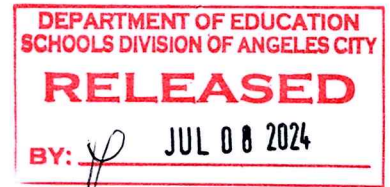




Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF ANGELES CITY



08 July 2024

DIVISION MEMORANDUM
No. 58, s. 2024

**DIVISION SEMINAR ON LEVERAGING COMPLETE STAFF WORK FOR
TEAM EFFICIENCY AND EFFECTIVENESS FOR SCHOOL HEADS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

- Please be informed of the Division Seminar on Leveraging Complete Staff Work for Team Efficiency and Effectiveness for School Heads on **July 24-26, 2024** at Azalea Hotels and Residences, 7 Leonard Wood Loop, Brgy. M. Roxas, Baguio City.
Assembly Time 6:00 a.m. to 6:29 a.m.
Departure Time: 6:30 a.m.
- The objectives of the activity are:
 - to define complete staff work and its significance in administrative and operational contexts;
 - to align staff work and team efforts with the overarching goals of DepEd and MATATAG agenda; and
 - to develop skills for prioritizing tasks and managing time effectively to enhance overall productivity in the workplace.
- The participants are all school heads, head teachers, assistant principals, and select division personnel and are requested to follow the prescribed color per team.
- A registration fee of Eight **Thousand Five Hundred (Php 8,500.00) pesos** per participant shall be charged to Division MOOE Funds for the select division personnel; and School MOOE/ Local Funds for the school heads, head teachers, assistant principals to cover the meals, accommodation, and transportation, subject to the usual accounting, auditing, and procurement procedures, rules, and regulations. Deadline for payment is **July 12, 2024**.
- Refer to the Enclosures for reference and guidance
Enclosure No. 1 Groupings of Participants
Enclosure No. 2 Training Matrix
- This memorandum serves as the **Authority to Travel** of the participants.
- Immediate and wide dissemination of and strict compliance with this Memorandum are earnestly desired.



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Engr. EDGARD C. DOMINGO PhD, CESO V
Schools Division Superintendent *ed*

Encl: As stated
To be indicated in the Perpetual Index
under the following subjects:

SEMINAR SCHOOL HEADS

AGG/SEPS/July 08, 2024



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Enclosure No. 1 to Division Memorandum No. 258 s. 2024

Groupings of Participants

School	Name of Personnel	Sex	Position
TEAM COLOR: RED			
Abelardo G. Tinio Elementary School	Lucky Paul David	Male	Elem. P -I
Angeles City National High School	Cazarina L. David	Female	P-IV
Angeles City National Trade School-SHS	Jayson Guzman	Male	ASP II
Anunas Elementary School	Alan B. Nacu	Male	P-II
Bonifacio V. Romero High School-SHS	Julia Santos	Female	HT
Don Ambrocio Mendiola Integrated School	Glenda Naguit	Female	P-I
Enrica Sandico Elementary School	Marilyn B. Dingal	Female	P-II
Gov. Rafael L. Lazatin Integrated School-SHS	Nelson Bonaobra	Male	ASP II
Leoncia Village ES	Elmer T. Hiva	Male	ASP II
Marisol Bliss Elementary School	Ismael Delos Reyes	Male	P-I
Pampang Elementary School	Helen G. Juguillon	Female	P-IV
Rafael Lazatin Memorial HS	Larry Jun R. Lobo	Male	P-II
Sapangbato National High School	Abdon D. Aguilar	Male	P-I
Sta. Maria Elementary School	Mary Joyce Kabigting	Female	HT
Sto. Rosario Elementary School	Rizalyn Y. Lacson	Female	HT

TEAM COLOR: BLUE			
Amsic Integrated School	Imelda S. Gozun	Female	P -I
Angeles City National Trade School	Elmer S. Dayrit	Male	P-IV
Angeles City Senior High School	Aiza G. Lugtu	Female	P-III
Belen Homesite Elem. School	Mary Ann Tenidor	Female	P-I
Cutcut Elementary School	Vilma B. Liao	Female	P-II
Dr. Clemente N. Dayrit Mem. High School	Nerissa N. Valdez	Female	P-I
Francisco G. Nepomuceno Memorial High School	Ray Jason Sanguyu	Male	HT
Gueco Balibago Elementary School	Camille D. Fuertez	Female	HT



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Malabantias Integrated School	Jayson A. Torres	Male	P-II
Northville 15 Integrated School-SHS	Michael Salinas	Male	ASP II
Pulungbulu Elementary School	Helen T. Cahulogan	Female	P-II
Sapalibutad Elementary School	Almira S. Mendoza	Female	P-I
Sitio Target Integrated School	Rendon B. Coloma	Male	P-I
Sto.Domingo Integrated School-SHS	Nicolas H. Contreras	Male	ASP II
Virgen Delos Remedios Elementary School	Marietta De Leon	Female	P-I

