



Republic of the Philippines  
**Department of Education**  
National Capital Region  
**Schools Division Office – Muntinlupa City**

Office of the Schools Division  
Superintendent

MAY 04 2022

**MEMORANDUM**

No. 092, s, 2022

**CONDUCT OF ONLINE DIVISION TRAINING ON VIRTUAL SCHOOL FORMS CHECKING  
REPORT (SFCR) v.2 FOR SCHOOL YEAR 2021-2022**

To: OIC – Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
Chief Education Supervisor, School Governance and Operation Division  
All Public Elementary and Secondary School Heads/OIC  
All Others Concerned

1. The Curriculum Implementation Division shall conduct the above-captioned activity from June 1-3, 2022.
2. The expected participants to the aforementioned webinar shall register on or before May 31, 2022, until 5:00 pm using the link <http://bit.ly/REGISTRATION-Division-Training-Virtual-SFCR-SY2021-2022>.
3. Please refer to the following attachments, for more information and details.  
Attachment 1 – List of Participants  
Attachment 2 – Training Matrix
4. Google Meet link will be sent to the official DepEd email account of registered participants a day before the actual webinar. Likewise, participants are encouraged to use their personal account/laptop and ensure a stable internet connectivity to ensure uninterrupted activity.
5. Immediate dissemination, and compliance to this Memorandum is desired.

  
**CARLEEN S. SEDILLA CESO V**  
Schools Division Superintendent

Encl: As stated

Reference: DepEd Memorandum No. 037, s. 2022

To be indicated in the Perpetual Index

Under the following subjects:

TRAINING PROGRAMS

FORMS

WORKSHOPS

MTCD/DIVISION TRAINING ON VIRTUAL SCHOOL FORMS CHECKING REPORT (SFCR) v. 2 FOR SCHOOL YEAR 2021-2022\_May 2, 2022



Student Center for Life Skills Bldg., Centennial Ave.,  
Brgy. Tunasan, Muntinlupa City  
(02) 8805 – 9935, (02) 8805 - 9940  
[sdo.muntinlupa@gmail.com](mailto:sdo.muntinlupa@gmail.com)



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**Department of Education**  
National Capital Region  
**Schools Division Office – Muntinlupa City**

Office of the Schools Division  
Superintendent

**LIST OF PARTICIPANTS TO DIVISION TRAINING ON VIRTUAL SCHOOL FORMS  
CHECKING REPORT (SFCR) v. 2 FOR SCHOOL YEAR 2021-2022**

June 1-3, 2022, 8:00am to 1:00 pm

CLUSTER 1

| NAME                            | DESIGNATION             |
|---------------------------------|-------------------------|
| 1. DR. MA. THERESA C. DELA ROSA | PSDS SPEAKER            |
| 2. DR. YALEDEGLARE DC. MALIGAYA | PSDS SPEAKER/MODERATOR  |
| 3. MS. ALYSSA V. AVENTURADO     | PSDS SPEAKER/MODERATOR  |
| 4. MRS. CLARISA C. AVILA        | PSDS SPEAKER/MODERATOR  |
| 5. MR. EDIZER S. LAQUEO         | PRINCIPAL BES MAIN      |
| 6. MR. REYNALDO O. COMISARIO    | OIC/PRINCIPAL FDMESA ES |
| 7. DR. ROSENDO E. SANGALANG     | PRINCIPAL LIS           |
| 8. MR. FEIPE W. MARAPAO         | ASST.PRINCIPAL II PES   |
| 9. MS. NOEMI B. ZARATE          | PRINCIPAL SHES          |
| 10. MS. JENNIFER S. JOSON       | PRINCIPAL TES           |
| 11. DR. MA. AURORA S. BARTOLABA | PRINCIPAL MES           |
| 12. DR. ANTONIO C. GAGALA       | PRINCIPAL IES           |
| 13. DR. RAUL T. FELIX           | PRINCIPAL POBES         |
| 14. MS. MA. HAZEL B. HERNANDEZ  | PRINCIPAL VHES          |
| 15. DR. ANTONIO B. ROCHA        | PRINCIPAL MNHS MAIN     |
| 16. MR. DAVID T. LIBAO          | PRINCIPAL PNHS          |
| 17. DR. ADOR B. QUERUBIN        | PRINCIPAL TNHS          |
| 18. DR. FLORANTE C. MARMETO     | PRINCIPAL MSHS          |
| 19. MS. ANNIE D. PESITO         | BES MAIN                |
| 20. MS. MA. HELEN P. EYAS       | BES MAIN                |
| 21. MS. ANA LYN S. DACARA       | BES MAIN                |
| 22. MS. ELMA A. BANACIA         | BES MAIN                |
| 23. MS. CATHLYN SOLANO          | BES MAIN (LIS COOR.)    |
| 24. MS. ADELINDA D. DOLLESIN    | FDMESA ES               |
| 25. MS. MARILOU M. MANANSALA    | FDMESA ES               |
| 26. MS. CHERRY MAY FUENTES      | FDMESA ES               |
| 27. MS. JOAN Q. AGAPIN          | FDMESA ES               |
| 28. MR. MARK ALBERT CAACBAY     | FDMESA ES (LIS COOR.)   |
| 29. MR. WILFREDO DE PAZ         | LIS (ELEM)              |
| 30. MS. HAYDE F. GUCOR          | LIS (ELEM)              |
| 31. MS. ELDA M. GONA            | LIS (ELEM)              |
| 32. MS. SALOME J. PEREZ         | LIS (ELEM)              |



