



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF MISAMIS ORIENTAL**

DEPARTMENT OF EDUCATION  
Division of Misamis Oriental

**RELEASED**

DATE: **JUL 18 2024** 2:06 pm  
BY:   
Nittojonar S. Casby, MEdA  
Administrative Officer IV

**Office of the Schools Division Superintendent**

July 15, 2024

**DIVISION MEMORANDUM**

No. 452, s. **2024**

**DEPED MISOR HEALTH CARAVAN: PARA SA MATATAG  
AT MALUSOG NA EMLPEYADO**

To: All Division Personnel  
Public School District Supervisor/District In-charge  
Selected School Health Personnel  
All Others Concerned

1. The Gender and Development (GAD) program will be conducting a Wellness Caravan for all Schools Division employees on July 24-26, 2024. The theme for this year's event is "**Hustong Kalusugan Para Matatag na Kawani.**"
2. The Wellness Caravan aims to promote the importance of physical, mental, and emotional well-being among our employees. It will feature a series of activities and workshops focused on wellness, stress management, nutrition, physical fitness, and mindfulness.
3. The activity will be on July 24-26, 2024 with the Theme: Hustong Kalusugan Para Matatag na Kawani. The venue will be announced in a separate memorandum.
4. All are encouraged to participate in the Wellness Caravan to learn valuable information and practices that can contribute to a healthier and more productive work life.
5. Board, lodging, meals and other expenses related to the conduct of this activity shall be charged to GAD Funds subject to the usual accounting and auditing rules and regulations. Transportation will be provided to the participants from the Division Office to the Venue on July 24, 2024 and from the venue to the Division Office on July 26, 2024.
6. For more information and registration details, please contact Dr. Enrique Miguel M. Degamo or Ma. Corazon T. Homicillada at 09177167657/09606257207.




Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000  
Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)  
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7. Attached Enclosure No.1 list of Participants, Enclosure No.2 Training Matrix.
8. For guidance and of strict compliance.

For the Schools Division Superintendent:

  
**MARY ANN M. ALLERA**  
Assistant Schools Division Superintendent  
Officer In - charge  
Office of the Schools Division Superintendent

ELO/MMA/sgod/mma - emd



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		<b>NAMES</b>	<b>Position/Designation</b>
1	OSDS-SDS	EDILBERTO L. OPLENARIA	Schools Division Superintendent
2	OSDS-ASDS	MARY ANN M. ALLERA	ASDS
3	OSDS-FINANCE-BUDGET	MARK LORREN T. TEJANO	Budget Officer III/AOV-Finance
4	OSDS-FINANCE-ACCOUNTING	ELMAR G. ANOC	Accountant III
5	OSDS-ICT	FREDDIEJUN T. DELIG	Information Technology Officer I
6	OSDS-LEGAL	CHRISTOPHER F. PASCO	Attorney III
7	OSDS-ADMIN	JANICE LOURDES S. RESURECCION	AOV-Admin
8	SGOD	MARIA TERESA M. ABSIN	SGOD Chief
9	CID-EPS II - ALS	EDEN F. BACARRA	Education Program Specialist II
10	CID-EPS	SALLY S. AGUILAR	Education Program Supervisor
11	CID-EPS II - ALS	CHERYL D. UBALDE	Education Program Specialist II
12	CID-EPS	NORBERTO E. ROSALES	Education Program Supervisor
13	CID-EPS	MARY GRACE V. GALLANA	Education Program Supervisor
14	CID-EPS	RAFUNZEL D. EPANIS	Education Program Supervisor
15	CID-EPS	GLADYS S. BANAC	Education Program Supervisor
16	CID-EPS	JOANNA RUBY L. PRESENTE	Education Program Supervisor
17	CID-EPS	MARIA ASUNCION G. RAFOLS	Education Program Supervisor
18	CID-EPS	LILIAN B. SALAN	Education Program Supervisor
19	CID-EPS	SHEILLA B. DIANGO	Education Program Supervisor
20	CID-EPS	GINES C. CACAYAN	Education Program Supervisor
21	CID-LRMS	KIM ERIC G. LUBGUBAN	Project Development Officer II
22	CID-LRMS	CELIETO B. MAGSAYO	Education Program Supervisor
23	CID-LRMS	LOUCILE L. PACLAR	Librarian II
24	CID-PSDIC	MARY ANN C. MAGDALE	P2/District In-Charge
25	CID-PSDIC	ELCRIS E. CAÑO	ESP1/District In-Charge
26	CID-PSDIC	MARIA FIDELA C. SALVADOR	PIII / DIC
27	CID-PSDS	BEATRIZ E. ACDAL	PS District Supervisor
28	CID-PSDS	NIEVA E. BITONGA	P2/District In-Charge
29	CID-PSDS	AILEEN DABON	SP1/District In-Charge
30	CID-PSDS	EMERE C. JENISAN	SP2/District In-Charge
31	CID-PSDS	CYDEL P. VALMORES	PS District Supervisor
32	CID-PSDS	NORMAN SAYSON	P2/District In Charge
33	CID-PSDS	LEONOR D. CAGALAWAN JR.	SP2/District In-Charge
34	CID-PSDS	CARNILA D. SIMACON	SP1/District In-Charge
35	CID-PSDS	JOEL L. JAYME	SEPS/District In-Charge
36	CID-PSDS	LYNNETH R. ABROGUEÑA	PS District Supervisor
37	CID-PSDS	MARELYN C. TRAPAL	SP2/District In-Charge
38	CID-PSDS	ADEFER B. CANO	PS District Supervisor
39	CID-PSDS	GERRY FABRIA	SP3/District In-Charge
40	CID-PSDS	EDWIN V. AMPARO	P2/District In-Charge
41	CID-PSDS	MARIFE D. BALABA	PS District Supervisor
42	CID-PSDS	EVAH B. ENTUSIASMO	PS District Supervisor



