :** July 10, 2024

This Office through the Quality Assurance Division announces the conduct of Private Schools Summit by virtue of the invitation from Davao Association of Catholic Schools, Inc. (DACS). The summit will take place on **July 22-24, 2024** at Holy Cross of Davao College Gymnasium, Sta. Avenue, Davao City with the theme: **Building Strong Foundations: Mutual Understanding by the Public and Private Sectors of their Complementary Roles.**

This summit aims to:

1. foster stronger relationships and partnerships between private schools and the Department of Education; and
2. foster comprehensive awareness and understanding among stakeholders regarding regulatory requirements, policy changes, and updates within the education system to ensure compliance, adaptability, and informed decision-making.

It shall be the obligation of the Schools Division Offices, through the School Governance and Operations Division (SGOD) to determine their participating private schools based on the allocated number of representatives specified in the attached enclosure.

The number of participants per school shall be based upon the hereunder size category of the participating private schools:

Size Category of Schools	Number of Participants
Small	maximum of 1
Medium	maximum of 2
Large	maximum of 3

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Office of the Regional Director

A registration fee of four thousand pesos (Php4,000.00) shall be collected from the private schools' participants by the Davao Association of Catholic Schools, Inc. (DACS) to defray expenses for food, venue, kits and other incidental expenses.

**This Private School Summit is a live-out activity. Hence, accommodation is not included in the registration fee.**

All participants are requested to register through this link: <https://tinyurl.com/PS-Summit-Reform> on or before **July 17, 2024**.

The number of participants, committees, program flow of the activity, committee members and their terms of reference are in the enclosures.

Travel and other incidental expenses of DepEd participants shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.

For information and guidance of all concerned.

ALLAN G. TAN  
Director

DEPARTMENT OF EDUCATION  
RECORDS SECTION  
REQUESTED

**RELEASED**

By: *[Signature]* Date: *15*, *Mr. 2024*  
*7/4/24*

DepEd



Address: P. Torres St., Davao City 8000  
Telephone: (082) 221-0000, (082) 221-0001  
Email Address: [DAVAOREGION@DEPED.GOV.PH](mailto:DAVAOREGION@DEPED.GOV.PH)





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Office of the Regional Director

Enclosure 1

**Expected Participants**

OFFICE	PARTICIPANTS	PAX
<b>DepEd Central Office</b>	From the Office of the Assistant Secretary for Field Operations Education Programs Management Office	2 1
	<b>Sub Total</b>	<b>3</b>
<b>DepEd Regional Office</b>	Top Management Chiefs of the Functional Divisions QAD Personnel CLMD Personnel PPRD Personnel ESSD Personnel AD Personnel PAU Personnel ICTU Personnel Legal Unit Personnel	2 8 7 1 1 3 1 3 3 1
	<b>Sub Total</b>	<b>30</b>
<b>Schools Division Offices</b>	Schools Division Superintendents Asst. Schools Division Superintendents Curriculum Implementation Division Chiefs School Governance and Operations Division Chiefs SEPS, SMME Unit EPS II, SMME Unit SDO Private School Focal Person SDO Private School Focal Person for the Curriculum SDO SHS Focal Person SDO Digos City ITO	11 12 11 11 9 11 6 8 8 1
	<b>Sub Total</b>	<b>88</b>
	<b>TOTAL</b>	<b>121</b>
<b>Representatives from Participating Private Schools per SDO</b>	SDO-Davao City SDO-Davao del Norte SDO-Davao del Sur SDO-Davao de Oro SDO-Davao Occidental SDO-Davao Oriental SDO-Digos City SDO-IGACOS SDO-Mati City SDO-Panabo City SDO-Tagum City	240 50 50 50 20 30 40 20 20 30 50
	<b>Sub Total</b>	<b>600</b>
	<b>GRAND TOTAL</b>	<b>721</b>





