



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V—BICOL

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

March 26, 2024

DIVISION MEMORANDUM
No. 105 s. 2024

DIVISION VIRTUAL ORIENTATION ON BASIC EDUCATION INFORMATION SYSTEM (BEIS) AND NATIONAL SCHOOL BUILDING INVENTORY (NSBI) DATA COLLECTION FOR SCHOOL YEAR 2023-2024

To: Assistant Schools Division Superintendent
Chief Education Supervisors
CID, SGOD and OSDS Unit Heads/Staff
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to the Unnumbered Memorandum dated March 8 and 11, 2024 re: Basic Education Information System (BEIS) School Year 2023-2024 Data Collection and Guidelines on the Conduct of the National School Building Inventory (NSBI) for SY 2023-2024, this Office will conduct a Division Virtual Orientation on Basic Education Information System (BEIS) and National School Building Inventory (NSBI) Data Collection for School Year 2023-2024 on April 3-4, 2024 through google meet.
2. This is in preparation to the attendance of all concerned to the Regional Online Orientation on BEIS and NSBI Data Collection on April 11, 2024, 8:00 a.m. via live streaming in the Official FB page of DepEd Region V. Thus, the activity aims to:
 - a. orient attendees on the data information requirements and changes in the BEIS and NSBI data gathering forms;
 - b. identify challenges and cite innovations/best practices/strategies that help facilitate the timely, efficient and accurate submission of forms;
 - c. address recurring issues and concerns on the data collection process; and
 - d. set agreements and timelines on the submission of the filled-out forms and in the online encoding.
3. The participants to this activity based on the schedule and topics are as follows:

SCHEDULE	TOPICS	PRIVATE SCHOOLS	PUBLIC SCHOOLS	SDO PERSONNEL
April 3, 2024 1:00-4:00 p.m.	BEIS	77		
April 4, 2024 1:00-4:00 p.m.	NSBI & BEIS		42	33

4. Participants are expected to register in the link: <https://bit.ly/SY2023-2024DataGathering> on or before April 1, 2024, 5:00 p.m. The virtual orientation meeting link shall be sent via participants' registered email.

24030455
DATE: 27 MAR 2024 10:13am
BY: [Signature]

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5. Attached are the following enclosures:
 - a. Matrix of Activity
 - b. Working Committees
 - c. List of Participants for Day 1 and Day 2 Virtual Orientation
 - d. List of Division Validators for NSBI and BEIS
6. Expenses related to this activity are chargeable against MOOE/local funds subject to the existing budgeting, accounting and auditing rules and regulations.
7. For queries and clarifications, contact the Division Planning Officer at 09179349425.
8. Immediate dissemination of and compliance with this Memorandum is desired.

BY THE AUTHORITY OF THE SCHOOLS DIVISION SUPERINTENDENT:

FERNANDO C. MACARAIG
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent





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Enclosure No. 1 to Division Memo No. 101, s. 2024

MATRIX

DIVISION VIRTUAL ORIENTATION ON BASIC EDUCATION INFORMATION SYSTEM (BEIS) AND NATIONAL SCHOOL BUILDING INVENTORY (NSBI) DATA COLLECTION FOR SCHOOL YEAR 2023-2024

Time	Day 1 – April 3, 2024	Office/Person-In-Charge Speaker
1:00-4:00 p.m.	<i>Program</i> Philippine National Anthem Prayer Presentation of Participants Welcome Message Overview of the Activity	AVP Presentation AVP Presentation PSDS Fernando C. Macaraig Vilma B. Cueto SEPS-PRS
	Topic: BEIS Data Gathering Form for Private Schools/SULC	Michelle A. Lo Planning Officer III
	Closing Prayer	AVP Presentation
Facilitator:	Vilma B. Cueto SEPS, PRS	
QATAME	Maria Teresita R. Rentoy OIC SEPS, SMME	