43 CID-PSDS	MARIA LEALOU FABRIA	PS District Supervisor
44 CID-PSDS	MARCEL J. TAGALOGON	P2/District In-Charge
45 CID-PSDS	JOYLITO O. VILLASTIQUE	P/3District In-Charge
46 CID-PSDS	RIC D. GABE	PS District Supervisor
47 CID-PSDS	PIO R. BAGARES	PS District Supervisor
48 CID-PSDS	ROIE M. UBAYUBAY	PS District Supervisor
49 CID-PSDS	NILDA M. MEJOS	PS District Supervisor
50 CID-PSDS	EVA C. GUILARAN	PS District Supervisor
51 CID-PSDS	HORACE AMELIA Q. NACUA	PS District Supervisor
52 CID-PSDS	GINA I. CAGANG	P2/District In-Charge
53 CID-PSDIC	GRETHEL R. LUBI	SP1/ District In-charge
54 CID-PSDIC	LILIBETH C. BACO	SP1/District In-Charge
55 CID-PSDS	DAYLINDA O. VEQUEZO	PS District Supervisor
56 CID-SUPPORT STAFF	MERCY B. AGUILAR	ADA I
57 CID-SUPPORT STAFF	AMAYLYN M. PESCADOR	Administrative Officer II
58 COA	RANDY ROBINSON M. PAREDES	JO
59 COA	RENALYN MAE K. CAGULADA	JO
60 COA	QUEENIE ROSE D. GALLARDO	JO
61 COA	CATHERINE S. NOBLE	JO
62 OSDS-ADMIN	JOSUA T. ALAYON	JO
63 OSDS- ADMIN	BAKHITA G. LOPLOP	JO
64 OSDS-ADMIN	REX E. FABELLA	JO
65 OSDS-ADMIN	FLORAMY P. INGOTAN	Administrative Officer II
66 OSDS-ADMIN-CASHIERING	MELODIE C. SANDIGAN	Administrative Assistant II
67 OSDS-ADMIN-CASHIERING	CLINT M. ARENAL	Administrative Assistant III
68 OSDS-ADMIN	ROLANDO B. DE VERA	ADA-I
69 OSDS-ADMIN	LERIO N. CARACHO JR	ADA IV
70 OSDS-ADMIN V OFC	MARY JOY O. MEJOS	JO-Personnel Section
71 OSDS-ADMIN-AO5	MARIFE T. BAHIAN	Administrative Aide III
72 OSDS-ADMIN-CASHIERING	MARRISA FAY S. JADAP	Administrative Officer IV
73 OSDS-ADMIN-CASHIERING	KIRKISH CHLOIE P. REYES	JO
74 OSDS-ADMIN-GS	JEFFREY L. GRANZON	ADA I
75 OSDS-ADMIN-GS	RENATO O. GORERO	ADA 1
76 OSDS-ADMIN-GS	ARTEMIO C. PACTOS SR.	Administrative Aide II
77 OSDS-ADMIN-GS	JAY ANTHONY B. PACTOS	Administrative Aide I
78 OSDS-ADMIN-GS-DRIVER	LEMUEL L. CALISO	ADA IV
79 OSDS-ADMIN-GS-DRIVER	JAMES BRIAN B. PACTOS	Administrative Aide IV
80 OSDS-ADMIN-GS-DRIVER	LARRY F. MADRIDANO	Administrative Aide IV
81 OSDS-ADMIN-GS-SECURITY	RICHELLE ARIEL I. ARCEÑO	Administrative Aide III
82 OSDS-ADMIN-GS-SECURITY	ARNOLD G. SILMARO	Administrative Aide III
83 OSDS-ADMIN-GS-SECURITY	BALTAZAR L. RAMOS	Administrative Aide III
84 OSDS-ADMIN-GS-SECURITY	HELCRISVEN SULITE	JO
85 OSDS-ADMIN-PAYROLL	MELISSA B. PACULBA	AO-2
86 OSDS-ADMIN-PAYROLL	BERNABE C. MEJOS JR.	Administrative Aide III
87 OSDS-ADMIN-PAYROLL	JENNIFER C. ARIASA	Administrative Officer II



