



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V
SANGAY NG MGA PAARALAN NG LUNGSOD NAGA

ADVISORY

February 21, 2023

(Div. Memo No. 47, s. 2023 "First Division Management Committee
(ManCom) Meeting for 2023")

INSTRUCTIONS

1. The venue for the First Division Management Committee Meeting is at Primus Hotel, Pacol, Naga City.
2. Enclosed in this Advisory are: (1) List of Expected Participants (morning and afternoon), (2) Technical Working Committee, and (3) Sample Attire.
3. Since all support staff in the SDO are enjoined to attend the afternoon event, all Unit/Section Heads are directed to ensure that office services will not be hampered.
4. Clients will be attended to by the Security Guard on duty. Offices shall use the drop box strategy for documents that will be submitted while the personnel are outside the office.
5. Mr. Orencio R. Chavez, Ms. Nancy A. Morada, and Mr. Ricky Rodriguez will fetch the resource persons from TUV Nord on February 28, 2023 and back on March 1, 2023 at Bicol International Airport.
6. Expenses relative to this activity, including the fare of the resource persons shall be chargeable against the School/Division MOOE subject to the usual accounting and auditing rules and regulations.
7. Feedback and/or other concerns may be submitted through cellphone number 09205413306.
8. Immediate dissemination of this Memorandum is desired.


MARIANO B. DE GUZMAN CESO VI
Schools Division Superintendent



DO 31, s. 2019 A Rev. 01

Address: Roxas Avenue, Triangulo, Naga City
Telephone No.: 054-871-3455
Email Address: naga.city@deped.gov.ph
Website: www.depednaga.ph





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REHIYON V

SANGAY NG MGA PAARALAN NG LUNGSOD NAGA

Enclosure # 1 Advisory Dated February 21, 2023
Re: FIRST MANAGEMENT COMMITTEE MEETING FOR 2023

LIST OF EXPECTED PARTICIPANTS
FOR SDO NAGA CITY MANAGEMENT COMMITTEE MEETING

FEBRUARY 28, 2022

8:00 A.M. to 5:00 P.M.

VENUE: PRIMUS HOTEL

A. SDO MANAGEMENT HEADS

DIVISION	UNIT	NAMES
OSDS	OSDS -SDS	1. MARIANO B. DE GUZMAN CESO VI
OSDS	OSDS -ASDS	2. CECILE C. FERRO CESO VI
OSDS	OSDS -Legal	3. ATTY. DARCY BERTULFO DE LIMA
OSDS	OSDS -ICT	4. MICHAEL B. NOE DIZON
OSDS	OSDS -Budget	5. SALVACION T. VERONA
OSDS	OSDS -Accounting	6. MARY ANN M. ENCILA
OSDS	OSDS -Administrative	7. MARY ANN B. ROSAURO
OSDS	OSDS -Cashier	8. EDNA S. PORTERIA
OSDS	OSDS -Supply	9. MELITA L. CANTON
OSDS	OSDS -Records	10. DEXTER R. TUY
OSDS	OSDS -HRMO	11. SHEILA MARGARITA M. DURANTE
CID	CID-CES	12. ANNA LIZA F. ABULOC
CID	CID-Filipino	13. JOSEFINA DC. SOLIS
CID	CID-English	14. RUDYARD C. BALACANO
CID	CID-Mathematics	15. NOEL A. BALARES
CID	CID-Science	16. RHEA SAMINO
CID	CID-AP	17. JARME D. TAUMATORGO
CID	CID-TLE/EPP	18. HERMAN E. BOBIS
CID	CID-Kinder	19. CORAZON FATIMA A. SILERIO
CID	CID-Values Ed	20. EMMA B. NAGUNA
CID	CID-MAPEH	21. ELVIN B. MONROY
CID	CID-SPED	22. EDUARDO C. LAURELES
CID	CID- ND1	23. RAMIL S. PEDERIO
CID	CID- ND2	24. TERESITA S. IRMA DY-COK
CID	CID- ND3	25. FERNANDO CARANDANG
CID	CID- ND4	26. MARY ANN A. PAPICA
CID	CID- SD1	27. MARGERIE B. BATHAN
CID	CID- SD2	28. JORETZE S. CARANDANG
CID	CID- WD1	29. DANTE R. SANTILICES
CID	CID- WD2	30. EMELYN A. BROFAS
CID	CID- ED1	31. BENEDIK WARREN R. UBANTE
CID	CID- ED2	32. GINA B. BOBIS
CID	CID-ALS	33. GERALDO P. BRIZUELA
CID	CID-ALS	34. MA. CORAZON VERDEFLORE
CID	CID-LRM	35. CESAR T. ARRIOLA
SGOD	SGOD-CES	36. MICHAEL A. DEL ROSARIO
SGOD	SGOD-EPS	37. JOBERT P. NARVADEZ
SGOD	SGOD-Physical Facilities	38. JUNMAR B. AGUILAR
SGOD	SGOD-Sch. Mgt. M & E	39. MARIA TERESA R. RENTOY
SGOD	SGOD-SocMob & Net.	40. JEROME H. BALDEMORO
SGOD	SGOD-HRD	41. JOSEPH M. CONDENO
SGOD	SGOD-Research	42. VILMA B. CUETO
SGOD	SGOD-Medical & Dental Head	43. JOANNE G. SEBASTIAN