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Superintendent**

|     |                               |                             |
|-----|-------------------------------|-----------------------------|
| 33. | MS. ABBYGAIL A. PALAFOX       | LIS (ELEM) (LIS COOR.)      |
| 34. | MS. CAROL C. MONROID          | LIS (JUNIOR HS)             |
| 35. | MS. ROXANNE B. DOLLATON       | LIS (JUNIOR HS)             |
| 36. | MR. EDWIN L. ABALOS           | LIS (JUNIOR HS)             |
| 37. | MS. JLYN B. TAJANLANGIT       | LIS (JUNIOR HS)             |
| 38. | MR. REYNANTE H. ESPELETA      | LIS (JUNIOR HS) (LIS COOR.) |
| 39. | MS. REGGIE L. BITALAC         | PES                         |
| 40. | MS. EVANGELINE M. RAMOS       | PES                         |
| 41. | MS. LENELYN F. QUERUBIN       | PES                         |
| 42. | MS. MA. DULCE AMOR L. ECHAGUE | PES                         |
| 43. | MS. GERLIE L. QUITAYEN        | PES (LIS COOR.)             |
| 44. | DR. ESTER DUNGCA              | SHES                        |
| 45. | MS. MICAELA ROCHELLE BALOLOT  | SHES                        |
| 46. | MS. RACQUEL MONTANA           | SHES                        |
| 47. | MS. MARYBETH VALDIVIA         | SHES                        |
| 48. | DR. MYRA NAMIT                | SHES (LIS COOR.)            |
| 49. | MS. NERY ANN LORENZO          | TES                         |
| 50. | MR. JAYSON MANIKAN            | TES                         |
| 51. | MS. MYREAN ANTONIO            | TES                         |
| 52. | MS. DONSEL BAHIAN             | TES                         |
| 53. | MS. WILMA RAMOS               | TES (LIS COOR.)             |
| 54. | MS. DELIA TANSECO             | MES                         |
| 55. | MS. JOCELYN CLEMENTE          | MES                         |
| 56. | MS. HENEL PEREZ               | MES                         |
| 57. | MS. MYRNA FELIX               | MES                         |
| 58. | MS. KLARIZE BERMEJO           | MES (LIS COOR.)             |
| 59. | MR. MERVIN GONA               | IES                         |
| 60. | MS. IRENE DESTURA             | IES                         |
| 61. | MS. FE PASTRANA               | IES                         |
| 62. | MS. GLOCERFINA ODEVILAS       | IES                         |
| 63. | MS. MARYROSE LABUNTONG        | IES (LIS COOR.)             |
| 64. | MS. CUNEGUNDA B. MEJICA       | POBES                       |
| 65. | MS. CHERYL O. FRANE           | POBES                       |
| 66. | MS. KRISTINE JOY T. SAN PEDRO | POBES                       |
| 67. | MS. JENNIBETH A. MARIANO      | POBES                       |
| 68. | MR. RAYMUNDO B. JOSON         | POBES (LIS COOR.)           |
| 69. | MS. ILUMINADA SENA            | VHES                        |
| 70. | MR. ALLAN BATARIO             | VHES                        |
| 71. | MR. MARLON PARRENO            | VHES                        |
| 72. | MS. AMADA BONIFACIO           | VHES                        |
| 73. | MS. MARILOU RIONDANGA         | VHES (LIS COOR.)            |