88	OSDS-ADMIN-PAYROLL	CATHERINE S. MANUTA	Administrative Officer II
89	OSDS-ADMIN-PAYROLL	RALPH ALVIN WALDO PAGARA	ADAS-III
90	OSDS-ADMIN-PERSONNEL	BETTY P. SALIRING	Administrative Officer II
91	OSDS-ADMIN-PERSONNEL	CLARIBEL L. RODRIGUEZ	Administrative Assistant III
92	OSDS-ADMIN-PERSONNEL	SHELLA JOY A. RAMIRO	Administrative Officer II
93	OSDS-ADMIN-PERSONNEL	ENA M. YBORAN	Administrative Assistant III
94	OSDS-ADMIN-PERSONNEL	MELANIE C. ESTENZO	AO IV
95	OSDS-ADMIN-PERSONNEL	CHRISTINE GRACE E. TAHUD	Administrative Officer II
96	OSDS-ADMIN-PERSONNEL	AUBREY MARIE CRISTINE B. TABOR	PDO 1
97	OSDS-ADMIN-PERSONNEL	SHAYNE YANNAH M. FRIAS	Administrative Officer III
98	OSDS-ADMIN-RECORDS	RITCHELYN E. PEPITO	PDO 1
99	OSDS-ADMIN-RECORDS	NIÑOJOMAR S. CABLAY	Administrative Officer IV
100	OSDS-ADMIN-RECORDS	KENNON H. PARA-ON	Administrative Aide III
101	OSDS-ADMIN-RECORDS	PETE JOHN NESTY B. PONGCOL	Administrative Officer II
102	OSDS-ADMIN-RECORDS	ROWELYN E. RAYAT	Administrative Aide VI
103	OSDS-ADMIN-PERSONNEL	SHAINA C. VELEZ	Administrative Aide IV
104	OSDS-ADMIN-SUPPLY	ARLENE C. VALMORES	AO-III
105	OSDS-ADMIN-SUPPLY	ELEONOR P. CRUZ	Administrative Officer IV
106	OSDS-ADMIN-SUPPLY	ARNIL N. CARACHO	Administrative Assistant II
107	OSDS-ADMIN-SUPPLY	JULIETA M. BORLADO	Administrative Assistant II
108	OSDS-ADMIN-SUPPLY	MARY KHONI Y. LAO	Administrative Officer II
109	OSDS-ADMIN/RECORD	MARIE KRIS NUNEZ-YAMIS	ADA-IV
110	OSDS-ASDS OFFICE	ELIZABETH A. IPULAN	JO
111	OSDS-FINANCE	SYLVIA G. LOPEZ	JO
112	OSDS-FINANCE	CHERYL R. ELAY	JO
113	OSDS-FINANCE-ACCOUNTING	CHRISTY JOY J. BACAS	AO II
114	OSDS-FINANCE-ACCOUNTING	ELSIE B. ZERNA	AO II
115	OSDS-FINANCE-ACCOUNTING	JOCELYN B. SALISID	Administrative Assistant III
116	OSDS-FINANCE-ACCOUNTING	DAISY G. IPANAG	Administrative Officer II
117	OSDS-FINANCE-ACCOUNTING	CECIL EMELY D. PALER	Administrative Officer II
118	OSDS-FINANCE-ACCOUNTING	GERLY G. DEQUINO	Administrative Assistant III
119	OSDS-FINANCE-ACCOUNTING	ANALOU B. QUIBLAT	Administrative Officer II
120	OSDS-FINANCE-ACCOUNTING	PATRICIA APRIL M. BUTRON	Administrative Officer II
121	OSDS-FINANCE-ACCOUNTING	JOHAINA A. TANGOTI	Administrative Officer II
122	OSDS-FINANCE-ACCOUNTING	RENDOLPH G. DELA VICTORIA	Administrative Assistant III
123	OSDS-FINANCE-ACCOUNTING	GLADJORI B. CORDOVA	Administrative Officer II
124	OSDS-FINANCE-ACCOUNTING	SHEILA MAE L. ESTOQUE	Administrative Officer II
125	OSDS-FINANCE-ACCOUNTING	PETER JUNE R. CHAN	Administrative Assistant III
126	OSDS-FINANCE-BUDGET	POCHOLO RALPH P. LANOZO	Administrative Officer II
127	OSDS-FINANCE-BUDGET	KRISTOFFER C. GALARPE	Administrative Assistant III
128	OSDS-FINANCE-BUDGET	RICARDO A. CAMINADE	Administrative Aide III
129	OSDS-FINANCE-BUDGET	KIMBERLY C. CABALIDA	ADAS I
130	OSDS-ICT	KYRDEN CYRIL DACALOS	Administrative Officer II
131	OSDS-ICT	VICENTE Y. HALLASGO III	ADA I