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**Enclosure 2**

**Technical Working Group**

Committee	In-charge	TOR
<b>Steering Committee</b>	<b>Chairperson:</b> Allan G. Farnazo <i>Regional Director</i> <b>Br. Noelvic H. Deloria, SC</b> <i>DACS President/HCDC President</i> <b>Co-Chairperson:</b> Rebonfamil R. Baguio <i>Asst. Regional Director</i> <b>Member:</b> Jenielito S. Atillo <i>CES, QAD</i>	<ul style="list-style-type: none"> <li>-Provides overall guidance and direction for the summit.</li> </ul>
<b>Event Organizing</b>	<b>Chairperson:</b> Darly D. Lamentac <i>EPS, QAD</i> <b>Co-Chairperson:</b> Brenda S. Belonio <i>EPS, QAD</i> Ginalyn P. Yretarino <i>Program Chair, CHTM</i> <b>Members:</b> QAD Personnel	<ul style="list-style-type: none"> <li>-Ensures that the event is well-coordinated and meets its objectives.</li> <li>-Develops a detailed activity plan and timeline.</li> <li>-Develops the content and structure of the summit.</li> <li>-Serves as central point of contact for all the committees.</li> <li>-Drafts a Regional Memorandum relative to the summit.</li> </ul>
<b>Program and Invitation</b>	<b>Chairperson:</b> Brenda S. Belonio <i>EPS, QAD</i> <b>Co-Chairperson:</b> Darly D. Lamentac <i>EPS, QAD</i> <b>Member:</b> Justin Brylle C. Villarias <i>Project Development Officer, PAU</i> Puriflor M. Limjuco <i>Administrative Aide, QAD</i>	<ul style="list-style-type: none"> <li>-Coordinates with the event organizer relative to the design and structure of the program.</li> <li>-Develops the content and structure of the program.</li> <li>-Designs invitation.</li> <li>-Disseminates invitation to concerned parties.</li> </ul>
<b>Certificates</b>	<b>Chairperson:</b> Rubilyn Dee R. Ampong <i>EPS, QAD</i> <b>Co-Chairperson:</b> Ma Cristina B. Dionisio <i>EPS, QAD</i> <b>Members:</b> Aaron G. Cubelo <i>Administrative Assistant I, QAD</i> Puriflor M. Limjuco <i>Administrative Aide, QAD</i>	<ul style="list-style-type: none"> <li>-In-charge of the preparation of certificates (Recognition, Participation, and Appearance)</li> <li>-Ensures that certificates are created in accordance with standards.</li> <li>-Ensures that the certificates are distributed in timely and organized manner.</li> </ul>
<b>Leis, Tokens, and Kits</b>	<b>Chairperson:</b> Darly D. Lamentac <i>EPS, QAD</i> <b>Co-Chairperson:</b> Aiza Bicar-Gallego <i>Business Unit Head</i> <b>Members:</b> Justin Brylle C. Villarias <i>Project Development Officer, PAU</i> HCDC representative	<ul style="list-style-type: none"> <li>-Manages and oversees the allocation and distribution of resources</li> </ul>
<b>Secretariat</b>	<b>Chairperson:</b> Darly D. Lamentac <i>EPS, QAD</i> Irene N. Miral <i>DACS Admin and Finance Associate</i>	<ul style="list-style-type: none"> <li>-Provides administrative and logistical assistance.</li> <li>-Coordinates and disseminates information between committees and attendees.</li> </ul>



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	<p><b>Co-Chairperson:</b>            Alfeo B. Ingay            EPS, QAD</p> <p><b>Members:</b>            Aaron G. Cubelo            Administrative Assistant, QAD            Puriflor M. Limjuco            Administrative Aide, QAD</p>	<ul style="list-style-type: none"> <li>-Acts as a central communication hub for the event.</li> <li>-Secures the attendance of the participants.</li> </ul>
<b>Documentation</b>	<p><b>Chairperson:</b>            Gemima V. Galang            Unit Head, PAU</p> <p><b>Co-Chairperson:</b>            Darly D. Lamentac            EPS, QAD</p> <p><b>Members:</b>            HCDC Representative            Pocholo C. Hernandez            Unit Head, ICTU            Jashua L. Wong            Computer Programmer II, ICTU            Marisol C. Presores            Computer Maintenance Technologist I,            ICTU            Justin Brylle Villarias            Project Development Officer, PAU            Cristine Mae M. Gentalan            Administrative Assistant I, PAU</p>	<ul style="list-style-type: none"> <li>-Ensures that all information is accurately captured and well-organized.</li> <li>-Creates visual documentation through photographs and videos.</li> <li>-Captures key moments and highlights of the event.</li> </ul>
<b>Logistics and Operations</b>	<p><b>Chairperson:</b>            Jimmie Loc P. Dela Vega            DACS Executive Director</p> <p><b>Co-Chairperson:</b>            Darly D. Lamentac            EPS, QAD</p> <p><b>Members:</b>            Aiza Bicar-Gallego            Business Unit Head</p>	<ul style="list-style-type: none"> <li>-Manages the logistical and operational aspects of the summit.</li> <li>-Secures the venue and arrange room set-up.</li> <li>-Coordinates the accommodation of the attendees.</li> <li>-Arranges the catering and refreshments.</li> <li>-Handles the registration and check-in processes.</li> <li>-Ensures the availability of necessary equipment.</li> </ul>
<b>QAME</b>	<p><b>Chairperson:</b>            Brenda S. Belonio            EPS, QAD</p> <p><b>Members:</b>            Liezel C. Padua            PSDS, SDO Muntinlupa            Elvira Ryan C. Millan            EPS II, SMME Unit            SDO Davao Occidental</p>	<ul style="list-style-type: none"> <li>-Ensures that the participants can evaluate the Daily Operations and End of the Program Evaluation.</li> <li>-Collects and analyzes data to assess the success of the summit.</li> </ul>
<b>Technical</b>	<p><b>Chairperson:</b>            Pocholo C. Hernandez            Unit Head, ICTU</p> <p><b>Co-Chairperson:</b>            HCDC Representative</p> <p><b>Members:</b>            Justin Brylle Villarias            Project Development Officer, PAU            Jashua L. Wong            Computer Programmer II, ICTU            Marisol C. Presores            CMT I, ICTU</p>	<ul style="list-style-type: none"> <li>-Manages the technical requirements and IT infrastructure.</li> </ul>