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B. SCHOOL HEADS

SCHOOL	SCHOOL HEAD
NAGA NORTH DISTRICT I:	PSDS RAMIL PEDERIO (see CID)
1. Naga Central I	1. FREDERICK M. BALDOZA
2. Rosario V. Maramba ES	2. GRACE E. URBETA
3. Dr. Domingo G. Abcede ES	3. MARIA ROSARIO C. DE LEON
NAGA NORTH DISTRICT II:	PSDS Teresita Irma S. Dy-Cok (see CID)
4. Naga Central II	4. JULIET C. CURVA
Naga City SPED Center	
5. Cararayan National High School	5. NEMIA E. LUZADA
6. Tinago National High School	6. RICK M. RUIZO
NAGA NORTH DISTRICT III:	PSDS Fernando Carandang (see CID)
7. Cam. Sur NHS	7. SULPICIO C. ALFEREZ III
Cam. Sur NHS	8. GEMMA O. CORPORAL (Assistant)
Cam. Sur NHS	9. MELISSA B. BOBOS (Assistant)
Cam. Sur NHS	10. LYNN R. PRILLES (Assistant)
8. LQMHS	11. BABY RUBY F. LAURENTE
9. Carolina NHS	12. NIDA L. EBORA
NAGA NORTH DISTRICT IV:	PSDS Mary Ann A. Papica (see CID)
10. Naga City Science HS	13. ERWIN DELOS REYES
11. Naga City SAT	14. NOEL A. PEREZ
12. Concepcion Peq. NHS	15. JAMITO F. DE LEON
13. Calauag ES	16. NANCY T. SIBAYAN
NAGA SOUTH DISTRICT I:	PSDS Margerie Bathan (see CID)
14. Tinago CS	17. ROWENA O. TABILOG
15. Balatas ES	18. FLORA A. OCBIAN
16. Balatas NHS	19. ROSE M. DE MATTA
17. McMariano ES	20. RAQUEL A. PAPA
18. JB Meliton ES	21. NIEL S. MANAOG
NAGA SOUTH DISTRICT II:	PSDS Joretze Carandang (see CID)
19. Concepcion Grande ES	22. GEMMA C. FALLABI
20. Del Rosario ES	23. MARILYN B. STE. FELIPE
21. Villa Corazon ES	24. MARITES QUITQUIT
22. Villa Grande Home ES	25. GINALYN B. BULANON
23. Del Rosario HS	26. ESTEBAN B. CAMANO
NAGA WEST DISTRICT I:	PSDS Dante Santelices (see CID)
24. Sta. Crus HS	27. LORENA D. GONZALES
25. Tabuco CS	28. LUIS P. MARASIGAN
26. Mabolo ES	29. VENUS RESUENA
27. Triangulo ES	30. ESMERALDA B. DELOS REYES
NAGA WEST DISTRICT II:	PSDS Emelyn Brofas (see CID)
28. Sta. Cruz ES	31. OSCAR T. YANSON
29. Jose Rizal ES	32. JAYSON M. ALIBEN
30. Sabang ES	33. MA. LUCILA B. ABORDE