132	OSDS-LEGAL	REINER L. ONG	ADA VI
133	OSDS-ADMIN-RECORDS	GRACE GEAN L. GENEROL	JO
134	OSDS-SDS OFFICE	GINA G. REVECHO	Administrative Officer II
135	OSDS-SDS OFFICE	JANETH P. REVECHO	JO
136	OSDS-SDS OFFICE	ALDREICH LOIS A. GENITA	JO
137	OSDS-SDS OFFICE	AIKHO MARIE M. RABE	ADAS III
138	OSDS-SDS OFFICE	NUR MUHAMMAD G. MAPANDI	JO
139	OSDS-ADMIN-SUPPLY	CINDY ANCHETA	JO
140	SGOD	RHODORA L. GALLARES	Education Program Supervisor
141	SGOD	ANDREW HEROE R. JANUBAS	Administrative Assistant III
142	SGOD	GINO M. SEÑARA	JO
143	SGOD- MEDICAL	MARGIE A. SUMANPAN	Dentist II, OIC-Medical/Dental
144	SGOD-BAC	CINDY KARL S. DELA PENA	Administrative Officer II
145	SGOD-HRD	IRISH KARYLLE D. MONTE	Senior Education Program Specialist
146	SGOD-MEDICAL	JESELLE P. TABOR	JO
147	SGOD-MEDICAL	ENRIQUE MIGUEL M. DEGAMO	MO III
148	SGOD-MEDICAL/DENTAL	MA. CORAZON T. HOMICILLADA	Nurse II
149	SGOD-PDO	CHRISTINE H. CABIASA	PDO-1
150	SGOD-PDO	MICHAEL MERVIN M. ACENAS	PDO-1
151	SGOD-PHYSICAL FACILITIES	SANDY L. SIMO	Engineer III
152	SGOD-PHYSICAL FACILITIES	ROLITO G. GAMAO	ADAS III
153	SGOD-PHYSICAL FACILITIES	ARSENIO V. SAYASA	Tech Asst IV -ENGR III/ COS
154	SGOD-PHYSICAL FACILITIES	MARIE JO T. ASA	Tech Asst IV -ENGR III/ COS
155	SGOD-PLANNING & RESEARCH	EDWIN L. GAMOROT	Planning Officer III
156	SGOD-PLANNING & RESEARCH	JOSEPHINE D. LABARES	OIC-SEPS
157	SGOD-PLANNING & RESEARCH	ADORA ANGELICA G. BAHIAN	Administrative Assistant III
158	SGOD-SMME	GERRY P. MADRID	Education Program Specialist II
159	SGOD-SMME	DANNY A. ASIO	Senior Education Program Specialist
160	SGOD-SOCMOB & NETWORKING	CIRILO K. RUBIATO II	Project Development Officer II
161	SGOD-SOCMOB & NETWORKING	CATHERINE ANNE B. ALACALA	Education Program Specialist II
162	SGOD-SPORTS	RONJIE C. ROSETE	HT-III/ ALS div Coor
163	OSDS-ADMIN-SUPPLY	CHERIE K. RUBIATO	JO
164	SGOD-MEDICAL	MARIA CECILIA C. BACHINELA	Nurse II
165	SGOD-MEDICAL	ARLENE P. DIEZ	Nurse II
166	SGOD-MEDICAL	AVEGAIL J. ISRAEL	Nurse II
167	SGOD- MEDICAL	MA. LYRA R. MACABODBOD	Nurse II
168	SGOD-MEDICAL	MARISTELLA M. CANTERE	Nurse II
169	SGOD-MEDICAL	SHEILA S. CORVERA	Nurse II
170	SGOD-MEDICAL	KRISTIAN RAY JALAGAT	Nurse II
171	SGOD-MEDICAL	JAN MICHAEL GEMORANON	Nurse II
172	SGOD-MEDICAL	CARMELA R. IDUL	Dentist II
173	Admin	ANGEL YAP	ADA-VI