Time	Day 2 – April 4, 2024	Office/Person-In-Charge Speaker
1:00-4:00	<i>Program</i> Philippine National Anthem Prayer Presentation of Participants Welcome Message Overview of the Activity	AVP Presentation AVP Presentation PSDS Fernando C. Macaraig Vilma B. Cueto SEPS-PRS
	Session 1: NSBI Data Gathering Form	Engr. Junmar Rey B. Aguilar Engineer III
	Session 2: BEIS Data Gathering Form (Elementary, JHS & SHS)	Michelle A. Lo
	Open Forum	
	Closing Prayer	
Facilitator:	Vilma B. Cueto SEPS, PRS	
QATAME	Maria Teresita R. Rentoy OIC SEPS, SMME	

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WORKING COMMITTEES

I. EXECUTIVE COMMITTEE

Susan S. Collano CESO V	Schools Division Superintendent
Fernando C. Macaraig	Assistant Schools Division Superintendent
Mary Ann B. Rosauero	Administrative Officer V (Admin)
Anna Liza F. Abuloc	CID Chief ES
Michael A. Del Rosario	OIC-SGOD Chief ES

II. TECHNICAL WORKING COMMITTEE

Supervising Committee			
Name	Designation	Terms of Reference	Output
Jobert P. Narvadez	Chair for Planning	Lead the Committee	Contingency Plan Checked reports
Michelle A. Lo Junmar Rey B. Aguilar	Co-Chair(s) for Planning	Supervise the progress of each committee	

Committee on Project Implementation			
Name	Designation	Terms of Reference	Output
Michelle A. Lo	Chair for Planning	Lead the Committee	Designation of assignments
Junmar Rey B. Aguilar Vilma B. Cueto	Co-Chair(s) For Planning	Orient the committees Check the technical facilities materials Coordinate to involved personnel Assist the session management	

Committee on Documentation			
Name	Designation	Terms of Reference	Output
Joy T. Tapay	Chair for Planning	Lead the Committee	Completed attendance sheets and accomplishment reports two weeks after the event Certificates
Benjamin Reapor John Mark De Guzman	Co-Chair(s) For Planning	Facilitate program, and Attendance Prepare the Certificates Accomplish Reports	

Committee on Monitoring and Evaluation			
Name	Designation	Terms of Reference	Output
Maria Teresita Rentoy	Chair for Planning	Lead the Committee	FGD, Tools, and consolidated report
Nancy Morada	Co-Chair(s) For Planning	Conduct the survey for evaluation, quality assurance	

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LIST OF PARTICIPANTS

Day 1. Wednesday - April 3, 2024 1:00-4:00 p.m.

District	BEIS School ID	No.	School Name	Curricular Offering Classification
LUC/SUC				
Naga North District	600060	1	Bicol State College of Applied Sciences and Technology	Grade 7-10

District	BEIS School ID	No.	School Name	Curricular Offering Classification
PRIVATE SCHOOLS				
Naga East District	402914	1	AMA Computer College-Naga City, Inc.	Grade 11-12
Naga East District	402915	2	AMA Computer Learning Center of Naga	Grade 11-12
Naga East District	410931	3	Camarines Sur International School (CSIS), Inc.	Grade 11-12
Naga East District	402916	4	Computer Communication Development Institute-Naga City	Grade 11-12
Naga East District	409906	5	Dolores H. Sison Colleges, Inc.	Kinder & Grade 1-6
Naga East District	405728	6	Global Site for I.T. Studies	Grade 11-12
Naga East District	436543	7	Joseph Gualandi School for Hearing Impaired	Kinder, Grade 1-6, Grade 7-10
Naga East District	436541	8	Kiddos Valley Educational Center	Kinder
Naga East District	409094	9	LOGICZ Computer Training Center, Inc.	Grade 11-12
Naga East District	436552	10	Marian Formation Center-Basilica Campus	Kinder
Naga East District	402924	11	MARINERS' POLYTECHNIC COLLEGES	Grade 11-12
Naga East District	409100	12	Minds That Matter Tutorial and Learning Center, Inc.	Kinder
Naga East District	409093	13	Mountview College, Inc.	Grade 11-12
Naga East District	410553	14	Nazarene Kindergarten Learning Center	Kinder
Naga East District	402927	15	STI College - Naga	Grade 7-10 & Grade 11-12
Naga East District	402930	16	WRI Colleges - Metro Naga, Inc.	Grade 11-12

