



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City



Office of the Schools Division Superintendent

26 February 2024

DIVISION MEMORANDUM

No. 75, s. 2024

**DIVISION AND SCHOOLS INTERFACING ON THE REMOVAL OF ADMINISTRATIVE
TASKS OF PUBLIC SCHOOL TEACHERS**

To: -Assistant Schools Division Superintendent
-Chief Education Supervisors
-Public School District Supervisors
-School Heads of Public Elementary and Secondary Schools
-All Administrative Officer and Project Development Officer I
-All Others Concerned

1. Pursuant to DepEd Order No. 02, s. 2024, public school teachers are now free from any administrative tasks so they can focus on the teaching and learning processes. With this new mandate, the School Governance and Operations Division (SGOD) hereby initiates a discourse on governance and operations functions and processes that require reports, which may involve administrative tasks on the part of teachers.
2. This activity is scheduled to be conducted on March 7, 2024 at M-Hotel and Restaurant, and March 8, 2024 at Las Vegas Hotel and Restaurant.
3. The objective of the activity is to provide a forum for dialogue regarding the various reports and other administrative responsibilities on school governance and operations, with the end in view of enhancing our reporting mechanisms by way of
 - a. presentation and discussion of various governance and operations processes and reports required from schools, and
 - b. gather feedback from the participants on the different presentations and come up with practical interventions or agreements.
4. For this purpose, enclosure 1 and 2 shall be the participants and program matrix.
5. For the information and compliance of all concerned.


BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent

Encls: As stated
/sgod/smm/kaa/DivM_2024_DO022024_GovernanceOperations
February 26, 2024



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DepEd Tayo Tabuk City

Implementation of DepEd Order No. 02, s. 2024
on School Governance and Operations
March 7 & 8, 2024

LIST OF SCHOOL HEAD PARTICIPANTS					
Cluster 1 Schedule	No.	School Head	Cluster 2 Schedule	No.	School Head
Date: March 7, 2024 Venue: M-Hotel & Restaurant	1	Amado B. Danao	Date: March 8, 2024 Venue: Las Vegas Hotel & Restaurant	1	Rosalina P. Ayang-Ang
	2	Robert L. Balneg		2	Mildred S. Cabay
	3	Evelyn C. Bongalon		3	Sylvia D. Gollingoy
	4	Junny F. Decena		4	Jodylyn L. Dangatag
	5	Lolita C. Facali		5	Yolanda W. Longan
	6	Romeo B. Banatao		6	Trifona Alatan
	7	Dolores D. Ganotice		7	Leah Ann B. Bangibang
	8	Denia P. Ondog		8	Melchor G. Layugan
	9	Caroline O. Torres		9	Charlene Silao
	10	Maribel B. Gayodan		10	Matt Domingo B. Paclay
	11	Jayson B. Aduca		11	Antonio P. Dawing
	12	Crispina G. Baligod		12	Hener P. Abad
	13	Rey Abannag		13	Reynaldo T. Tumapang
	14	Aquino B. Dulliyao		14	Marlon A. Binoloc
	15	Emilia Simeon		15	Lilibeth P. Cosidon
	16	Concepcion P. Olya-On		16	Ernesto A. Cabanes Jr.
	17	Annabelle C. Pasingan		17	Antonio P. Dawing
	18	Napoleon R. Mukay		18	Romel Alcanzarine
	19	Gemmaline C. Bumanglag		19	Cresilda B. Donggayao
	20	Leonardo T. Egalan		20	Joan M. Dalilis
	21	Linda W. Kissob		21	Eddie G. Rodriguez
	22	Geraldo L. Baligod		22	Moses G. Sawad
	23	Ricky D. Simangan		23	Ruth M. Banao
	24	Avelina P. Trinidad		24	Mark M. Malamnao
	25	Jose R. Quanso		25	Paulino G. Calbuyao
	26	Agapito B. Mabbayac		26	Susette G. Gamon
	27	Nally B. Palattao		27	Elizalde S. Blaza
	28	Josephine Ann T. Osong		28	Prudencio P. Cabannag
	29	Herminia F. Dapeg		29	Rogelio D. Alunday
	30	Danmax Cortez		30	Cherilyn B. Alison
	31	Severa P. Tugas		31	Edgar F. Delgado
	32	Joselito B. Cabello		32	Elvira B. Tabag
	33	Raul V. Dalilis		33	Judith A. Sagayo
	34	Olivia O Tanding		34	Flordeliza A. Sannadan
	35	Dante H. Delos Reyes		35	Oraline F. Edas
	36	Rowena Cabanes		36	Brendalee T. Lingbawan
	37	Imelda L. Haban		37	Daisy D. Banutan
	38	Nelyn B. Clemencia		38	Grace M. Balnao
	39	Marciana M. Annogui		39	Rudy Paul Taguibao
	40	Judy S. Gallardo		40	Melba D. Adop
	41	Elaine Jane Capinpin		41	Masilyn L. Talingdan
	42	Victor B. Dulag		42	Airen L. Ammiyao
	43	Joy A. Taynan		43	Jocelyn B. Baculi
	44	Melchor Langbisan		44	Everlyn C. Gunaban
	45	Theresa D. Reglos		45	Annette B. Ismael
	46	Jerry Rodriguez		46	Gina A. Gasadan
	47	Lilia G. Manarpaac		47	Jobella Kongi G. Agpad
	48	Marilyn B. Pecua		48	Melita M. Gamongan

