



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

FEB 05 2024

MEMORANDUM

No. 021, s. 2024

**UPDATED LIST OF THE DESIGNATIONS AND ASSIGNMENTS
OF SDO-MUNTINLUPA KEY PERSONNEL**

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

1. In line with the "One QMS, One Culture" Advocacy of SDO-Muntinlupa City, this Office delineates and outlines the roles and responsibilities of the process owners and program managers of the Division to ensure the effective and efficient delivery of services, streamlining of processes, and uninterrupted implementation of the programs, projects, and activities.
2. Alongside the official functions expected of the SDO personnel, as outlined in the competency profiles of their respective positions, the attached responsibility matrix indicates both priority assignments and additional tasks that the personnel shall carry out. The designations based on the personnel's authority, responsibility, and accountability (ARA) inherent to their positions, are presented in the third column of the provided table, while the additional assignments are listed in the fourth column.
3. Attached with this Memorandum is the updated list of the designations and assignments of SDO personnel for reference.
4. Immediate and wide dissemination of this Memorandum is desired.


EVANGELINE P. LADINES, CESO V
Schools Division Superintendent

Encl: As stated

Reference: As stated

To be indicated in the Perpetual Index

Under the following subjects

PROGRAMS

PROJECTS

OFFICIALS

MRAO/Memo/ UPDATED LIST OF THE DESIGNATIONS AND ASSIGNMENTS OF SDO PERSONNEL

021 1/8/2024

NUM-2024-021

021



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940



sdo.muntinlupa@gmail.com



deped-muntinlupa.com

**DESIGNATIONS AND ASSIGNMENTS OF THE
CURRICULUM IMPLEMENTATION DIVISION (CID) PERSONNEL**

Name	Position	ARA-Based Assignment/ Designation	Add-on Assignment
Ms. Madeline Ann L. Diaz	Chief Education Supervisor (CID)	<ol style="list-style-type: none"> 1. Chair – National Learning Camp (NLC) 2. Co-chair – Division Drop Out Reduction Composite Team 3. Co-chair - Schools Division Research Committee (SDRC) 4. <i>Member</i> - PRAISE Committee 5. <i>Member</i> – Professional Development Committee 6. <i>Member</i> – Performance Management Team 7. <i>Chair/Member</i> – Fact Finding Investigation Committee 8. <i>Chair/Member</i> – Formal Investigation Committee 9. Document Quality Checker/Editor (CID) 10. Member - Division Planning Team/ DEDP/SIP/AIP TWG 	<ol style="list-style-type: none"> 1. <i>Vice Chair</i> – Bids and Awards Committee 2. <i>Focal Person</i> – Performance Management Pillar (PRIME-HRM) 3. FOI Action Officer 4. Member - Modified Muntinlupa S.M.A.R.T School w/a HEART – Managerial Competence 5. <i>TWG Member</i> – SGLG Education Pillar 6. Team Leader – QMS Internal Quality Audit 7. <i>Co-chair</i> – DREC 8. <i>In-charge</i> – Field Study and Practice Teaching (Curriculum) 9. Member – SLR Team 10. <i>Member</i> - Anti-Corruption Committee
Dr. Gina U. Urquia	Education Program Supervisor (LRMS)	<ol style="list-style-type: none"> 1. <i>Member</i> – Fact Finding Investigation Committee 2. <i>Chair/Member</i> – Formal Investigation Committee 3. <i>Chair</i> - Division Supplementary Learning Resources Committee for Library Hub 4. <i>Member</i>- Division Supplementary Learning Resources (SLR) Management Team 	<ol style="list-style-type: none"> 1. <i>Member</i> – Oplan Brigada Eskwela 2. <i>Member</i> – Schools Division Research Committee (SDRC) 3. Child Protection Specialist (CPS) 4. <i>Member</i> - Modified Muntinlupa S.M.A.R.T School w/a HEART - Managerial Competence Dimension 5. Member – QMS – Quality Workplace Team (QWT) 6. Division Mediator
Dr. Marissa M. Andanza	Education Program Supervisor (Kindergarten and ALS)	<ol style="list-style-type: none"> 1. ALS In-Charge 2. <i>Member</i> – Fact Finding Investigation Committee 3. <i>Member</i> – Formal Investigation Committee 	<ol style="list-style-type: none"> 1. Division <i>Focal Person</i> – Girl Scouts 2. President – CID EPS 3. <i>Member</i> - Modified Muntinlupa S.M.A.R.T School w/a HEART -

