



DEPARTMENT OF EDUCATION  
Region X  
DIVISION OF EL SALVADOR CITY

*To the Future, El Salvador!*

DIVISION MEMORANDUM

No. 279

To: CONCERNED PERSONNEL

From: **AGUSTINES E. CEPE, Ph.D., CESO VI**  
Schools Division Superintendent

Subject: Submission of Accomplishment Report of the Division Special Teams

Date: September 06, 2018

1. All Division Special Teams are hereby reminded to ensure that their duties and responsibilities are duly enforced. Accordingly, each team is required to submit an Accomplishment Report relative to the activities done for the last 7 months which shall be submitted on or before September 21, 2018 at the Office of the Schools Division Superintendent.
2. Attached is the copy of the Minutes of the Meeting during the 3<sup>rd</sup> Executive Committee Meeting held at CID Office last January 22, 2018 for your reference.

Other office protocols:

1. Recruitment
2. Appointment
3. Training
4. Deployment

SPECIAL ASSIGNMENT PRESENTATION:

1. DIVISION PRESS RELEASE / RELATION
2. DIVISION SPECIAL EVENTS
3. PROGRAM FOCAL PERSON
4. EDUCATION PROGRAM DELIVERY SECTION
5. DMEA TEAM
6. PRAISE TEAM
7. SHS IMMERSION PROGRAM TEAM
8. BEAUTIFUL SCHOOLS
9. CORPORATE IMAGE TEAM
10. CURRICULUM IMPLEMENTATION TEAM
11. GULAYAN SA PAARALAN
12. EMPLOYEES WELFARE TEAM
13. 4Ps
14. SEF BUDGET TEAM
15. CHILD PROTECTION
16. ELLN
17. PRIMALS
18. CRITICAL SECTION AREA OF RESPONSIBILITY
19. BEAUTIFUL DIVISION

Meeting adjourned at 10:46,

Prepared by:

GRACE P. PACULBA  
EPS/LRMD

He also explained on the ISO . ISO to have standard , efficient, fast and accurate delivery of services and goods for the good of the children.

Special assignments were then discussed: The following special assignments were :

- **.Division Spokesperson-**  
HELEN E. MAASIN

- **Division Press Release/Relations**

1. Supervisor in ENGLISH- MARGIE R. VALMORIA
2. Supervisor in FILIPINO-
3. Supervisor in LRMDS-GRACE P. PACULBA
4. PDO II- GLENN JOHN ISEDIRIO
5. ITO- SHERRY R. DUNGOG- for the web

- **Division Special Events**

1. TLE Supervisor- ROQUE R. SABASAJE
2. AO V- JEFREY MARTINEZ
3. AO V- STEPHANY SALIGUMBA
4. M & E.- NILO LOMONGO
5. HRDS- MARICRIS QUISMUNDO

- **Program Focal Person**

1. MARGIE R. VALMORIA- ENGLISH, JOURNALISM COORDINATOR
2. BALVE GRENEDO- SCIENCE, RESEARCH COORDINATOR
3. LORNA H. ESTROSAS- AP, SHS, PRIVATE SCHOOLS, OJT, PRACTICE TEACHING INVESTIGATING TEAM, BAC MEMBER
4. FRITZIE C SILLABE- KINDERGARTEN, ELLN, SPED, BAC MEMBER, DIVISION SELECTION COMMITTEE, GSP COORDINATOR
5. HELEN E. MAASIN- VALUES, CAREER GUIDANCE, CHILD PROTECTION
6. GRACE P. PACULBA- LRMDS, DIVISION SELECTION COMMITTEE, DIVISION MANCOM SECRETARIAT, DIVISION PRESS RELEASE
7. ASTER M. GALLEGA- IPED , ADM, BAC MEMEBER
8. MANUEL JANUBAS- MAPEH, SPORTS COORDINATOR
9. ROQUE R. SABASAJE- TLE, GULAYAN SA PAARALAN, BRIGADA , BSP
10. JEFFREY M. MARTINEZ- DRRM, DIVISION SECRETARIAT, DIVISION SPECIAL EVENTS
11. NILO LOMONGO- DRRM