174	OSDS-ASDS Office	NARJELYN M. CAMBALON	ADA -VI
175	OSDS	MARY ELYZE M. SALAZAR	JO
176	FINANCE	CHASTITY DACUP	
177	FINANCE	CHRISTIAN ASINGUA	JO
178	SGOD	JEFFREY S. OPLENARIA	JO
179	PAYROLL SECTION	JIMMYLYN G. BAGUHAN	
180	PAYROLL SECTION	MAREBE B. RAGPALA	
181	PAYROLL SECTION	VESPER JOY U. BONALOS	
182	PAYROLL SECTION	DONNALYN A. FERNANDEZ	
183	PAYROLL SECTION	APPLE JOY PANULAYA	
184	SGOD-PHYSICAL FACILITIES	MICHAEL CUAREZ	JO
185	RECORDS	ROGELIO C. OTAO	JO
186	RECORDS	SUEGFRED A. GALARITA	JO
187	Planning	JAYPEE S. RAYAT	JO
188	SGOD	JOHN KIM CABASAG	JO
189	Legal	KHATE JEAL A. CARACHO	JO
190	ICT	RONIELJUN B. DELA CERNA	JO





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**SCHOOLS DIVISION OF MISAMIS ORIENTAL**  
**TRAINING & DEVELOPMENT MATRIX**

The Training and Development Matrix is an attachment to the Training Design that indicates the time, date and list of topics and its speakers. This will serve as a guide for participants and its program management team on the flow and delivery of the training.

**A. Training Information**

Title of Training or Program	<b>DepEd MisOr Health Caravan: Para sa Matatag at Malusog na Empleyado</b>
Description	<i>This is a three (3) days seminar activity for DepEd MisOr Division employees. This activity is anchored on DepEd Order 32, s. 2017 that everyone has the right to equal opportunities to achieve a healthy well-being by providing education resources and activities to improve physical and mental health, enhance workplace productivity and morale and foster a culture of wellness within the organization.</i>
Proposed Training Date/s	July 24-26, 2024
No. of Training Hours	24 hours
Target Participants	195 pax