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|      |                             |                                   |
|------|-----------------------------|-----------------------------------|
| 74.  | MS. OLGA TABANGAY           | MNHS MAIN (JUNIOR HS)             |
| 75.  | MS. MELINDA DAUBA           | MNHS MAIN (JUNIOR HS)             |
| 76.  | MS. AUDEPAZ BENITES         | MNHS MAIN (JUNIOR HS)             |
| 77.  | MS. MARINELA SANTILLAN      | MNHS MAIN (JUNIOR HS)             |
| 78.  | MR. ERWIN MOROS             | MNHS MAIN (JUNIOR HS) (LIS COOR.) |
| 79.  | MR. ALBINO GALGO            | MNHS MAIN (SENIOR HS)             |
| 80.  | MS. RODELFHA BOLANOS        | MNHS MAIN (SENIOR HS)             |
| 81.  | MS. CRISTINA BERMUDEZ       | MNHS MAIN (SENIOR HS)             |
| 82.  | MS. PRECIOUS VASQUEZ        | MNHS MAIN (SENIOR HS)             |
| 83.  | MR. RICO BANTILES           | MNHS MAIN (SENIOR HS) (LIS COOR.) |
| 84.  | MR. HERNAN NOBLETA          | PNHS                              |
| 85.  | MR. JOJIT DE RAMA           | PNHS                              |
| 86.  | MS. MARILYN ANDRESIO        | PNHS                              |
| 87.  | MS. AGNES GUBATAN           | PNHS                              |
| 88.  | MS. ZHYRA TRIMIDAL          | PNHS (LIS COOR.)                  |
| 89.  | DR. HILDA ARROFO            | TNHS (JUNIOR HS)                  |
| 90.  | MR. ERVIN ECHAGUE           | TNHS (JUNIOR HS)                  |
| 91.  | MR. EMJHAY FERNANDEZ        | TNHS (JUNIOR HS)                  |
| 92.  | MS. KRYSTELL DUMLAO         | TNHS (JUNIOR HS)                  |
| 93.  | MS. AILEEN PANARANDA        | TNHS (JUNIOR HS) (LIS COOR.)      |
| 94.  | DR. LOUIE VALDEZ            | TNHS (SENIOR HS)                  |
| 95.  | MR. RENE DELFINO            | TNHS (SENIOR HS)                  |
| 96.  | MS. DINA MABUTE             | TNHS (SENIOR HS)                  |
| 97.  | MR. RYAN DELA CRUZ          | TNHS (SENIOR HS)                  |
| 98.  | MR. JOVEN REYES             | TNHS (SENIOR HS) (LIS COOR.)      |
| 99.  | MS. WEBENA F. GERONA        | MSHS (JUNIOR HS)                  |
| 100. | MS. GIRLEY N. DIQUIT        | MSHS (JUNIOR HS)                  |
| 101. | MS. BRIDA A. BLANCO         | MSHS (JUNIOR HS)                  |
| 102. | MS. PEACHY ANN M. MALACAMAN | MSHS (JUNIOR HS)                  |
| 103. | MS. MARIZEN L. CALDITO      | MSHS (JUNIOR HS) (LIS COOR.)      |
| 104. | MR. VETERBO TORRECHILLA     | MSHS (SENIOR HS)                  |
| 105. | MS. CONSTANCIA LAXAMANA     | MSHS (SENIOR HS)                  |
| 106. | MS. ZARINA PABELONIA        | MSHS (SENIOR HS)                  |
| 107. | MR. JAMES ROBERT SALUD      | MSHS (SENIOR HS)                  |
| 108. | MS. LADY EDLENILL TAVU      | MSHS (SENIOR HS) (LIS COOR.)      |



