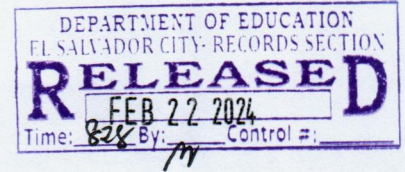




Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



Office of the Schools Division Superintendent

21 February 2024

DIVISION MEMORANDUM
NO. 089, s. 2024

**CORRIGENDUM ON DM 542, S. 2023 RE: DIVISION-LEVEL TRAINING-
WRITESHOP IN THE DEVELOPMENT OF DIVISION PUBLIC SERVICE
CONTINUITY PLAN (PSCP)**

To: **Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD & CID
Administrative Officer V
Project Development Officer II
Division Section Heads
All Division Personnel
All Others Concerned
This Division**

1. In connection to the Division Memorandum 542, s. 2023 Re: Division-Level Training-Writeshop in the Development of Division Public Service Continuity Plan (PSCP) which was originally scheduled on December 19-22, 2023 shall be changed on February 27 to March 1, 2024, 8:00 A.M. - 5:00 P.M. at Hotel Monicon, Zone 3, Poblacion, El Salvador City.
2. Expected participants are required to bring Laptop and Extension Wire for the writeshop. Please make sure to have softcopy of your Key Result Area (KRA) and Section Citizen Charter. Kindly check Annex A for the List of Participants.
3. Further, Medical Staff will act as participants and medical responder in this training. All other provisions in the previous memorandum shall remain in effect.
4. Moreover, travel and other expenses related to the conduct of this activity shall be charged to MOOE/local funds subject to the usual government accounting and auditing rules and regulations.
5. This memorandum serves as an **Authority to Travel**.



Address: Zone 3, Poblacion, El Salvador City
Telephone No: (088) 555-0475
Website: www.depedelsalvadorcity.net
Email Address: elsalvador.city@deped.gov.ph

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6. This Office shall adhere to the Equal Opportunity Principle (EOP) in observing all policies and protocol set for this activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
7. Immediate and wide dissemination of this Memorandum is enjoined.

RANDOLPH B. TORTOLA
Schools Division Superintendent

To be indicated in the Perpetual Index
under the following subject:

SGOD/DRRM/jee PUBLIC SERVICE CONTINUITY PLAN
PLANS/PROGRAM/ACTIVITIES
TRAINING/WRITESHOP



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Annex 1: List of Participants

NO.	NAME	DESIGNATION
1.	Labis, Rolly B.	Chief Education Supervisor
2.	Martinez, Jeffrey M.	Administrative Officer V
3.	Acero, Sheila Mae B.	Administrative Assistant III
4.	Akut, Leah Mae C.	Administrative Assistant III
5.	Alonto, Nurus Sinna Sarah R.	Dentist II
6.	Amoguis, Gerlissa Kristi R.	Administrative Assistant III
7.	Arriessgado, Quennie L.	Administrative Assistant II
8.	Asequia, Cherry Lou Del C.	Administrative Assistant III
9.	Asequia, Kevin B.	Planning Officer III
10.	Bejiga, Lina C.	Education Program Supervisor
11.	Cabeltes, Gladys Grace H.	Medical Officer III
12.	Cacayan, Marie Jade A.	Education Program Supervisor
13.	Calubag, Ruth A.	Administrative Assistant III
14.	Capistrano, Randy Rhys U.	Administrative Assistant III
15.	Carangcarang, Dexter A.	Administrative Aide VI
16.	Cortez, Mary Rose P.	Administrative Assistant III
17.	Dacoco, Jon Louis O.	Administrative Aide VI
18.	Descallar, Marilou Y.	Education Program Specialist II
19.	Dungog, Sherrie R.	Information Technology Officer I
20.	Estrada, Jurica Ethel L.	Project Development Officer II
21.	Estrosas, Lorna H.	Education Program Supervisor
22.	Fabria, Analy G.	Education Program Supervisor
23.	Gaid, Franz Maybelle M.	Nurse II
24.	Generol, Cheriemy D.	Education Program Specialist II
25.	Guillena, Kenneth Angel B.	Administrative Officer II
26.	Gonzales, Tonnie Mae	Division Engineer
27.	Isiderio, Eleonor R.	Administrative Officer IV
28.	Isiderio, Glenn John O.	Project Development Officer II
29.	Jangao, Maricel B.	Accountant III
30.	Khobuntin, Cecille Z.	Nurse II
31.	Labadan, Adrian Gabriel D.	Administrative Assistant III
32.	Lim, Felanie Marie A.	Administrative Officer IV
33.	Lusterio, Genevieve E.	Education Program Supervisor
34.	Markinez, Remy Jane M.	Administrative Assistant III
35.	Magriña, Rheamie C.	Administrative Aide VI
36.	Malaco, Esmael Jr. V.	Project Development Officer I
37.	Mamaclay, Anabelle M.	Education Program Supervisor
38.	Oco, Ricca Stephanie E.	Administrative Assistant III





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39.	Padigos, Ariel S.	Administrative Assistant III
40.	Quismundo, Maricris P.	Senior Education Program Specialist
41.	Ratunil, Nick C.	Administrative Officer II
42.	Sabasaje, Roque R.	Education Program Supervisor
43.	Sabuero, Honey Luz A.	Administrative Officer II
44.	Saculingan, Alan T.	Administrative Officer IV
45.	Saguing, Andrie Cris L.	Administrative Assistant III
46.	Sardane, Rizan L.	Administrative Officer IV
47.	Serrania, Karen Rose A.	Senior Education Program Specialist
48.	Suguilon, Jerome Glenn M.	Administrative Aide VI
49.	Tiad, Vanessa Prores L.	Nurse II
50.	Vacalares, Johnell Francis S.	Education Program Specialist II
51.	Valmoria, Margie R.	Education Program Supervisor
52.	Yubuco, Emelie G.	Librarian II
53.	Abang, Romel C.	Teacher III
54.	Alquisalas, Emelia L.	Teacher I
55.	Aturo, Jaypee A.	Teacher I
56.	Bongolto, Bernie A.	Teacher III
57.	Capili, Irika Mae R.	Teacher I
58.	Marante, Rex P.	Teacher II
59.	Ingente, Kenneth Jane Q.	Teacher I
60.	Tomarong, Raymund U.	Teacher I

**Additional 5 participants served as Technical Working Group*



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