



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

Office of the Schools Division Superintendent

May 20, 2024

**UNNUMBERED MEMORANDUM**

**TECHNICAL WORKING GROUP MEMBERS OF THE  
26<sup>TH</sup> NATIONAL COUNCIL CONVENTION OF THE GIRL SCOUTS OF THE  
PHILIPPINES**

To: Technical Working Group Members

1. Pursuant to the letter request of the Girl Scouts of the Philippines, Misamis Oriental Council President, Rowena H. Para-on, PhD, you are hereby requested to render your services as part of the National Technical Working Group for the 26<sup>th</sup> National Council Convention of the Girl Scouts of the Philippines on May 25-28, 2024.
2. You are further requested to be in Luxe Hotel, Cagayan de Oro City and Laguindingan Airport on May 24, 2024 for the preparation of the said activity.
3. Enclosed is the list of the names of the National Technical Working Group members.
4. You are entitled to Service Credits/ Compensatory Time Off for your Saturday and Sunday services based on DepEd Order 53, s. 2003 re: *Updated Guidelines on Grant of Vacation Service Credits To Teachers*.
5. This Office directs the immediate and wide dissemination of this Memorandum.

  
**EDLBERTO L. OPLENARIA, EdD, CESO V**  
Schools Division Superintendent

ELO/MAMA/mtma/rlg





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

**LIST OF THE TECHNICAL WORKING GROUP MEMBERS  
FOR THE 26<sup>TH</sup> NATIONAL COUNCIL CONVENTION OF THE GIRL SCOUTS OF THE  
PHILIPPINES**

1. Maria Teresa M. Absin, PhD, SGOD Chief
2. Rhodora L. Gallares, PhD, EPS-SGOD/ GSP Div. Focal Person
3. Vevian T. Tuazon, PhD, PSDS, Nawan District
4. Enrique Miguel Degamo, M.D., Section Head, School Head Section
5. Atty. Cirilo K. Rubiato, II, PDO -2, Div. DRRM Coordinator
6. Reina marie G. Ebisa, Principal, Medina NCHS
7. Roei Ubaayubay, PhD, PSDS, Laguindingan District
8. Emelyn Manuta, Sinai ES
9. Ma. Christine L. Sabellina, Alubijid NCHS
10. Melanie Fabrea, Principal, Mauswagan IS
11. Lanie Tutor, Tagoloan Central School
12. Eden F. Bacarra, Educ. Program Specialist in ALS
13. Christy Flor Daayata, Opol NSTS
14. Jovie Centero, Opol NSTS
15. Larry F. Madridano, Admin Personnel/ Driver, DepEd Mis.Or.
16. James Brian B. Pactos, Admin Personnel/ Driver, DepEd Mis.Or
17. Maria Danica A. Asequia, MOGCHS
18. Windler Sandoval, Initao CS
19. Bob Devaney G. Maestre, Alubijid CS
20. Jose Marie Villacorta, Alubijid CS
21. Ricky Jabien, Initao CS
22. Kysilyn M. Tongco, MOGCHS
23. Erika Kristina Mortola, Kirahon ES
24. Athena Khate Devalgue, Alubijid CS
25. John Rey Molo, Sta. Ines NHS
26. Michael Benedict Emperador, Manticao CS
27. Marlo V. Mercado, Mambayan IS
28. Kim Eric G. Lubguban, Div. Office
29. Vicente Y. Hallasgo, II, Division Office
30. Freddiejun T. Delig, ITO DepEd DO, Chairperson of Documentation
31. Aarone Rodel M. Santos, , Mambayaan IS
32. Lea May R. Pontioso, MOGCHS
33. Amabel D. Huguete, Div. Office
34. Charish B. Danian, Div. Office
35. Emman Mugot, Div. Office
36. Sherilyn E. Sabayanan, Div. Office
37. Geanelle Mae Ginisiran, Div. Office
38. Jennifer Santiago , MOGCHS







Control No.