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**LIST OF PARTICIPANTS TO DIVISION TRAINING ON VIRTUAL SCHOOL  
FORMS CHECKING REPORT (SFCR) v. 2 FOR SCHOOL YEAR 2021-2022**

June 1-3, 2022, 8:00 a.m.-1:00 p.m.

CLUSTER 2

| NAME                            | DESIGNATION                 |
|---------------------------------|-----------------------------|
| 1. MR. WILSON F. PASCUAL        | PSDS SPEAKER                |
| 2. MR. MARK JOSEPH C. FERNANDEZ | PSDS SPEAKER/MODERATOR      |
| 3. MS. ADA TRINIDAD A. TAGLE    | PSDS SPEAKER/MODERATOR      |
| 4. MR. JAY BOY E. EVANO         | PSDS SPEAKER/MODERATOR      |
| 5. MS. MARISA M. ANDANZA        | EPS ALS                     |
| 6. DR. SHEILA C. NAVARRO        | PRINCIPAL AES               |
| 7. MS. RHODORA V. MANDAP        | PRINCIPAL CES MAIN          |
| 8. DR. BUENA C. DELA CRUZ       | PRINCIPAL BES I             |
| 9. MR. HILARIO G. CANASA        | OIC/PRINCIPAL BES           |
| 10. DR. JANE MAY C. VALBUENA    | PRINCIPAL SES MAIN          |
| 11. MS. ALMA O. BITUIN          | OIC/PRINCIPAL SESSPA ZONE 3 |
| 12. DR. JAIME G. BAUTISTA       | OIC/PRINCIPAL SESSPA ZONE 4 |
| 13. MS. EDEN G. CADO            | OIC/PRINCIPAL BSES          |
| 14. MS. MARIE ANN R. ESMERIA    | OIC/PRINCIPAL CESA          |
| 15. MS. OLIVIA G. ELLOSO        | OIC/PRINCIPAL FAES          |
| 16. MS. EDEN B. BINADAY         | PRINCIPAL PEDHS             |
| 17. MS. VILMA S. VILLORIA       | ASST.PRINCIPAL II MBHS MAIN |
| 18. MS. ROCHELLE JIMENEZ        | OIC/PRINCIPAL MBHS ANNEX    |
| 19. MS. JINKY D. SANTOS         | ASST.PRINCIPAL II CSH       |
| 20. MS. FLORENCIA LOPEZ         | AES                         |
| 21. MS. AIRENE RAYMUNDO         | AES                         |
| 22. MS. SAHLEE FONCERAS         | AES                         |
| 23. MS. RHEENA LANDRITO         | AES                         |
| 24. MS. LADYLYN R. PERDIGUERRA  | AES (LIS COOR.)             |
| 25. MS. JOCELYN LORAYA          | CES MAIN                    |
| 26. MS. NORA CRUZ               | CES MAIN                    |
| 27. MS. EVELYN LLACUNA          | CES MAIN                    |
| 28. MS. JOANA SUPETTRAN         | CES MAIN                    |
| 29. MS. CRISTINE VICTORIA       | CES MAIN (LIS COOR.)        |
| 30. MS. BENELIN G. RUMBAO       | BES                         |
| 31. MS. ANGELICA V. QUINTO      | BES                         |
| 32. MS. WELCHIDA T. VIRAY       | BES                         |
| 33. MS. GENOVEVA B. BONITA      | BES                         |