District	BEIS School ID	No.	School Name	Curricular Offering Classification
PRIVATE SCHOOLS				
Naga South District	436542	1	Bicol Central Academy	Kinder, Grade 1-6, Grade 7-10
Naga South District	436527	2	Marian Formation Center-Pacol	Kinder

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District	BEIS School ID	No.	School Name	Curricular Offering Classification
PRIVATE SCHOOLS				
Naga West District	403880	1	Naga View Adventist College, Inc.	Kinder, Grade 1-6, Grade 7-10 & Grade 11-12
Naga West District	403884	2	Sta. Rafaela Maria School of Naga City, Inc.	Kinder & Grade 1-6

District	BEIS School ID	No.	School Name	Curricular Offering Classification
PRIVATE SCHOOLS				
Naga North District	436511	1	American School of English, Math and Science, Inc. (ASEMS)	Kinder, Grade 1-6, Grade 7-10 & Grade 11-12
Naga North District	403855	2	Arborvitae Plains Montessori, Inc. - Main Campus	Kinder, Grade 1-6, Grade 7-10 & Grade 11-12
Naga North District	410281	3	Archangel Saint Michael Academy, Inc.	Grade 11-12
Naga North District	436513	4	Ateneo Child Learning Center (Ateneo de Naga Univ.)	Kinder
Naga North District	403856	5	Ateneo de Naga University	Kinder, Grade 1-6, Grade 7-10 & Grade 11-12
Naga North District	403857	6	Blessed Lights Int'l Christian Academy (BLICA)	Kinder & Grade 1-6
Naga North District	436518	7	CAMACOP Naga Learning Center	Kinder & Grade 1-6
Naga North District	403860	8	Children's Educational Center	Kinder
Naga North District	410282	9	Compassionate Franciscan Sisters of the Poor, Inc.	Kinder & Grade 1-6
Naga North District	436549	10	Holy Rosary Minor Seminary	Grade 7-10 & Grade 11-12
Naga North District	403865	11	Jumels Learning Center	Kinder
Naga North District	403869	12	Little Flower Nursery and Kindergarten School	Kinder
Naga North District	436515	13	Maranatha Christian Academy of Naga	Kinder & Grade 1-6
Naga North District	436526	14	Marian Formation Center- Mabolo	Kinder
Naga North District	436528	15	Marian Formation Center -Penafrancia	Kinder

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Day 1. Wednesday - April 3, 2024 1:00-4:00 p.m.

District	BEIS School ID	No.	School Name	Curricular Offering Classification
PRIVATE SCHOOLS				
Naga North District	436531	16	Mary Nymph Montessori School	Kinder & Grade 1-6
Naga North District	436533	17	Minds That Matter Tutorial & Learning Center	Kinder & Grade 1-6
Naga North District	436532	18	Minds That Matter Tutorial & Learning Center - P.Diaz	Kinder
Naga North District	436516	19	Minds that Matter Tutorial & Learning Center (Penafracia)	Kinder & Grade 1-6
Naga North District	436534	20	MISSIONARIES OF THE POOR, INC.	Kinder
Naga North District	403870	21	Montessori Children's House of Learning	Kinder & Grade 1-6
Naga North District	403872	22	Naga City Montessori School, Inc.	Kinder, Grade 1-6, Grade 7-10
Naga North District	436539	23	Naga City Montessori, Inc.	Kinder & Grade 1-6
Naga North District	403873	24	Naga College Foundation, Inc.	Kinder, Grade 1-6, Grade 7-10 & Grade 11-12
Naga North District	403874	25	Naga Hope Christian School, Inc. (Hope Christian HS)	Kinder, Grade 1-6, Grade 7-10 & Grade 11-12
Naga North District	403875	26	Naga Parochial School	Kinder, Grade 1-6, Grade 7-10 & Grade 11-12
Naga North District	403876	27	Naga Seventh-Day Adventist Elementary School, Inc.	Kinder & Grade 1-6
Naga North District	403881	28	Saint Joseph School	Kinder, Grade 1-6, Grade 7-10 & Grade 11-12
Naga North District	403885	29	The Mary Bree Village Montessori School	Kinder & Grade 1-6
Naga North District	403886	30	Universidad de Sta. Isabel	Kinder, Grade 1-6, Grade 7-10 & Grade 11-12
Naga North District	403887	31	University of Nueva Caceres	Kinder, Grade 1-6, Grade 7-10 & Grade 11-12 attached to Tertiary