Republic of the Philippines  
**Department of Education**  
 REGION X - NORTHERN MINDANAO

**SCHOOLS DIVISION OF MISAMIS ORIENTAL**

## AUTHORITY FOR OFFICIAL TRAVEL

<b>Name/s:</b>	ALL TWG MEMBERS FOR THE GSP 26TH NATIONAL CONVENTION <b>Official List attached to Division Unnumbered Memo dated May 20, 2024</b>
<b>Position/Designation:</b>	DepEd Misamis Oriental National TWG
<b>Permanent Station:</b>	DepEd Misamis Oriental SDO and Field Stations
<b>Purpose of Travel:</b> <i>(must be supported by attachments)</i>	To act as TWG members on the 26th National Council Convention of GSP
<b>Host of Activity:</b>	Girl Scouts of the Philippines , Misamis Oriental & National Council
<b>Inclusive Dates:</b> <i>(Inclusive of Travel Time)</i>	May 24-28, 2024
<b>Destination:</b>	Luxe Hotel, Cagayan de Oro & Laguindingan Airport
<b>Fund Source:</b>	

### PREPARED BY

*I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.*

  
**RHODORA D. GALLARES**

EPS-SGOD/ Div. GSP Focal Person

Name and Signature of Requesting Employee

May 21, 2024

Date

### RECOMMENDING APPROVAL

*This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purpose stated herein.*

  
**MARY ANN M. ALLERA**

Assistant Schools Division Superintendent

Name and Signature of Recommending Authority

May 21, 2024

Date

### APPROVED

  
**EDILBERTO L. OPLENARIA, EdD, CESO V**

Schools Division Superintendent

Name and Signature of Approving Authority

May 21, 2024

Date



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

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37. Geanelle Mae Ginisiran, Div. Office
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May 20, 2024

**ROWENA H. PARA-ON, PhD**

Council President  
Girl Scouts of the Philippines (GSP)  
Misamis Oriental Council  
Cagayan de Oro City

**Dear Madam Para-on:**

*Greetings of peace and goodwill!*

This has reference to your letter dated May 17, 2024, stamped received by this Office on May 20, 2024 regarding your request for the services of DepEd Misamis Oriental personnel for the 26<sup>th</sup> National Council Convention of the Girl Scouts of the Philippines on May 25-28, 2024.

You have further requested for the service credits/ Compensatory Time Off of the attached DepEd Misamis Oriental personnel for their services rendered on Saturday & Sunday based on DepEd Order 53, s. 2003 re: *Updated Guidelines on Grant of Vacation Service Credits To Teachers*. Lastly, you have requested that those personnel be allowed to report to the event's venue on May 24, 2024 for the preparation of the activity.

This Office interposes no objection on the said requests provided that the DepEd Mis.Or. employees who were requested to serve the GSP shall observe the DepEd Order No. 9 s. 2005 re: *Instituting Measures to Increase Engaged Time-on-Task*.

Furthermore, the GSP Misamis Oriental Council should help facilitate for the pertinent documents needed for the service credits/ CTO of the DepEd Mis.Or. employees who will be serving the 26<sup>th</sup> National Council Convention of GSP.

*As we are one in providing our learners safety and quality learning, in service, I remain.*

Very truly yours,

**EDILBERTO L. OPLENARIA, EdD, CESO V**  
Schools Division Superintendent

ELO/MAGMA/SGOD-MTMA-rfg



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000  
Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)  
Website: [www.deped.misor.net](http://www.deped.misor.net)  
Email: [misamis.oriental@deped.gov.ph](mailto:misamis.oriental@deped.gov.ph)



**GIRL SCOUTS OF THE PHILIPPINES**

**Misamis Oriental Council**

Cagayan de Oro City  
(Tel #. 859-3834/09975084740)

DEPARTMENT OF EDUCATION  
DIVISION OFFICE  
CAGAYAN DE ORO CITY  
MISAMIS ORIENTAL

REC'D

20 MAY 2024

GRACE GEN. L. GENERAL

PRINTED NAME

4.46

May 17, 2024

**EDILBERTO L. OPLENARIA, Ph.D.**

Schools Division Superintendent  
Commissioner for Administration  
Misamis Oriental Division

SIR:

Greetings!