LIST OF AO II / PDO I PARTICIPANTS					
Cluster 1 Schedule	No.	AO II / PDO I	Cluster 2 Schedule		AO II / PDO I
Date: March 7, 2024 Venue: M-Hotel & Restaurant	1	Olivia O. Alngag	Date: March 8, 2024 Venue: Las Vegas Hotel & Restaurant	1	Marlyn B. Ambong
	2	Julie Ann M. Lingbawan		2	April T. Malaggan
	3	Wemenda W. Galano		3	Roselma G. Gas-ib
	4	Oliver P. Gas-ib		4	Helen Joy O. Palattao
	5	Lenie L. Mugao		5	Rachelle E. Canao
	6	Emmalyn I. Ongat		6	Rhazelle N. Lomeng
	7	Vincent B. Martinez		7	Janice C. Madio
	8	Vincent B. Martinez		8	Rubelyn C. Baston
	9	Precious Jane P. Quadra		9	Juanito R. Gomgom-o
	10	Artici R. Ronquillo		10	Jay-Lord A. Pugal
	11	Jinky O. Agpawan		11	Bobby W. Daguio
	12	Valerie Ann B. Andrada		12	Erecson I. Matias
	13	Cherrie Gay E. Magannon		13	Joan B. Banggawan
	14	Gaydan, Jamine Earl Pauline Batay-an		14	Juliet G. Bangelan
	15	Janine Marie Agaran		15	Jovy O. Sangayab
	16	Rhovelyn G. Pittong		16	Sandra U. Tarnate
	17	Jona Christine C. Lang-ay		17	Vicenta B. Aggueban
	18	Raymunda L. Anongos		18	Padilla, Marvin Gonayon
	19	Jessica T. Polig		19	Carolyn G. Dugyawe
	20	Ramil M. Tugas		20	Heidi D. Dumaguig
	21	Criselda M. Balucnit		21	Rona-Goan T. Viloría
	22	Thelma B. Gapasen		22	Warren D. Parungao
Number of participants: 20 from SGOD; 1 from OSDS (SDS / ASDS)					
Total Number of Participants: 180 (March 7, 2024 = 90; March 8, 2024 = 90)					

Enclosure 2 of Division Memorandum No. _____, s. 2024

Implementation of DepEd Order No. 02, s. 2024
on School Governance and Operations
March 7, 2024 | M-Hotel, Appas, Tabuk City, Kalinga
March 8, 2024 | Las Vegas Hotel, Tabuk City, Kalinga
PROGRAM MATRIX

Time	Activity	Unit/Person Responsible
Part I 7:30 A.M. to 8:00 A.M.	Arrival and registration	Secretariat: HRTD Section
Part II 8:01-8:45	OPENING PROGRAM	Facilitator: Harriet C. Buslig
	National Anthem	Frances D. Gacuya, EPS II
	Prayer	Deewaii B. Bagayao, SEPS
	DepEd Quality Policy Statement	Allan Galanza
	Roll Call	Daisy May M. Bucao, PDO I
	Opening Remarks/ Statement of Purpose/ Overview of the Activity	Sally P. Feken Chief Education Supervisor-SGOD
	SDS Message & updates	Benedicta B. Gamatero PhD, CESO V Schools Division Superintendent
	House Rules	c/o Facilitator
Part III 8:46 A.M. to 5:00 P.M.	PRESENTATION AND DISCUSSION OF SCHOOL GOVERNANCE & OPERATIONS VARIOUS REPORTS AND PROCESS FLOWS	
8:46-9:26	School Management Monitoring & Evaluation	Kenneth A. Atiwag
9:27-10:07	Youth Formation	Allan Galanza Daisy Mae Bocao
10:08-10:18	Health Break	
10:19-10:59	Disaster Preparedness and Response Program (DPRP)	Menchie P. Gamongan
11:00-12:00	Planning and Research Section	Research: Deewaii B. Bagayao Planning: Efren Y. Danag
12:01-12:59	Healthy Lunch Break	
1:00-1:40	Social Mobilization and Networking Section	Romeo Agagon
1:41-2.21	Human Resource Training & Development Section	Ana Marie B. Bucahan
2:22-3:01	Health and Nutrition Section -SBFP -WINS -ARH -NDEP -Mental Health Awareness -Medical, Dental, and Nursing Services	Program Flagship Focals
3:02-3:15	Health Break	
3:16-3:56	Physical Facilities Section	Engr. Paul N. Palliso
3:57-4:37	Sports Related and Other Reports, and Best Practice, Innovation and Project Proposal Process Flow, Psychosocial support/Mental health of learners, etc.	Dooddie Marie L. Duclan
4:38-5:00	School Client Satisfaction Measurement, and Other Reports being requested from schools by DepEd and Other Agencies)	c/o Kenneth A. Atiwag
5:00	Closing Remarks and Announcements	

In-Charge of: Photo Documentation – Allan Galanza & Frances D. Gacuya
Health & Welfare – Health & Nutrition Section