		<ol style="list-style-type: none"> 4. <i>Focal Person</i> - Kindergarten 5. <i>Coordinator</i> – Madrasah Education Program 6. BAC Member 	<p>Managerial Competence Dimension</p> <ol style="list-style-type: none"> 4. Member – QMS – Quality Workplace Team (QWT) 5. <i>Member</i> – SLR Team 6. <i>Alternate Member</i> - BAC
Dr. Ma. Carmen D. Solayao	Education Program Supervisor (English)	<ol style="list-style-type: none"> 1. <i>Focal Person</i> - ELLN (English) 2. <i>Focal Person</i> - National Learning Camp (English) 3. <i>In-Charge</i> - iCARE Program and 3Bs 4. Division Coordinator - Campus Journalism 5. <i>Member</i> – Fact Finding Investigation Committee 6. <i>Chair/Member</i> – Formal Investigation Committee 7. <i>Focal Person</i> – National Reading Program 8. LCRP Member (Literacy) 	<ol style="list-style-type: none"> 1. <i>Coordinator</i> - Make Me A Reader Program 2. Coordinator - Brigada Pagbasa 3. <i>Focal Person</i> - Special Program for Foreign Languages (SPFL) 4. Document Quality Checker/Editor (CID) 5. Editorial Board - Agentes de Cambio 6. <i>Team Lead</i> - Modified Muntinlupa S.M.A.R.T School w/a HEART – Publication, Documentation & Advocacy Team 7. <i>Member</i> – QMS – Knowledge Management Team 8. <i>Member</i> – SLR Team
Dr. Lilosia B. Palce	Education Program Supervisor (EsP, SPED, & Guidance)	<ol style="list-style-type: none"> 1. <i>In-Charge</i> - Homeroom Guidance Program 2. CID Counterpart - Division Mental Health Program (with Dr. Subida) 3. CID Counterpart – Career Guidance Program (with YFD) 4. Coordinator - PSL/SHS-Philosophy 5. <i>Member</i> – Fact Finding Investigation Committee 6. <i>Member</i> – Formal Investigation Committee 7. Member – CICL Multi-Disciplinary Team (MDT) 8. In-charge – Inclusive Education Program (SNED and Transition Program) 	<ol style="list-style-type: none"> 1. Division Coordinator – SAGIP 2. SDO Representative/Member - LCPC 3. Member - Division Drop-Out Reduction Composite Team 4. <i>Member</i> - Modified Muntinlupa S.M.A.R.T School w/a HEART - Publication, Documentation & Advocacy Team 5. Member – QMS – Knowledge Management Team 6. <i>Member</i> – SLR Team 7. <i>Facilitator</i> – Division Project DARE with a HEART