This has reference to our upcoming hosting of the 26<sup>th</sup> National Council Convention of the Girl Scouts of the Philippines on May 25-28, 2024.

In connection hereof may we request the services of the following Dep-Ed Personnel (Teaching and Non-Teaching) to serve during the above mentioned national event. To wit:

- |                                   |                                   |
|-----------------------------------|-----------------------------------|
| 1. Dr. Maria Teresa Absin         | Mis. Or. Division Office          |
| 2. Dr. Rhodora L. Gallares        | -do-                              |
| 3. Dr. Vevian Tuazon              | Naawan District                   |
| 4. Dr. Miggy Degamo               | Mis. Or. Division Office          |
| 5. Atty Cirilo K. Rubiato II      | -do-                              |
| 6. Ms. Reina Marie G. Ebisa       | Medina National Comp. HS          |
| 7. Mr. Roei Ubayubay              | Laguindingan District             |
| 8. Ms. Emelyn A. Manuta           | Sinae E/S                         |
| 9. Ms. Ma. Christine L. Sabellina | Alubijid National Comp. HS        |
| 10. Ms. Melanie Fabrea            | Mauswagon IS                      |
| 11. Ms. Lanie Tutor               | Tagolaon CS                       |
| 12. Ms. Eden F. Bacarra           | Mis. Or. Division Office          |
| 13. Ms. Christy Flor Daayata      | Opol National Sec. Tech. School   |
| 14. Ms. Jovie Centeno             | -do-                              |
| 15. Ms. Maria Danica A Asequia    | Misamis Oriental General Comp. HS |
| 16. Mr. Windler Sandoval          | Initao Central School -           |
| 18. Mr. Bob Devaney G. Maestre    | Alubijid Central School           |
| 19. Mr. Jose Marie Villacorta     | -do-                              |
| 20. Mr. Ricky Jabien              | Initao Central School             |
| 21. Ms. Kysilyn M. Tongol         | Misamis Oriental Gen. Comp. HS    |
| 22. Ms. Erika Kristina C. Mortola | Kirahon Es                        |
| 23. Ms. Athena Khate Devalgue     | Alubijid Cs                       |

24. Mr. Jonh Rey Molo	Sta. Ines Nhs
25 .Mr. Michael Benedict Emperador	Manticao Cs
26. Mr. Marlo V. Mercado	Mambayaan Is
27. Mr. Kim Eric G. Lubguban	-do-
28. Mr. Vicente Y. Hallasgo	-do-
29. Engr. Freddiejun T. Delig	-do-
30. Mr. Aarone Rodel M. Santos	-do-
31. Mr. Lea May R. Pontioso	Mis. Or. Gen. Comp. HS
32. Mr. Larry E. Madridano	Mis. Division Office
33. Ms. Amabel D. Huguete	Nurse
34. Ms. Charish B. Damian	-do-
35. Mr. Emman Mugot	-do-
36. Ms. Sherilyn E. Sabayanan	-do-
37. Ms. Geanelle Mae Ginisiran	-do-
38, Ms. Jennifer Santiago	Mis. Or. Gen. Comp. HS

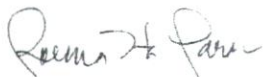
May we also request service credits/CTO for the above mentioned personnel serving this national event as per *DO 53, S. 2003 – Updated Guidelines On Grant Of Vacation Service Credits To Teachers.*

Requesting further that they will report on May 24, 2024, Thursday.

Anticipating for your warm favorable support to this request.

Thank you.

Very truly yours,



ROWENA H. PARA-ON, Ph.D.  
Council President *h*