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Day 2. Thursday - April 4, 2024 1:00-4:00 p.m.

District	BEIS School ID	No.	School Name	Curricular Offering Classification
Naga East District (Elementary)				
Naga East District	114498	1	Carolina Elementary School	Purely ES
Naga East District	114507	2	Don Manuel I. Abella Central School	Purely ES
Naga East District	176502	3	Grand View Elementary School	Purely ES
Naga East District	176501	4	Morada-Ramos Elementary School	Purely ES
Naga East District	114502	5	Pacol Elementary School	Purely ES
Naga East District	114503	6	Panicuason Elementary School	Purely ES
Naga East District	114510	7	San Isidro Elementary School	Purely ES
Naga East District	176505	8	SAN RAFAEL ELEMENTARY SCHOOL SPED CENTER	Purely ES
Naga East District	176504	9	Teodora Moscoso Elementary School	Purely ES
Naga East District	137172	10	Yabu Elementary School	Purely ES
Naga North District (Elementary)				
Naga North District	114497	1	Calauag Elementary School	Purely ES
Naga North District	114499	2	Dr. Domingo G. Abcede Elementary School	Purely ES
Naga North District	114500	3	Naga Central School I	Purely ES
Naga North District	114501	4	Naga Central School II	Purely ES
Naga North District	176503	5	Naga City SPED Center	Purely ES
Naga North District	114504	6	Rosario V. Maramba Elementary School	Purely ES
Naga South District (Elementary)				
Naga South District	176506	1	Balatas Elementary School	Purely ES
Naga South District	114505	2	Concepcion Grande ES	Purely ES
Naga South District	114506	3	Del Rosario Elementary School	Purely ES
Naga South District	114508	4	Julian B. Meliton Elementary School	Purely ES
Naga South District	114509	5	Mac Mariano Elementary School	Purely ES
Naga South District	114511	6	Tinago Central School	Purely ES
Naga South District	114512	7	Villa Corazon Elementary School	Purely ES
Naga South District	114513	8	Villa Grande Homes Elementary School	Purely ES

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LIST OF PARTICIPANTS

Day 2. Thursday - April 4, 2024 1:00-4:00 p.m.

District	BEIS School ID	No.	School Name	Curricular Offering Classification
Naga West District (Elementary)				
Naga West District	114514	1	Jose Rizal Elementary School	Purely ES
Naga West District	114515	2	Mabolo Elementary School	Purely ES
Naga West District	114516	3	Sabang Elementary School	Purely ES
Naga West District	114517	4	Sta. Cruz Elementary School	Purely ES
Naga West District	114518	5	Tabuco Central School	Purely ES
Naga West District	114519	6	Triangulo Elementary School	Purely ES
Naga East District (Secondary)				
Naga East District	305876	1	San Isidro National High School	Purely JHS
Naga East District	305875	2	Sta. Cruz National High School	Purely JHS
Naga North District (Secondary)				
Naga North District	302264	1	Camarines Sur National High School	JHS with SHS
Naga North District	302265	2	Cararayan National High School	JHS with SHS
Naga North District	302266	3	Carolina National High School	JHS with SHS
Naga North District	302267	4	Concepcion Pequeña National High School	JHS with SHS
Naga North District	310302	5	Leon Q. Mercado HS (Formerly CSNHS-Pacol Annex)	JHS with SHS
Naga North District	302269	6	Naga City School of Arts and Trades	JHS with SHS
Naga North District	302268	7	Naga City Science High School	JHS with SHS
Naga North District	310301	8	Tinago National High School	JHS with SHS
Naga South District (Secondary)				
Naga South District	306079	1	Balatas National High School	Purely JHS
Naga South District	305492	2	Del Rosario High School	JHS with SHS

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LIST OF PARTICIPANTS

Day 2. Thursday - April 4, 2024 1:00-4:00 p.m.