TEAM COLOR : GREEN

Amsic Integrated School	Rovic P. Gutierrez	Male	HT
Angeles City National Trade School	Arturo S. Dungca Jr.	Male	HT
Angeles Elementary School	Richard U. Ayson	Male	P-IV
Bonifacio V. Romero High School	Jennifer Y. Santos	Female	P-II
Cutud Elementary School	Caryl Lysette Reyes	Female	P-I
Dr.Clemente N. Dayrit Sr. Elementary School	Niño C. Arceo	Male	P-II
Gov.Rafael L. Lazatin Integrated School	Ma. Luina G. Rivera	Female	P-I
Jose P. Dizon Elementary School	Edweneto Bongo	Male	P-II
Malabantias Integrated School-SHS	Vilma T. Enciso	Female	ASP II
Northville 15 Integrated School-SHS	Jeferson D. Karagdag	Male	P-I
Rafael L. Lazatin Memorial High School-SHS	Lutgarda C. De Jesus	Female	ASP II
Sapangbato Elementary School	Frederick M. Simbulan	Male	P-II
Sta. Teresita Elem School	Eliza P. Buan	Female	P-III
Sto.Rosario Elementary School	Williamson G. Canlas	Male	P-IV

TEAM COLOR : WHITE

Air Force City Elementary School	Carina L. Tayag	Female	P -I
Angeles City National High School	Narciso Ambrocio Jr.	Male	ASP II
Angeles City Science High School	Marjorie D. Lacson	Female	P-II
Anunas Elementary School	Ai Kathleen Z. Sagario	Female	HT



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Claro M. Recto ICT High School	Randy A. Rosales	Male	P-I
Don Ambrocio Mendiola Integrated School	Jay B. Anunciacion	Male	HT
EPZA Resettlement Elementary School	Victoria G. Torres	Female	P-II
Gov.Rafael L. Lazatin Integrated School-SHS	Xerxis Nael F. Valencia	Female	HT
Lourdes Northwest Elementary School	Esperanza G. Nabong	Female	P-III
Mining Elementary School	Ludivina D. Mallari	Female	P-I
Pineda-Gutierrez Elementary School	Rowena P. Khoo	Female	P-II
Salapungan Elementary School	Neneth C. Tuazon	Female	P-I
Sapangbato National High School-SHS	Delio B. Sannadan	Male	ASP II
Sta.Maria Elementary School	Marianne P. Pineda	Female	P-I
Tacondo Elem.School	Cherry Y. Hipolito	Female	P-I

TEAM COLOR: YELLOW

Alberto G. Pabalan Elementary School	Catherine D. Maun	Female	P -I
Angeles City National High School	Benedick Daniel O. Yumul	Male	ASP II
Angeles City Science High School-SHS	Almaflor David	Female	ASP II
Apung Guidang Nepomuceno Elementary School	Elizer Y. Calma	Female	P-I
Cuayan Elementary School	Leonora Z. Agustin	Female	P-I
Don Pepe Henson Elementary School	Ariel B. Tayag	Male	P-I
Francisco G. Nepomuceno Memorial High School	Hermes P. Vargas	Male	P-IV
Gueco Balibago Elementary School	Nenita H. Jorquia	Female	P-III
M.Nepomuceno Elementary School	Rita P. Dalusung	Female	P-II
Northville 15 Integrated School	Reymille Zamora	Male	HT
Pulung Cacutud Elementary School	Maria Carolina C. Viray	Female	P-II
San Ignacio Elementary School	Jennifer Quiazon	Female	P-I
Sitio Pader Elementary School	Elmer T. Hiva	Male	HT
Sto. Domingo Integrated School	Allan R. Traquiña	Male	P-II



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Teodoro P. Tinio Elementary School	Yvette Rosario Annali S. Batul	Female	P-I
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SCHOOLS DIVISION OFFICE OF ANGELES CITY

Enclosure No. 2 to Division Memorandum No. 258S. 2024
Training Matrix

Time	Activities
Day 1	
6:00 -6:30	Asscmbly
6:30 – 10:30	Travel Time
10:30 -11:00	Health Break/ A.M. Snacks
11:00 -12:00	Settling of Participants to Rooms
12:00 – 1:00	LUNCH BREAK
1:00- 2:00	Opening Program
2:00 -5:00	OPCRF for SY 2024-2025 Annual Implementation Plan 2024-2025 School Operating Budget
5:00 -6:00	Rest Time
6:00 -7:00	Dinner
DAY 2	
7:00- 8:00	Breakfast
8:00 - 8:30	Management of Learning
11:00 –12:00	Teambuilding Activities
12:00 -1:00	Lunch Break
1:00 -2:00	Processing of Teambuilding
DAY 3	
7:30- 8:00	Morning Exercise
8:00 -9:00	Management of Learning



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9:00 -12:00	Updates on DepEd Activities and Other Issuances
12:00 -1:00	Lunch Break
1:00 – 2:00	Check out of participants
2:00 -3:00	Closing Program
3:00 -5:00	Travel Time
5:00	Home Sweet Home



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