



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY

---

December 13, 2021

DIVISION MEMORANDUM

No. 516, s. 2021

**SEMINAR-WORKSHOP ON TEAM SYNERGY FOR SUSTAINABLE PERFORMANCE  
CUM MANAGEMENT COMMITTEE MEETING**

To: **OIC, Office of the Asst. Schools Division Superintendent**  
**Chief Education Supervisors, CID and SGOD**  
**Education Program Supervisors**  
**Public Elementary and Secondary School Heads**  
**ManCom Members**  
**All Others Concerned**  
This Division

1. There will be an onsite face to face Seminar-Workshop on Team Synergy for Sustainable Performance and a Management Committee Meeting on December 15, 2021 from 8:00 AM to 4:00 PM at Dailo's Place, beside Burnay Elementary School, Gitagum, Misamis Oriental.
2. The objectives of the abovementioned activities are as follow:
  - a. To report accomplishments of the month and plans of action for the upcoming activities;
  - b. To discuss issues and concerns that will arise during the management committee meeting;
  - c. To perform different simulation-activities that will enhance team synergy in the workplace;
  - d. To foster camaraderie and collaboration through the different synergistic activities that will lead to the improvement of collaboration and good professional relationship.
3. Participants of the two activities are the members of the Management Committee & Secretariat.
4. Attached is the list of participants.





Address: Zone 3, Poblacion, El Salvador City | Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net)  
Tel. No. (088) 555-0475 | Email: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY

---

5. The following are the program of activities in three parts:
  - a. Part I – Seminar-workshop on Team Synergy
  - b. Part II – Management Committee Meeting
  - c. Part III – Year-End Get Together
6. Part III of the program includes exchange gift worth P200. All are encouraged to bring their gifts and participate in the activity.
7. Since the venue has a swimming pool and a beach, participants can also bring their swimming attire and can opt to swim during lunchbreak or after the program.
8. There will be a virtual meeting this afternoon at 3:00pm to discuss in details the preparations and the program of activities. The link is: <https://meet.google.com/shs-fomn-jjh>.
9. Travel expenses shall be charged against local funds subject to availability of funds and to the usual accounting rules and regulations. This is also serve as Authority to travel.
10. The participants shall strictly observe the health protocols such as physical distancing and the wearing of face masks.
11. This Office shall adhere to the Equal Opportunity Principle (EOP) in the steps to be undertaken for this purpose. Hence, all decisions and actions shall be based solely on the guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
12. Immediate and wide dissemination of this Memorandum is desired.

  
**OLGA C. ALONSABE, PhD, CESE**  
Schools Division Superintendent 

To be indicated in the Perpetual Index  
under the following subjects:  
SEMINAR-WORKSHOP ON TEAM SYNERGY  
MANAGEMENT COMMITTEE MEETING

CID/HEM



Address: Zone 3, Poblacion, El Salvador City | Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net)  
Tel. No. (088) 555-0475 | Email: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)

**Enclosure No. 001**

**EXECUTIVE COMMITTEE MEMBERS**

**Office of the Schools Division Superintendent**

Olga C. Alonsabe, PhD, CESE  
Dionesio L. Liwagon, Jr., CESE  
Jeffrey M. Martinez  
Anna Mae M. Atillo  
Sherrie R. Dungog

**Curriculum Implementation Division**

Ninian A. Alcasid  
Manuel A. Janubas  
Genevieve E. Lusterio  
Helen E. Maasin  
Margie R. Valmoria  
Fritzie C. Sillabe  
Aster M. Gallega  
Roque R. Sabasaje  
Lorna H. Estrosas  
Annabelle M. Mamaclay  
Marie Jade A. Cacayan  
Grace P. Paculba

**School Governance and Operations Division**

Rolly B. Labis, EdD  
Dr. Gladys Grace H. Cabeltes  
Dr. Nurus Alonto  
Kevin B. Asequia  
Maricris P. Quismundo  
Nilo L. Lomongo  
Karen Rose A. Serrania  
Merogim P. Mugot

**Accounting, Budget and Cashier**

Alan T. Saculigan  
Rizan L. Sardane  
Stephanie P. Saligumba, CPA  
Maricel B. Jangao, CPA

**Alternative Learning System**

Johnell Francis S. Vacalares

**Secretariat**

Sheena Baculio  
Jenice Mae Lolo  
Sarah Lariosa

<b>No</b>	<b>Name of School</b>	<b>Name of School Head</b>
1	Amoros ES	Ian Khay C. Castro
2	Bolisong ES	Ma. Lou Lea C. Nob, PhD
3	Cogon ES	Helen S. Palasan
4	El Salvador City CS	Mariel B. Ubaub
5	Himaya ES	Rosemarie U. Saguing
6	Hinigdaan ES	Jessica Marie B. Ramos
7	Kalabaylabay ES	Melanie M. Ligutom
8	Kibonbon ES	Jovel C. Labis
9	Molugan CS	Lina C. Bejiga, PhD
10	Pedro Sa Baculio ES	Charlotte J. Ytang
11	Sambulawan ES	Roger E. Pagayon
12	San Francisco de Asis ES	Sammy S. Tres Reyes
13	Sinaloc ES	Zigger E. Villahernosa
14	Taytay ES	Analyn G. Fabria
15	Ulaliman ES	Jackeline L. Ocon
		Letecia C. Pagayon
		Marivic S. Torres
16	Cogon NHS	Kevin Asequia
17	El Salvador City NHS	Rebecca B. Namoc
18	Himaya NHS	Rigalad Pabololot
		Richard A. Sabellano
19	Hinigdaan NHS	Merogim Mugot
		Sonia E. Pagapulaan
20	Molugan NHS	Marie Jade A. Cacayan
21	Sambulawan NHS	Raphy B. Buma-at
22	San Francisco de Asis NHS	Salvador T. Bendijo II
23	Sinaloc NHS	Chuchie A. Quiring