No	Name	Office/Designation
1	Fernando C. Macaraig	OIC, SDS
2	Anna Liza F. Abuloc	CID, Chief ES
3	Michael A. Del Rosario	SGOD, OIC-Chief ES
4	Ramil S. Pederio	Public Schools District Supervisor
5	Teresita Irma S. Dy-Cok	Public Schools District Supervisor
6	Fernando M. Carandang	Public Schools District Supervisor
7	Mary Ann A. Papica	Public Schools District Supervisor
8	Margerie B. Bathan	Public Schools District Supervisor
9	Joretze S. Carandang	Public Schools District Supervisor
10	Dante R. Santelices	Public Schools District Supervisor
11	Emelyn A. Brofas	Public Schools District Supervisor
12	Benedik Warren R. Ubante	Public Schools District Supervisor
13	Gina B. Bobis	Public Schools District Supervisor
14	Jarme D. Taumatorgo	Division ALIVE Coordinator
15	Elvin B. Monroy	Special Curricular Program Coordinator
16	Herman E. Bobis	TVL/TLE/TechVoc Coordinator
17	Juliet C. Curva	SNED Coordinator
18	Mary Ann M. Encila	Accountant III
19	Sheila Margarita M. Durante	HR Personnel
20	Michael Noe B. Dizon	Information Technology Officer
21	Junmar Rey B. Aguilar	Division Engineer III
22	Marie Christine C. Ignacio	Div. DRRM Coordinator
23	Joanne G. Sebastian, M.D.	Medical Officer III
24	Michelle A. Lo	Planning Officer III
25	Joseph M. Condeno	Senior Education Program Specialist (HRTD)
26	Vilma B. Cueto	Senior Education Program Specialist (HRTD)
27	Maria Teresita R. Rentoy	Senior Education Program Specialist (HRTD)
28	Orencio M. Chavez	Division Sports Coordinator
29	Joan R. Dulong	Division Youth Formation Coordinator
30	Edelaine A. Manlapaz	Division Child Protection Coordinator



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LIST OF DIVISION VALIDATORS

A. NATIONAL SCHOOL BUILDING INVENTORY (PUBLIC SCHOOLS only)

No.	NAME	POSITION / DESIGNATION
1		School Head
2	MELITA L. CANTON	Division Supply Officer
3	JUNMAR REY B. AGUILAR	Division Engineer III
4	MICHELLE A. LO	Planning Officer III

B. BASIC EDUCATION INFORMATION SYSTEM (BEIS)

b.1 PRIVATE SCHOOLS/ SLUC BEIS VALIDATORS

No.	NAME	POSITION / DESIGNATION
1		School Head
2	MARIA TERESITA R. RENTOY	Senior Educ. Prog. Specialist (SMME)
3	EDELAINE A. MANLAPAZ	Div. Child Protection Focal Person/ Coordinator
4	MICHELLE A. LO	Planning Officer III

b.2 PUBLIC SCHOOLS (Elementary)

No.	NAME	POSITION / DESIGNATION
1	SUSAN S. COLLANO CESO V	Schools Division Superintendent
2	JARME D. TAUMATORGO	ALIVE Coordinator
3	JULIET C. CURVA	OIC, SNED Coordinator
4	SHEILA MARGARITA M. DURANTE	HR Personnel
5	ANNA LIZA F. ABULOC	Chief Educ. Prog. Supervisor (CID)
6	MICHAEL A. DEL ROSARIO	Chief Educ. Prog. Supervisor (SGOD)
7	PSDS IN-CHARGE OF THE DISTRICT	CID Personnel (<i>Learning Action Cell</i>)
8	VILMA B. CUETO	Senior Educ. Prog. Specialist (PRS)
9	JOAN R. DULONG	Youth Formation Coordinator
10	MICHAEL NOE B. DIZON	Information Technology Officer
11	MARY ANN M. ENCILA	Division Accountant
12	JUNMAR REY B. AGUILAR	Division Engineer
13	JOANNE G. SEBASTIAN, M.D.	Medical Officer
14	EDELAINE A. MANLAPAZ	Child Protection Coordinator
15	ORENCIO M. CHAVEZ	Sports Coordinator
16	MARIE CHRISTINE C. IGNACIO	DRRM Coordinator
17	MICHELLE A. LO	Planning Officer