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|     |                               |                           |
|-----|-------------------------------|---------------------------|
| 34. | MS. ESSAN MAE D. BALMEO       | BES (LIS COOR.)           |
| 35. | MS. LEONOR P. MALANA          | SES MAIN                  |
| 36. | MS. DENIA D. ARAZA            | SES MAIN                  |
| 37. | MS. LORNA B. BEJO             | SES MAIN                  |
| 38. | MS. ROSINIE J. CONTADO        | SES MAIN                  |
| 39. | MS. MYRA F. SABATER           | SES MAIN (LIS COOR.)      |
| 40. | MS. ERNAH DIAZ                | SESSPA ZONE 3             |
| 41. | MS. MARIE ANN ARIZALA         | SESSPA ZONE 3             |
| 42. | MS. MELANIE DE QUIROZ         | SESSPA ZONE 3             |
| 43. | MS. JESSA ABLES               | SESSPA ZONE 3             |
| 44. | MS. THERESA SEGARINO          | SESSPA ZONE 3 (LIS COOR.) |
| 45. | MS. MA. CRISTINA BAGAS        | SESSPA ZONE 4             |
| 46. | SIS. ELEONIDA S. TABARANZA    | SESSPA ZONE 4             |
| 47. | MS. JOCELYN PENDIODAY         | SESSPA ZONE 4             |
| 48. | MS. EUGENIA FRANCIA PANCIPANE | SESSPA ZONE 4             |
| 49. | MS. SONY P. RECTO             | SESSPA ZONE 4 (LIS COOR.) |
| 50. | MS. ASUNCION O. BERMUDO       | BSES                      |
| 51. | MR. CHARITO S. ENERO          | BSES                      |
| 52. | MS. LUCIA V. MANCERA          | BSES                      |
| 53. | MR. GENO E. ALMARIO           | BSES                      |
| 54. | MS. MELHAINI T. TORRES        | BSES (LIS COOR.)          |
| 55. | MS. ELIZABETH TISTON          | CESA                      |
| 56. | MS. ERMA BALAGBIS             | CESA                      |
| 57. | MS. CHERMAINE CALLANTA        | CESA                      |
| 58. | MS. AUREA GASCON              | CESA                      |
| 59. | MS. MAY ROSARIO DULA          | CESA (LIS COOR.)          |
| 60. | MS. JOCELYN MORALES           | FAES                      |
| 61. | MS. RHEALYN DEL ROSARIO       | FAES                      |
| 62. | MS. RACHEL MENDOZA            | FAES                      |
| 63. | MS. LEAH S. HERNANDEZ         | FAES                      |
| 64. | MS. ERLYN D. GALGO            | FAES (LIS COOR.)          |
| 65. | MS. CAROLYN C. MENDEZ         | BES I                     |
| 66. | MS. MARILOU P. DE LUNA        | BES I                     |
| 67. | MS. MA. TERESA R. VARGAS      | BES I                     |
| 68. | MS. MELINDA T. ABARCA         | BES I                     |
| 69. | MS. CECILIA A. PONCE          | BES I (LIS COOR.)         |
| 70. | MS. FELY DAWA                 | PEDHS                     |
| 71. | MS. JOSIE SAPANTA             | PEDHS                     |
| 72. | MS. DOROTHY MENDOZA           | PEDHS                     |
| 73. | MS. EVA INOSA                 | PEDHS                     |
| 74. | MS. MARICAR DELOS SANTOS      | PEDHS (LIS COOR.)         |