- **Education Program Delievery section-**

1. MARICEL B. JANGAO- HEAD
2. STEPHANY SALIGUMBA
3. JEFFREY M. MARTINEZ
4. ROLLY B. LABIS
5. CID CHIEF

- **DMEA TEAM- Project "DAD" ( DISTANCE,ACADEMIC,DOMESTIC)**

1. Planning
2. ITO
3. ALS
4. PDO II
5. M & E

- **Praise Team**

1. Personnel
2. HR
3. JEFFREY M. MARTINEZ
4. ROLLY B LABIS
5. ACCOUNTING
6. FINANCE

- **SHS Immersion Program Team-**

- LORNA H. ESTROSAS
- NILO LOMONGO
- YOUTH FORMATION OFFICER
- ALL SECONDARY PRINCIPAL

- **ISO**

1. MARICEL JANGAO- HEAD
2. STEPHANY SALIGUMBA
3. JEFFREY M. MARTINEZ
4. ROLLY B LABIS
5. CID CHIEF

- **BEAUTIFUL SCHOOLS**

1. ROQUE R. SABASAJE- HEAD
2. ALL Educ. Program Supervisor

- **CORPORATE IMAGE TEAM**

1. ANAMAE ATILLO
2. MARGIE VALMORIA
3. ITO
4. MANUEL JANUBAS
5. MARICRIS QUISMUNDO
6. PDO II

- **CURRICULUM IMPLEMENTATION ADJUSTMENT ( CIA)**

**CID**

- **GULAYAN SA PAARALAN**

1. ROQUE R. SABASAJE
2. M & E
3. ALS

- **EMPLOYEES WELFARE TEAM**

1. HR
2. ACCOUNTING

- **4 Ps**

RUTH CALUBAG

- **SEF BUDGET TEAM**

1. STEPHANY SALIGUMBA
2. ROLLY B LABIS
3. CID CHIEF
4. PRES, PESPA
5. PRES. SECONDARY
6. PRES. EDTEA

- **CHILD PROTECTION**

1. HELEN E. MAASIN
2. JEFFREY M. MARTINEZ
3. ROLLY B LABIS
4. PESPA PRES.
5. SEC. PRES

- **ELLN**

1. FRITZIE C. SILLABE
2. ALL ELEMENTARY PRINCIPAL

- **PRIMALS**

1. BALVE GRANEDO
2. MARGIE VALMORIA
3. NILO LOMOMNGO
4. ALL ELEMENTARY PRINCIPAL

- **CRITICAL SECTION AREA OF RESPONSIBILITY**

1. RELEASING/ RECEIVING
2. UTILITY- JEFFREY M. MARTINEZ
3. WATCHMEN- JEFFREY M. MARTINEZ

- **BEAUTIFUL DIVISION**

1. ROQUE R. SABASAJE
2. JEFFREY M. MARTINEZ
3. ALS
4. MANUEL JANUBAS
5. ROLLY B LABIS
6. CID CHIEF
7. ALL SECTION HEADS
8. ITO

Office protocols also were discussed specifically on communication. The SDS emphasized on the following:

1. All communications should be signed by the SDS only. Persons involved in the preparation should initial below the printed name of the SDS.
2. Reports should be signed by the person who prepared the report, verified and certified true and correct by the Division Chief or the Section Head.
3. There should be a one common letter head/ font size/ font type to be used in all communications. This should be designed by the Corporate Image Team.
4. Keep signatories to a maximum of 5 or 4 in case of very intricate papers such as Ranking but in other documents 1 or 2 will do.
5. Letter should be replied with letters. Documents that needs to be forwarded to other government should be endorsed following the appropriate format.

- **ELLN**

1. FRITZIE C. SILLABE
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