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LIST OF DIVISION VALIDATORS

b.3 PUBLIC SCHOOLS (Junior High School)

No.	NAME	POSITION/DESIGNATION
1	SUSAN S. COLLANO CESO V	Schools Division Superintendent
2	HERMAN E. BOBIS	Educ. Prog. Supervisor In-Charge of TLE/SPTVE
3	JULIET C. CURVA	SNED Coordinator
4	SHEILA MARGARITA M. DURANTE	HR Personnel
5	JOSEPH M. CONDENO	Senior Educ. Prog. Specialist (HRTD)
6	ANNA LIZA F. ABULOC	Chief Educ. Prog. Supervisor (CID)
7	MICHAEL A. DEL ROSARIO	Chief Educ. Prog. Supervisor (SGOD)
8	HERMAN E. BOBIS	CID Personnel (<i>Specialization in TLE</i>)
9	PSDS IN-CHARGE OF THE DISTRICT	CID Personnel (<i>Learning Action Cell</i>)
10	DANTE R. SANTELICES	CID Personnel (<i>Foreign Language</i>)
11	VILMA B. CUETO	Senior Educ. Prog. Specialist (PRS)
12	ELVIN B. MONROY	CID Personnel (<i>Specialization in Arts/ Language and Culture Immersion/ Journalism Immersion/ Training on Curricular Programs</i>)
13	JOAN R. DULONG	Youth Formation Coordinator
14	MICHAEL NOE B. DIZON	Information Technology Officer
15	MARY ANN M. ENCILA	Division Accountant
16	JUNMAR REY B. AGUILAR	Division Engineer
17	JOANNE G. SEBASTIAN, M.D.	Medical Officer
18	EDELAINA A. MANLAPAZ	Child Protection Coordinator
19	ORENCIO M. CHAVEZ	Sports Coordinator
20	MARIE CHRISTINE C. IGNACIO	DRRM Coordinator
21	MICHELLE A. LO	Planning Officer

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LIST OF DIVISION VALIDATORS

b.4 PUBLIC SCHOOLS (Senior High School)

No.	NAME	POSITION/DESIGNATION
1	SUSAN S. COLLANO CESO V	Schools Division Superintendent
2	JULIET C. CURVA	SNED Coordinator
3	HERMAN E. BOBIS	CID Personnel (TVL Track NC Passer)
4	FERNANDO M. CARANDANG	CID Personnel (Work Immersion)
5	SHEILA MARGARITA M. DURANTE	HR Personnel
6	JOSEPH M. CONDENO	Senior Educ. Prog. Specialist (HRTD)
7	ELVIN B. MONROY	CID Personnel (No. of Teachers specializing in Arts & Design)
8	PSDS IN-CHARGE OF THE DISTRICT	CID Personnel (Learning Action Cell)
9	VILMA B. CUETO	Senior Educ. Prog. Specialist (PRS)
10	JOAN R. DULONG	Youth Formation Coordinator
11	MICHAEL NOE B. DIZON	Information Technology Officer
12	MARY ANN M. ENCILA	Division Accountant
13	JUNMAR REY B. AGUILAR	Division Engineer
14	JOANNE G. SEBASTIAN, M.D.	Medical Officer
15	EDELAINA A. MANLAPAZ	Child Protection Coordinator
16	ORENCIO M. CHAVEZ	Sports Coordinator
17	MARIE CHRISTINE C. IGNACIO	DRRM Coordinator
18	MICHELLE A. LO	Planning Officer

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