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|     |                            |                        |
|-----|----------------------------|------------------------|
| 75. | MS. MARIA ELENA B. ARAJA   | MBHS MAIN              |
| 76. | MS. DAIFE C. OLAIRA        | MBHS MAIN              |
| 77. | MS. MARIJO B. ARIZOTE      | MBHS MAIN              |
| 78. | MS. LEONIDA L. GUTIERREZ   | MBHS MAIN              |
| 79. | MR. JOMENCLI S. IGNACIO    | MBHS MAIN (LIS COOR.)  |
| 80. | MS. JOAN RACHEL C. ESTARES | MBHS ANNEX             |
| 81. | MS. ALEJANDRA L. MANANSALA | MBHS ANNEX             |
| 82. | MS. ANALYN A. CALO         | MBHS ANNEX             |
| 83. | MS MARY ANN P. BALIWAN     | MBHS ANNEX             |
| 84. | MR. ROMEO T. NAVARRO JR.   | MBHS ANNEX (LIS COOR.) |
| 85. | MS. ELIZABETH GABUTAN      | CSH                    |
| 86. | MS. HANNY JOYCE MANALO     | CSH                    |
| 87. | MR. MICHAEL SANTOS         | CSH                    |
| 88. | MR. AIRO TIAMA             | CSH                    |
| 89. | MR. RYAB JEFF MERCADO      | CSH (LIS COOR.)        |
| 90. | MS. KRISTINE SILPEDES      | ALS                    |
| 91. | MS. UNICA PERTES           | ALS                    |
| 92. | MS. SUZETTE ALMEIDA        | ALS                    |
| 93. | MS. CHERRYLYN GALENZOGA    | ALS                    |
| 94. | MR. REMIGIO ALMORO         | ALS                    |
| 95. | MR. SHERVIN ROSOPA         | ALS                    |

**ROGRAM MANAGEMENT TEAM**

| NAME                | DESIGNATION       |
|---------------------|-------------------|
| 1. CEDRIC GUTIERREZ | Technical Support |
| 2. DIOSCORO VARGAS  | Technical Support |



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**ONLINE DIVISION TRAINING ON VIRTUAL SCHOOL FORMS CHECKING  
REPORT (SFCR) v.2 FOR SCHOOL YEAR 2021-2022**

**MATRIX OF ACTIVITIES**

June 1-3, 2022, 8:00am to 1:00 pm

| Cluster 1 / District 1 |                                                                                                                                                                              |                                                                                                                                                                                                                               |                                                                                                                                                                |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| TIME                   | DAY 1                                                                                                                                                                        | DAY 2                                                                                                                                                                                                                         | DAY 3                                                                                                                                                          |
|                        | MS. CLARISA C. AVILA<br>Moderator                                                                                                                                            | MS. ALYSSA V. AVENTURADO<br>Moderator                                                                                                                                                                                         | DR. YALEDEGLER C. MALIGAYA<br>Moderator                                                                                                                        |
| 8:00 – 8:30<br>a.m.    | Arrival and Registration                                                                                                                                                     |                                                                                                                                                                                                                               |                                                                                                                                                                |
| 8:31 – 9:00<br>a.m.    | Opening Program                                                                                                                                                              |                                                                                                                                                                                                                               |                                                                                                                                                                |
| 9:01-10:00<br>a.m.     | Re-Orientation on <ul style="list-style-type: none"> <li>DepEd Memorandum 14, s 2021</li> <li>DepEd Memorandum 37, s 2022</li> </ul> <b>MS. ALYSSA V. AVENTURADO</b><br>PSDS | <ul style="list-style-type: none"> <li>Effective Management on filling up School Forms 1-7</li> <li>Presentation of SFCR Form 1 SY 2020-2021</li> </ul> (1 school per Cluster)<br><b>DR. MA. THERESA C. DELA ROSA</b><br>PSDS | <ul style="list-style-type: none"> <li>Policy Guidelines on Awards, Recognitions in Time of Pandemic</li> </ul> <b>MR. JAY BOY E. EVANO</b><br>PSDS            |
| 10:01-11:00<br>a.m.    | <ul style="list-style-type: none"> <li>School Checking of Forms in Time of Pandemic</li> </ul> <b>MR. MARK JOSEPH C. FERNANDEZ</b><br>PSDS                                   | <ul style="list-style-type: none"> <li>Preparation and Checking of School Forms Frequently Asked Questions (FAQs)</li> </ul> <b>MS. ADA TRINIDAD A. TAGLE</b>                                                                 | <ul style="list-style-type: none"> <li>Number of School Days SY 2021-2022</li> <li>Learners Attendance Conversion Tools</li> </ul> <b>MS. CLARISA C. AVILA</b> |



