



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF CALBAYOG CITY

June 5, 2024

DIVISION MEMORANDUM

No. 305, s. 2024

**STREAMLINING OF OFFICE PROCESSES AND REDEFINING THE
QUALITY STANDARDS OF SDO SERVICES**

TO : Assistant Schools Division Superintendent
Chief Education Supervisor (CID & SGOD)
District Advisors
Public Schools District Supervisors
Public & Private Elementary and Secondary School Heads
All Others Concerned

1. In compliance with DepEd Order No. 009, s. 2021 re: Institutionalization of a Quality Management System in the Department of Education, this Office shall conduct a 2-day live-out activity entitled "Streamlining of Office Processes and Redefining the Quality Standards of SDO Services" on May 19-20, 2024 at 8AM to 5PM at the Division Office Conference Hall.
2. This activity aims to streamline the office processes and redefine quality standards to improve the quality of services of the SDO and increase productivity and efficiency among all its personnel.
3. The expected participants of this activity are the identified members of the Division Quality Management Teams and all other identified personnel (*see Enclosure No. 1*).
4. Expenses for the food, venue, and accommodation of participants shall be charged against OSDS MOOE Allocation, subject to the usual accounting and auditing rules and regulations.
5. This Memorandum serves as the **Travel Authority** of all the participants.



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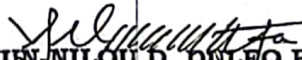


Enclosure No. 1 of Division Memo No. _____, s. 2024


**LIST OF PARTICIPANTS ON THE CONDUCT OF
STREAMLINING OF OFFICE PROCESSES AND REDEFINING THE
QUALITY STANDARDS OF SDO SERVICES
June 19-20, 2024**

	Name	Position
1	Dr. Margarito A. Cadayona Jr., CESO VI	OIC-Schools Division Superintendent
2	Dr. Jun-Nilou D. Dulfo	OIC-Asst. Schools Division Superintendent
3	Dr. Renato S. Cagomoc	Chief ES, CID
4	Dr. Avelina P. Tupa	OIC-Chief ES, SGOD
5	Atty. Maria Catherine S. Barandino	Attorney III
6	Sheryll Ann Marie G. Lacaba, CPA	Accountant III
7	Sunshine Marjorie E. Ventures	Budget Officer III
8	Grace S. Pagunsan	Administrative Officer V
9	Gary H. Ballon	ITO
10	Suzette P. Candaza	AO IV-Cashier
11	Ma. Angela B. Antonio	AO IV-Records
12	Jennifer C. Alvarez	AO II/HRMO Designate
13	Gennerson T. Nabual	Supply Office In-Charge
14	Ma. Lourdes Alvarez	Representative of the Payroll Section
15	Dr. Joy B. Saldana	EPS-Science
16	Dr. Erwin L. Purcia	EPS-English
17	Dr. Lourdes L. Matan	EPS-Filipino
18	Ricky S. Cano	EPS-ALS
19	Noel E. Sagayap	EPS-LR
20	Joshua Sherwin T. Lim	EPS-Mathematics
21	Dr. Geraldine P. Sumbise	EPS Designate/Division NLC Coordinator
22	Rina M. Aboganda	EPS II-ALS
23	Benedicto M. Mirales	PSDS, Oquendo 2 District
24	Ma. Teresa S. Simon	PSDS, Calbayog 2 District
25	Oscar D. Billate Jr.	SEPS-SMM&E
26	Galina V. Panel	SEPS-Planning and Research
27	Marita P. Senolos	SEPS-HRD
28	Carren Meryl A. Cabadsan	SEPS-SMN
29	Engr. Jordan B. de Veyra	Engineer III
30	Dr. Arlene C. Catalan	Medical Officer III
31	Ma. Marlie M. Mendoza	Planning Officer III

Prepared by:


JUN-NILOU D. DULFO PhD
OIC-Asst. Schools Div. Superintendent

Approved:


MARGARITO A. CADAYONA JR. PhD, CESO VI
OIC-Schools Division Superintendent

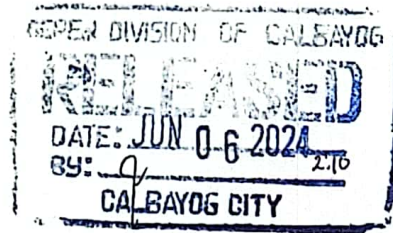


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6. Immediate dissemination of and compliance with this Memorandum are earnestly desired.

~~MARGARITO A. CADAYONA JR. PhD, CESO VI~~
SIC-Schools Division Superintendent



Enclosure: *List of Participants*

To be indicated in the *Perpetual Index Under* the following subjects:
SGOD QUALITY MANAGEMENT SYSTEM



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