



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III – Central Luzon
SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY
San Ignacio St., Poblacion, City of San Jose del Monte 3023



November 5, 2018

DIVISION MEMORANDUM

No. **219**, s. 2018

TO: Assistant Schools Division Superintendent
Division Chief
All Concerned Division Personnel

**DIVISION CAPACITY BUILDING AND PLANNING WORKSHOP ON GENDER AND DEVELOPMENT
FOR SCHOOLS DIVISION OFFICE PERSONNEL**

1. This Office announces the conduct of the Division Capacity Building and Planning Workshop on Gender and Development for Schools Division Office Personnel on November 18 - 20, 2018 at Isla de Potipot Beach Resort, Candelaria, Zambales.
2. The activity aims to:
 - a. sustain awareness of SDO personnel on gender sensitive and gender responsive dealing with internal and external clients; and
 - b. provide orientation on some backyard livelihood opportunities and skills.
3. Participants to this training are Schools Division Personnel listed in Inclosure No. 1.
4. Inclosure No. 2 contains the Training Matrix.
5. All expenses to be incurred in the conduct of this activity shall be charged against the Division GAD Fund, subject to the usual accounting and auditing rules and procedures.
6. Wide dissemination of the content of this Memorandum is earnestly desired.

[Signature]
GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent



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Inclosure No. 2 to Division Memorandum No. **219**, S. 2018

ACTIVITY MATRIX

Time	Day 1		Day 2	Day 3
8:00 – 12:00	Travel Time	8:00 – 9:00	Physical Fitness	Physical Fitness
12:00 – 1:00	Lunch Break	9:00 – 10:30	Orientation on Direct Selling	Planning Workshop on GAD Plan and Budget
		10:30 – 12:00	Concept of Cooperative Business	
		12:00 – 1:00	Lunch Break	Lunch Break
1:00 – 3:00 PM	GAD Basic Concepts/Sexism in Language	1:00 – 5:00 PM	Team Building Activities	Clearing House
3:00 – 5:00 PM	Promotion of Gender Equality in the Workplace			Home Bound

LIST OF PARTICIPANTS

	NAME	POSITION
	OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT	
1	Germelina H. Pascual	Schools Division Superintendent
2	Maria Carmen P. Cuenco	Asst. Schools Division Superintendent
3	Kristine Joy D. Quezada	Accountant III
4	Arthur F. Francisco	Information Technology Officer I
5	Orlando D. Gonzales	Administrative Officer V
6	Maria Socorro M. De Guzman	Administrative Officer IV
7	Janette D. Sta. Maria	Administrative Assistant III
8	Nenette M. Gomez	Administrative Assistant III
9	Krizelle I. Agapito	Administrative Assistant III
10	Maxima L. Biglang-Awa	Administrative Assistant III
11	Babyruth D. Pablo	Administrative Assistant II
12	Glaiza P. Alejandro	Administrative Assistant II
13	Jinky Torres	Administrative Assistant II
14	Lalaine Bartolome	Administrative Assistant II
15	Reginald DL. Serrano	Administrative Assistant I
16	Karren L. Daquiz	Administrative Aide VI
17	Eluisa L. Ichang	Administrative Aide VI
18	Jonie-May S. Francisco	Administrative Aide VI
19	Ma. Rosario DR. Romano	Administrative Aide VI
20	Carter L. Mangahas	Administrative Aide VI
21	Fe A. Albuero	Administrative Aide VI
22	Maria Mercedes M. Bijasa	Administrative Aide VI
23	Rodelio DC. Jimenez	Administrative Aide IV
24	Victor P. Pensinabis Jr.	Security Guard
25	Christopher Calzado	Administrative Aide I
26	Eduardo San Diego	Administrative Aide I
27	Imperial Dela Torre	Administrative Aide I
28	Jenny D. Dela Cruz	Administrative Aide I
29	Lani S. Victorio	Administrative Aide I
30	Mariano G. Lorenzo	Administrative Aide I
31	Mariz A. Del Rosario	Administrative Aide I
32	Reynaldo S. Ocampo	Administrative Aide I
33	Rosemarie L. Guillermo	Administrative Aide I
34	Willyjo S. Magana	Administrative Aide I
35	Wilma M. Sta. Maria	Administrative Aide I
36	Aileen Gay O. San Diego	Administrative Aide I
37	Hazel Kay S. Torres	Administrative Aide I
38	Jeffrey S. Torres	Administrative Aide I

LIST OF PARTICIPANTS

	NAME	POSITION
39	Mary Lalaine T. Manguisi	Administrative Aide I
40	Sharmaine M. Lacson	Administrative Aide I
	CURRICULUM IMPLEMENTATION DIVISION	
41	Emmanuel V. De Mesa	Education Program Supervisor
42	Esperanza D. Española	Education Program Supervisor
43	Ma. Corazon P. Loja	Education Program Supervisor
44	Maria Cristina H. Nogoy	Education Program Supervisor
45	Ruby M. Cagadas	Education Program Supervisor
46	Angelina F. Lim	Public Schools District Supervisor
47	Belen C. Bartolome	Public Schools District Supervisor
48	Darlan R. Grageda Jr.	Public Schools District Supervisor
49	Elvira S. Daza	Public Schools District Supervisor
50	Jaime T. Tugade	Public Schools District Supervisor
51	Lydia T. Velunta	Public Schools District Supervisor
52	Ma. Socorro B. Lindo	Public Schools District Supervisor
53	Mary Ann M. Neira	Public Schools District Supervisor
54	Rebecca T. Talde	Public Schools District Supervisor
55	Teresita S. Padilla	Public Schools District Supervisor
56	Maria Eleanor B. Del Rosario	Project Development Officer II
57	Vilma A. Marquez	Education Program Specialist II
58	Froilan V. Herrera	DALS - Coordinator
59	Charlyn A. Corocoto	ALS - Mobile Teacher
60	Jocil C. Razal	Librarian II
61	Teresita A. Mateo	Administrative Aide VI
	SCHOOLS GOVERNANCE AND OPERATIONS DIVISION	
62	Bernadette B. Rosaros	Education Program Supervisor
63	Manuel P. Dela Cruz	Senior Education Program Specialist
64	Renato L. Ignacio	Senior Education Program Specialist
65	Merlita DM. Ynciong	Senior Education Program Specialist
66	Isaac Jay B. Salinas	Engineer III
67	Ma. Felisa C. Camino	Planning Officer III
68	Noel B. Burce	Education Program Specialist II
69	Conrado O. Abraham	Education Program Specialist II
70	Manuel T. Caliboso	Project Development Officer II
71	Marife C. Arandela	Project Development Officer
72	Margie M. Duro	Project Development Officer
73	Mary Ann L. Soriano	Medical Officer III
74	Alma Lynn M. Santos	Dentist II

LIST OF PARTICIPANTS

	NAME	POSITION
75	Jennifer F. Fuentes	Dentist II
76	Abdul Rasheed L. Daquiz	Nurse II
77	Adelyne Joie M. Bijasa	Nurse II
78	Ethel Joy A. Querido	Nurse II
79	Manuel N. Payumo Jr.	Nurse II
80	Mary Lei Jane R. Batan	Nurse II
81	Melsan R. Daza	Nurse II
82	Randhell C. Ruzgal	Nurse II
83	Raymundo G. Villena	Nurse II
84	Katherine A. Rapisura	Administrative Aide I
85	Rea S. Calimlim	Administrative Aide I