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|                     |                                                                                                                          |                                                                                                                                                                                    |                 |
|---------------------|--------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
|                     |                                                                                                                          | PSDS                                                                                                                                                                               | PSDS            |
| 11:01-12:00<br>a.m. | <ul style="list-style-type: none"><li>Drop-Out Reduction Program</li></ul> <b>DR. YALEDEGLER C. MALIGAYA</b><br><br>PSDS | <ul style="list-style-type: none"><li>Presentation of Recorded Virtual Checking of Forms SY 2020-2021</li></ul> (1 school per Cluster)<br><b>MR. WILSON F. PASCUAL</b><br><br>PSDS | Closing Program |
| 12:00-1:00<br>p.m.  | QAME and Photo ops                                                                                                       |                                                                                                                                                                                    |                 |



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**Department of Education**  
National Capital Region  
**Schools Division Office – Muntinlupa City**

Office of the Schools Division  
Superintendent

| Cluster 2 / District 2 |                                                                                                                                                         |                                                                                                                                                                                                                                       |                                                                                                                                                                                                 |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| TIME                   | DAY 1                                                                                                                                                   | DAY 2                                                                                                                                                                                                                                 | DAY 3                                                                                                                                                                                           |
|                        | MR. MARK JOSEPH C. FERNANDEZ<br><br>Moderator                                                                                                           | MR. JAY BOY E. EVANO<br><br>Moderator                                                                                                                                                                                                 | MS. ADA TRINIDAD A. TAGLE<br><br>Moderator                                                                                                                                                      |
| 8:00 – 8:30<br>a.m.    | Arrival and Registration                                                                                                                                |                                                                                                                                                                                                                                       |                                                                                                                                                                                                 |
| 8:31 – 9:00<br>a.m.    | Opening Program                                                                                                                                         |                                                                                                                                                                                                                                       |                                                                                                                                                                                                 |
| 9:01-10:00<br>a.m.     | <ul style="list-style-type: none"> <li>Drop-Out Reduction Program</li> </ul> <b>DR. YALEDEGLER C. MALIGAYA</b><br><br>PSDS                              | <ul style="list-style-type: none"> <li>Number of School Days SY 2021-2022</li> <li>Learners Attendance Conversion Tools</li> </ul> <b>MS. CLARISA C. AVILA</b><br><br>PSDS                                                            | <ul style="list-style-type: none"> <li>School Checking of Forms in Time of Pandemic</li> </ul> <b>MR. MARK JOSEPH C. FERNANDEZ</b><br><br>PSDS                                                  |
| 10:01-11:00<br>a.m.    | <ul style="list-style-type: none"> <li>Policy Guidelines on Awards, Recognitions in Time of Pandemic</li> </ul> <b>MR. JAY BOY E. EVANO</b><br><br>PSDS | <ul style="list-style-type: none"> <li>Effective Management on filling up School Forms 1-7</li> <li>Presentation of SFCR Form 1 SY 2020-2021</li> </ul> (1 school per Cluster)<br><br><b>DR. MA. THERESA C. DELA ROSA</b><br><br>PSDS | <ul style="list-style-type: none"> <li>Presentation of Recorded Virtual Checking of Forms</li> </ul> SY 2020-2021<br><br>(1 school per Cluster)<br><br><b>MR. WILSON F. PASCUAL</b><br><br>PSDS |
| 11:01-12:00<br>a.m.    | Re-Orientation on <ul style="list-style-type: none"> <li>DepEd Memorandum 14, s 2021</li> </ul>                                                         | <ul style="list-style-type: none"> <li>Preparation and Checking of School Forms Frequently Asked Questions (FAQs)</li> </ul>                                                                                                          | Closing Program                                                                                                                                                                                 |



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|                 |                                                                                                                                |                                                     |  |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|--|
|                 | <ul style="list-style-type: none"><li>DepEd Memorandum 37, s 2022</li></ul> <p><b>MS. ALYSSA V. AVENTURADO</b></p> <p>PSDS</p> | <p><b>MS. ADA TRINIDAD A. TAGLE</b></p> <p>PSDS</p> |  |
| 12:00-1:00 p.m. | QAME and Photo ops                                                                                                             |                                                     |  |



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