



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

Office of the Schools Division
Superintendent

AUGUST 1, 2023

MEMORANDUM
No. 179, s. 2023

**CREATION OF FOCAL TEAM FOR SELECTED AREAS IN SDO
MUNTINLUPA OFFICE**

To: OIC - Assistant Schools Division Superintendent/
Chief Education Supervisor, School Governance and Operations Division
Chief Education Supervisor, Curriculum Implementation Division
Public Elementary and Secondary School Heads/OICs
Administrative Officer V All Others Concerned

1. Pursuant to Division Memorandum 164 s 2023 titled "Institutionalization of the Division Quality Management Team", which aims to continuously improve and streamline all internal systems and processes to improve the basic education service delivery and client satisfaction in all aspects of governance and operations, this Office announces the creation of focal team for selected area in SDO Muntinlupa.
2. To ensure and maintain a positive work environment that helps boost employees' morale, retention and productivity, the following focal team shall plan,manage, oversee the improvement of SDO Muntinlupa work environment as indicated in Attachment No.1.
3. All in- charge are expected to act and decide guided by the Division Memorandum mentioned above.
4. Immediate and wide dissemination of this Memorandum is desired.

For:

EVANGELINE P. LADINES CESO V
Schools Division Superintendent

By: **NOEMI A. VALDEZ**
OIC-SDS

Encl: As stated

Reference: none

To be indicated in the Perpetual Index
Under the following subjects:

QMS COMMITTEE FOCAL PROGRAMS

MAMEN/Memo-**CREATION OF FOCAL TEAM FOR SELECTED AREAS IN SDO MUNTINLUPA**
179 July 31, 2023

NUM-2023-179

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Attachment No. 1

Focal Team for Selected Areas in SDO Muntinlupa

ASSIGNED AREA	IN-CHARGE
4 th Floor (Conference Hall , Gazebo Pantry)	Dr. John Albert B. Colle- Team Leader Dr. Ma. Myra E. Namit Dr. Evangeline M. Aman EPS- EPP/TLE (upon hiring)
Lobby (outside and inside) Between Main and Annex building	Ms. Noemi A. Valdez-Team Leader Dr. Mark Joseph C. Fernandez Dr. Zoren Pepito A. Gubalane Ms. Mey Borjal Ms. Joiche I. Luna Engr. Reynante Tejada