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TIME	ACTIVITY	DETAILS/IN-CHARGE
<b>DAY 2- July 23, 2024</b>		
<b>Officers of the day:</b> <b>Dr. Alito B. Ingay and Dr. Ma. Cristina B. Dionisio</b>		
8:00-8:30 AM	<b>Management of Learning</b> -Nationalistic Song -Prayer -Recap -Energizer -Attendance Checking	DACS Members
8:30-10:00 AM	<b>Session 6</b> MATATAG Curriculum- Implementation of the new curriculum	<b>Mary Jeanne B. Aldeguer</b> CES, CLMD
9:30-10:00 AM	<b>Session 7</b> Grading System	
10:00-10:15 AM	<b>-Health Break-</b>	
10:15-11:00 AM	<b>Session 8</b> DO 54 s. 2022- Guidelines on the Selection of Senior High School Technical-Vocational-Livelihood Specializations	<b>Pedrina Huesos</b> EPS, CLMD
11:00-12:00 NN	<b>Session 9</b> Significance of Child Protection and Anti-Bullying Policies in the Regulatory Services	<b>Atty. Lorenza Pitulan</b> Attorney IV, Legal Unit
12:00-1:00 PM	<b>-Lunch Break-</b>	
1:00-1:10 PM	<b>Management of Learning</b> -Energizer -Attendance Checking	Officers of the day
1:10-3:10 PM	<b>ESSD Matters in the Regulatory Services</b> <b>Session 10</b> Mental Health Awareness <b>Session 11</b> Disaster Risk Reduction Management Program <b>Session 12</b> Partnership	<b>Warlito E. Hua</b> CES, ESSD
3:10-3:25 PM	<b>-Health Break-</b>	
3:25-4:25 PM	<b>Session 13</b> Professional Learning and Development Program for Human Resources and School	<b>Nelma Lyn R. Barnija</b> CES, HRDD and RNEAP
4:25-4:50 PM	<b>Open Forum</b>	Moderator
4:50-5:00 PM	<b>QAME (Daily Evaluation)</b>	QAME Associate
6:00-8:00 PM	<b>Socials</b>	HCDC and QAD



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<b>Safety, Security, and Medical</b>	<p><b>Chairperson:</b> Alfeo B. Ingay EPS, QAD</p> <p><b>Co-Chairperson:</b> HCDC Representative</p> <p><b>Members:</b> John Arnel Villacorte Marra Medrano Stephen Mark Caatres</p>	<ul style="list-style-type: none"> <li>-Ensures the safety and security of all the participants.</li> <li>-Develops and implements safety protocols.</li> <li>-Ensures emergency preparedness.</li> </ul>
<b>Ways and Means</b>	<p><b>Chairperson:</b> Br. Noelvic H. Deloria, SC DACS President/HCDC President Jimmie Loe P. Dela Vega DACS Executive Director</p> <p><b>Co-Chairperson:</b> Jenielito S. Atilio Chief, QAD</p>	<ul style="list-style-type: none"> <li>-Ensures that the budget covers all aspects of the event.</li> </ul>
<b>Food</b>	<p><b>Chairperson:</b> Chef Raymond A. Miñoz Culinary Specialist</p> <p><b>Co-Chairperson:</b> Rubilyn Dee R. Ampong EPS, QAD</p> <p><b>Members:</b> HCDC Representatives</p>	<ul style="list-style-type: none"> <li>-Plans and oversees the menu for the summit</li> <li>-Ensures a variety of healthy and balanced meal</li> <li>-Monitors food safety and hygiene standards</li> </ul>
<b>Ushering Committee</b>	<p><b>Chairperson:</b> Brenda S. Belonio EPS, QAD</p> <p><b>Co-Chairperson:</b> Ginalyn P. Yretario Program Chair, CHTM</p> <p><b>Members:</b> HCDC Representatives</p>	<ul style="list-style-type: none"> <li>-Facilitates the registration process of the attendees</li> <li>-Guides and assists attendees in finding their way around the venue</li> <li>-Ensures orderly conduct of the event</li> </ul>