**B. Matrix**

**Day 1- Date July 24, 2024**

Time	Activity/Topic	Person-In-Charge
7:30-8:30 am	<b>Arrival of Participants BREAKFAST</b>	SHS Personnel
8:30-9:00 am	<b>Preliminaries:</b> National Anthem	Ma. Lyra R. Macabodbod
	Opening Prayer	Canned
	Roll-Call of Participants	Catherine Anne. B. Alcala, PhD
	Welcome Message	Mary Ann M. Allera, PhD
	Statement of Purpose	Maria Teresa M. Absin, PhD
	Message of the Head of Office	Edilberto L. Oplenaria, EdD, CESO V Schools Division Superintendent
9:00-10:00am	General Health and Wellness	Enrique Miguel M. Degamo, MD, MPH
10:00 – 11:00 am	Chronic Disease Management	Enrique Miguel M. Degamo, MD, MPH
11:00-12:00 am	Mental Health and Stress Management Techniques	Maristella M. Cantere Mental Health Coordinator
	<b>HEALTH/LUNCH BREAK</b>	
1:00- 2:00pm	Men and Women's Health Awareness	Ma. Corazon T. Homicillada
2:00-3:00pm	Legal Considerations for Health and Safety in the Workplace	Atty. Christopher Pasco
3:00-4:00pm	Financial Health	Mark Lorren T. Tejano
4:00-5:00pm	Spiritual Health	Rhodora M. Gallares, PhD
	<b>End of Day 1 Announcement</b>	Ma. Corazone T. Homicillada Nurse II

**Day 2- Date July 25, 2024**

Time	Activity/Topic	Person-In-Charge
6:00-9:30 am	Medical check-up	Doc. Enrique Miguel M. Degamo
	Dental Prophylaxis	Doc. Margie A. Sumanpan
	FBS	Ma. Corazon T. Homicillada
	Cholesterol Test	Avegail J. Israel
	Uric Acid Test	Arlene P. Diez
	Medical Check-up	



9:30 -12:00 noon	Vaccination	Doc. Enrique Miguel M. Degamo Doc. Margie A. Sumanpan Ma. Corazon T. Homicillada
<b>HEALTH/LUNCH BREAK</b>		
1:00-5:00 pm	Medical Check-up Dental Prophylaxis ECG Chest x-ray CBC	Doc. Enrique Miguel M. Degamo Doc. Margie A. Sumanpan Ma. Corazon T. Homicillada

**Day 3- Date : July 26, 2024**

8:00-8:30 am	Preliminaries Roll call Recap	Arlene P. Diez
8:30-9:30am	Yoga and Employee Mindfulness	Irish Karylle D. Monte, PhD
9:30-10:30 am	Nutrition and Healthy Eating	Avegail J. Israel
10:30-12:00 am	Team building exercises	MOGCHS
12:00-1:00 pm	Noon break	
1:00-2:30pm	Zumba	MOGCHS
2:30- 3:30pm	Closing Program Impression Distribution of Certificates Acknowledgement Closing Prayer Makabayan Songs	Ma. Cecilia Bachinela

**C. Program Management Team**

Function	Name	Designation
Program Consultant	<i>Catherine Anne S. Balanay, PhD.</i> <i>Dr. Enrique Miguel M. Degamo, MPH</i>	OIC - SEPS SOCMOB Medical Officer III-SHNS
Program Management Team Leader	<i>Ma. Corazon T. Homicillada</i>	Nurse II
Program Management Asst Leader	<i>Avegail J. Israel</i>	Nurse II
QAME Associate	<i>Kristian Rey Jalagat</i>	Nurse II
Technical Officer	<i>Maria Cecilia Bachinela</i> <i>Arlene P. Diez</i>	Nurse II Nurse II
Secretariat	<i>Ma. Lyra R. Macabodbod</i> <i>Maristella M. Cantere</i> <i>Jeselle P. Tabor</i>	Nurse II Nurse II Staff

Prepared By:

**ENRIQUE MIGUEL DEGAMO, MD, MPH**  
Medical Officer III - SHNS

Reviewed By:

**CATHERINE ANNE S. BALANAY, PhD**  
OIC - SEPS SOCMOB

**IRISH KARYLLE D. MONTE, PhD**  
SEPS- HRD

Noted By:

**MARIA TERESA M. ABSIN, PhD**  
SGOD- Chief

Approved:

For the Schools Division Superintendent:

**MARY ANNE M. ALLERA**  
Assistant Schools Division Superintendent  
Officer in-charge