



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF TUGUEGARAO CITY

December 15, 2021

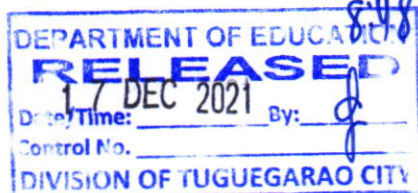
DIVISION MEMORANDUM

No. 278, s. 2021

**ADDENDUM AND CORRIGENDUM TO DIVISION MEMORANDUM
NO. 276 RE DIVISION MANAGEMENT COMMITTEE (ManCom)
MEETING AND TEAM BUILDING**

To: Assistant Schools Division Superintendent
Division Chiefs
Section and Unit Heads
Elementary and Secondary School Heads
All Others Concerned

1. Relative to paragraph No. 1 of the Division Memorandum No. 276, s. 2021, the date of the activity will be December 17-18, 2021 at Sta. Ana, Cagayan.
2. All participants are expected to be at the meeting place, outside Old SDO Building, along Bagay Road one hour before the departure at 6:00 AM.
3. Participants are required to bring their vaccination card and should strictly follow the minimum health standards.
4. For the dress code during the team building and socialization night, long Hawaiian dress for female and Hawaiian polo for male.
5. Transportation and other incidental expenses shall be charged from Division/School MOOE subject to auditing rules and procedures.
5. The Technical Working Committee, List of Participants and Program Matrix are enclosed. This Memorandum serves as the Travel Order of the participants.
6. For information, guidance and compliance.



REYNANTE Z. CALIGUIRAN

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
Telephone Nos.: (078) 844-7925; (078) 377-8805
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TECHNICAL WORKING GROUP

Overall Chairman : REYNANTE Z. CALIGUIRAN
OIC, Office of the Schools Division Superintendent

Chairman : MARITES L. LLANES
Asst. Schools Division Superintendent

Co-Chairman : ESTELA S. CABARO, PhD
Chief, Curriculum Implementation Division

GINA M. DURIAN, PhD
Chief, School Governance and Operations Division

Program Invitation : c/o CID

Registration/Attendance: Elisa Esteban & Rhose Yap

Transportation : Ventura R. Durian & Arnold Quizzagan

Hotel Accommodation: Flor Marie Turingan, Sherwin Cancino and Jane Pagulayan

Food : Janette Dulin, Kristine Lappay & Marjellyn Narag

Driver : Arsen Pagaddu, Jimmel Matote & Jaybert Ramuran

Schedule of Activities			
ACTIVITY	SUGGESTED DURATION	INDICATIVE SCHEDULE	IN-CHARGE
Meeting Place OLD SDO Office CNHS		Dec. 17, 2021 6:00 am	
Traveling time		Dec. 17, 2021 7:00 am	
Breakfast		Dec. 17, 2021 10:00	
Rest Time		10-11:30	
Lunch		11:30-12:30	
Session 1 Expansion of face to face classes		1:00-3:00	SGOD
Session 2 Year End Performance Review		3:00-6:00	CID
Team Building/Socialization Night		6:00-9:00	Jay Loren Tabugay, Rocky Banatao & Junar Datul Secondary School Heads
Still in Sta. Ana December 18, 2021			



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Breakfast		7:00-8:00	
ExeCom/ManCom Updates Administrative and Other Matters		8:00-3:00	OSDS
Travel back to Tuguegarao		4:00-7:00	
HOME SWEET HOME			

LIST OF PARTICIPANTS

SDO Personnel

Office of Schools Division Superintendent

1. Reynante Z. Caliguiran
2. Marites L. Llanes
3. Ventura R. Durian
4. Jayson Joseph L. Babaran
5. Atty. Jeremy Mramag
6. Jovy Claire Tungcul
7. Karla Pagulayan
8. Flor Marie Turingan
9. Marlowe Santos
10. Mary Flor Maramag
11. Mariel Cammayo

School Governance and Operations Division

12. Gina M. Durian
13. Edwin N. Catulin
14. Cleofe Mary Jane Torres
15. Jane Marie D. Pagulayan
16. Eduardo M. Balubal
17. Aileen C. Ibanez
18. Grace A. Bacud
19. Richard Mangulad
20. Jiosen Callo
21. Leilani Mangabat
22. Jennifer Tuliao
23. Kristine G. Lappay
24. Rosalinda Dulin
25. Cheryl Anne Roque

Curriculum Implementation Division

26. Estela S. Cabaro
27. Cora Pattaguan
28. Ronnie Arellano
29. Noli Abrigo
30. Randall Talamayan
31. Myrna Adduru



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32. Josephine Gammad
33. Vissia Asuncion
34. Jessica Castaneda
35. Janette Dulin
36. Diana Doldolea
37. Arnold Quizzagan
38. Marlo Melad
39. Billy Siddayao
40. Elmer Narag
41. Elisa Esteban
42. Marjellyn Narag
43. Rhose Yap

Elementary and Secondary School Heads – 32
Asst. Principals and Department Heads – 14
Secondary Heads Teachers - 2

- Summary for Hotel Accommodation

Participants	-	87
TWG	-	<u>7</u>
Total		94

SGOD/gnd/hrd



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