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SCHOOL	SCHOOL HEAD
NAGA EAST DISTRICT I:	PSDS Benedick Warren Ubante (see CID)
31. Don Manuel I. Abella CS	34. APOLLO C. SEBELLO
32. San Isidro ES	35. JESUS PASCUAL B. AGUILAR
33. San Rafael ES	36. YVETTE D. SAN JUAN
34. Pacol ES	37. NORBELIA C. AVILA
35. San Isidro HS	38. RAMON Z. GERONIMO
NAGA EAST DISTRICT I:	PSDS Gina Bobis (see CID)
36. Carolina ES	39. MARIA THERESA R. RUIZO
37. Panicuason ES	40. SHEILA A. TAUGAN
38. Grandview ES	41. JULIET P. MERCADO
39. Teodora Moscoso ES	42. VICENTE B. OCBIAN
40. Morada-Ramos ES	43. SHERREL M. BUE
41. Yabu ES	44. ELIZABETH G. CARAIG

C. GUESTS/RESOURCE PERSONS

OFFICE	NAMES
City Mayor, LGU Naga City	1. ATTY. NELSON S. LEGACION
TUV Nord Philippines, Inc	2. BENJAMIN JOSE GUZMAN
TUV Nord Philippines, Inc	3. NIEL PATRICK ORDIALES
TUV Nord Philippines, Inc	4. JENNIFER PAMBID
Benedict Carl Manpower Consulting Inc	5. ISMAEL C. PANGILINAN

D. TECHNICAL SUPPORT COMMITTEE DURING THE MANCOM

COMMITTEE	NAMES
ATTENDANCE	1. JANET BARRIOS
ATTENDANCE	2. MICHAEL R. HERNANDEZ
DOCUMENTATION	3. CRISTITO M. PACUNZA
DOCUMENTATION	4. GIL I. FESTEJO
DOCUMENTATION	5. EMMERSON B. DUMLAO
IT SUPPORT	6. MICHAEL NOE B. DIZON





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E. SUPPORT STAFF—ADDITIONAL PARTICIPANTS IN THE AFTERNOON

February 28, 2023

1:00 P.M. to 5:00 P.M.

MASTER OF CEREMONY: **MR. NORMAN C. LINGAHAN**—CAROLINA NATIONAL HIGH SCHOOL

DIVISION	UNIT	NAMES
OSDS	OSDS-SDS	1. PRINCESS MAE A. SAN JOAQUIN 2. LILIBETH B. PAGA
OSDS	OSDS-ASDS	3. ALETA FYE N. OGAYON 4. MA. ALMA DK. MAYORES
OSDS	OSDS-Legal	5. LEAH S. DELOVIERES
OSDS	OSDS-ICT	6. JOHN MARK B. DE GUZMAN
OSDS	OSDS-Budget	7. ZARINA O DIAZ 8. GIGI B. CHAVEZ 9. MABEL M. SABENIANO
OSDS	OSDS-Accounting	10. NEIL P. BERGUNIO 11. MARK ANTHONY PASTORAL 12. NOVAYN N. ARELLANO 13. KAREN H. RAMOS 14. LANELLE C. CASINO 15. HARSHIELYN R. MANALANG 16. DULCE CORAZON V. LLANETA 17. ANGELA B. CEA 18. CATHERINE F. SAN LORENZO 19. JANINA B. FERNANDEZ 20. MARIA LUORDES S. ABANILLA 21. LERMA M. GONZALES 22. LAUREN MAE G. ABAYON 23. TERESA REBLANDO
OSDS	OSDS-Administrative	24. JOHN CHRISTIAN ACUNDO 25. MANUEL B. LUNA JR 26. DANTE DE LEON 27. RICKY RODRIGUEZ 28. DENNIS RODRIGUEZ 29. DAN LUCHIN BROFAS
OSDS	OSDS-Administrative (BAC)	30. MELANIE MELITON
OSDS	OSDS-Cashier	31. ROGER L. SALGADO JR 32. MADELAINE DELA CRUZ
OSDS	OSDS-Supply	33. ALLAN LEONEM 34. JOSEPH ESTIVA
OSDS	OSDS-Records	35. MARIDEL ADMANA 36. SHIRLEY AREVALO 37. JERALD SILOT
OSDS	OSDS-HRMO	38. SARA REY 39. NANCY MERILLES 40. MARIA RACQUEL MANJON 41. JESSICA JAVIER 42. JAMELA CRUZADO 43. MA. ROSARIO MILLA 44. SONJAMAE FORTUNO 45. ANA MARIA SAN ANDRES
CID	CID CES Office	46. SANSHINE R. REPOTENTE 47. EDNA MARIE BANTA 48. MA. BELEN Q. LURCHA
CID	CID-LRM	49. HELEN ARAGON 50. MARGIE TUY
SGOD	SGOD-CES	51. RENATO L. GAVINO 52. ROCHELLEN ESTRELLA 53. ORENCIO R. CHAVEZ
SGOD	SGOD-YFD	54. EDELAINE MANLAPAZ 55. JOAN DULONG
SGOD	SGOD-Physical Facilities	56. MICHAEL R. HERNANDEZ
SGOD	SGOD-Sch. Mgt. M & E	57. NANCY A. MORADA
SGOD	SGOD-Sch. Mgt. M & E	58. JANET BARRIOS
SGOD	SGOD-SocMob & Net.	59. ARTURO A. ARMEA
SGOD	SGOD-SocMob & Net.	60. MARIE CHRISTINE C. IGNACIO

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DIVISION	UNIT	NAMES
SGOD	SGOD-HRD	61. ANTONETTE C. MARISTELA
SGOD	SGOD- Planning and Research	62. MICHELLE LO
SGOD	SGOD- Planning and Research	63. JOY TAPAY
SGOD	SGOD-Dental Health	64. GEMMA BORROMEO 65. MARIBEL VALES 66. RUEL E. ASPE
SGOD	SGOD-School Health	67. HAZEL ROSE L. SUMPAY 68. EVA AZAÑA 69. MARIA ANGELA RUSTIA 70. SHERILY ABOGADO 71. VANESSA LO 72. AYN LOURESTE PETEZA 73. ALITA SHERMAINE G. SANTIAGO 74. LORIE MAE O. CLAVERIA

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SANGAY NG MGA PAARALAN NG LUNGSOD NAGA

Enclosure # 2 Advisory Dated February 21, 2023
Re: FIRST MANAGEMENT COMMITTEE MEETING FOR 2023

TECHNICAL WORKING COMMITTEE FOR SDO NAGA CITY MANAGEMENT COMMITTEE MEETING

A. EXECUTIVE COMMITTEE

NAME	DESIGNATION
MARIANO B. DE GUZMAN CESO VI	Chairperson
CECILE C. FERRO CESO VI	Vice Chairperson
ANNALIZA F. ABULOC	Member
MICHAEL A. DEL ROSARIO	Member
MARY ANN B. ROSAURO	Member

B. TECHNICAL WORKING COMMITTEE

COMMITTEE ON COMMUNICATION AND SUPERVISION			
NAME	DESIGNATION	Terms of Reference	Output
MICHAEL A. DEL ROSARIO	Chairperson	Lead/Manage the Team/Committee Members	Resolutions/actions to issues and concerns
ANNA LIZA F. ABULOC	Member	<ul style="list-style-type: none"> Supervise the progress of the preparations by committee Provide technical assistance to the difference committees Resolve issues and concerns arising in relation to the event 	
JOBERT P. NARVADEZ	Member		
JORETZE S. CARANDANG	Member		

COMMITTEE ON PROGRAM			
NAME	DESIGNATION	TERMS OF REFERENCE	OUTPUT
JORETZE S. CARANDANG	Chairperson	Lead/Manage the Team/Committee Members	Program Screensaver for the program Ergonomically arranged hall/venue
JOBERT P. NARVADEZ	Member	<ul style="list-style-type: none"> Prepare the program flow for ManCoM proper and the awarding Prepare the screensaver during the intervals of the program Facilitate the order of the program Guide the hotel staff in the preparation of the hall, stage and all other physical arrangement 	
JOSEPH M. CONDENO	Member		
JEROME H. BALDEMORO	Member		

COMMITTEE ON AWARDS			
NAME	DESIGNATION	Terms of Reference	Output
VILMA B. CUETO	Chairperson	Lead/Manage the Team/Committee Members	Certificates Gifts for the guests/resource persons
JOSEFINA DC. SOLIS	Member (Gifts)	<ul style="list-style-type: none"> Prepare the awards/certificates Facilitate the awarding 	
NORMAN C. LINGAHAN	Member (MC)		

COMMITTEE ON DOCUMENTATION AND EVALUATION			
NAME	DESIGNATION	TERMS OF REFERENCE	OUTPUT
MARIA TERESA R. RENTOY	Chairperson	Lead/Manage the Team/Committee Members	Attendance sheets Monitoring tool Photos/videos
JANET T. BARRIOS	Member	<ul style="list-style-type: none"> Prepare the monitoring tool, attendance sheets Capture/video significant moments/events Take photos during the awarding and others significant discussions 	
MICHAEL R. HERNANDEZ	Member		
JOHN MARK B. DE GUZMAN	Member		
CRISTITO M. PACUNZA	Member		
GIL I. FESTEJO	Member		
EMMERSON B. DUMLAO	Member	<ul style="list-style-type: none"> Jot down the minutes 	
PRINCESS MAE A. SAN JOAQUIN	Secretary		Minutes

COMMITTEE ON TRANSPORTATION, USHERS AND USHERETTES			
NAME	DESIGNATION	Terms of Reference	Output
MARY ANN B. ROSAURO	Chairperson	Lead/Manage the Team/Committee Members	Organized ushers and usherettes
NANCY A. MORADA	Member	<ul style="list-style-type: none"> Organize ushers and usherettes 	
EMMA B. NAGUNA	Member		<ul style="list-style-type: none"> Usherettes
ALETA FYE N. OGAYON	Member		
MABEL M. SABENIANO	Member		
ZARINA O. DIAZ	Member		
SONJAMAE S. FORTUNO	Member		
EDNA MARIE C. BANTA	Member		
ROCHELLENE A. ESTRELLA	Member	Organized ushers and usherettes	
AYN LOURESTE P. PETEZA	Member		

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COMMITTEE ON TRANSPORTATION, USHERS AND USHERRETES			
NAME	DESIGNATION	Terms of Reference	Output
SHERILY A. ABOGADO	Member	• Ushers	
LORIE MAY O. CLAVERIA	Member		
MELANIE D. MELITON	Member		
DAN LUCHIN A. BROFAS	Member		
JOHN CHRISTIAN A. ACUIDO	Member		
MARK ANTHONY P. PASTORAL	Member		

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Enclosure # 3 Advisory Dated February 21, 2023
Re: FIRST MANAGEMENT COMMITTEE MEETING FOR 2023

SAMPLE ATTIRE

A. FOR FEMALE—FILIPINIANA MESTIZA



B. FOR MALE—BARONG