			8. <i>Focal Person</i> – Womb to Work Program
Mr. Edison C. Enerlas	Education Program Supervisor (MAPEH)	<ol style="list-style-type: none"> 1. <i>In-Charge</i> - Special Program for the Arts 2. <i>In-Charge</i> - Sports Program (with YFD) 3. DSO (Division Sports Officer) 4. <i>In-Charge</i> - Division Athletic Management 5. <i>In-charge</i> - Division Wellness Program 6. <i>Member</i> – Fact Finding Investigation Committee 7. <i>Member</i> – Formal Investigation Committee 8. Division CTP Focal Person 9. Boy Scouts Assistant Coordinator (CID Counterpart) 	<ol style="list-style-type: none"> 1. <i>Focal Person</i> - Help Orchestrate Positive Experience in School (Project HOPE) 2. Stockroom Keeper 3. <i>Member</i> - Modified Muntinlupa S.M.A.R.T School w/a HEART – Technology-Driven Initiatives Dimension 4. <i>Member</i> – QMS – Quality Workplace Team (QWT) 5. <i>Member</i> – SLR Team
Dr. Armida S. Oblinada	Education Program Supervisor (Science)	<ol style="list-style-type: none"> 1. <i>In-Charge</i> - Special Science Program (SSES and STE) 2. <i>In-Charge</i> - Robotics and Science Contests 3. <i>Member</i> – Fact Finding Investigation Committee 4. <i>Member</i> – Formal Investigation Committee 	<ol style="list-style-type: none"> 1. <i>In-Charge</i> - Programs and Partnerships - J.A Phils EduComics, DOST, PTC, WWF, PDEP, Virtual Reality, C&E (Math, English, Science) 2. <i>Member</i> - Modified Muntinlupa S.M.A.R.T School w/a HEART - Monitoring, Evaluation, and Assessment Team 3. <i>Member</i> – QMS – Quality Workplace Team (QWT) 4. <i>Focal Person</i> – DOST GRIND - Grassroots Innovations for Inclusive Development 5. <i>Member</i> – SLR Team
Ms. Mariel Eugene L. Luna	Education Program Supervisor (Araling Panlipunan)	<ol style="list-style-type: none"> 1. <i>Focal Person</i> - Comprehensive Sexuality Education (CSE) 2. <i>Focal Person</i> - Campus Integrity Crusaders 3. <i>Focal Person</i> - Population and Development/Adolescent Health & Devt. Program 4. <i>Focal Person</i> - Teach Peace for Peace (City) 	<ol style="list-style-type: none"> 1. <i>In-charge</i> – ADM Education (Alternative Delivery Mode) 2. <i>Focal Person</i> - Museo ng Muntinlupa Events with YFD (City) 3. <i>Focal Person</i> - Cultural Heritage Mapping (City) 4. <i>Co-Focal Person</i> – I am SAM Foundation Programs

		<p>5. <i>Member</i> – Fact Finding Investigation Committee</p> <p>6. <i>Chair/Member</i> – Formal Investigation Committee</p>	<p>5. <i>Team Lead</i> - Muntinlupa S.M.A.R.T School w/a HEART - Academic, Co-Curricular, and other School Achievements Dimension</p> <p>6. <i>Member</i> – QMS – Risk Management Team (RMT)</p> <p>7. <i>Member</i> – SLR Team</p> <p>8. <i>Member</i> – Womb to Work Program</p> <p>9. Administrator – Division Facebook Page</p>
Dr. John Albert B. Colle	Education Program Supervisor (Filipino)	<p>1. <i>In-Charge</i> - Filipino Assessment: MTB-MLE, ELLN, CRLA, Phil-IRI</p> <p>2. <i>Division Coordinator</i> – Filipino Journalism</p> <p>3. LCRP Member (Literacy)</p> <p>4. <i>Member</i> – Fact Finding Investigation Committee</p> <p>5. <i>Member</i> – Formal Investigation Committee</p>	<p>1. <i>Team Leader</i> – 4th Floor (Conference Hall, Gazebo & Pantry) Upkeep</p> <p>2. <i>Co-coordinator</i> – Brigada Pagbasa</p> <p>3. <i>Member</i> – SLR Team</p> <p>4. <i>Member</i> -Muntinlupa S.M.A.R.T School w/a HEART – Academic, Co-Curricular, and other School Achievements Dimension</p> <p>5. <i>Member</i> – QMS – Training and Advocacy Team (TAT)</p> <p>6. <i>Member</i> – Schools Division Research Committee (SDRC)</p> <p>7. <i>Alternate Member</i> – BAC</p>
Mr. Lambert G. Quesada	Education Program Supervisor (Math)	<p>1. <i>Focal Person</i> – Numeracy Assessment</p> <p>2. Division Coordinator – MTAP</p> <p>3. <i>In-charge</i> – Numeracy Programs</p> <p>4. <i>Member</i> – Fact Finding Investigation Committee</p> <p>5. <i>Member</i> – Formal Investigation Committee</p>	<p>1. Alternate PMIS Focal Person</p> <p>2. <i>Member</i> – QMS Internal Quality Audit Team (IQAT)</p> <p>3. <i>Member</i> – BAC Internal Quality Audit</p>

Dr. Leonaida L. Gutierrez	Education Program Supervisor (TLE)	<ol style="list-style-type: none"> 1. <i>In-Charge</i> - Joint Delivery – TVL Program 2. <i>In-Charge</i> – School Canteen Management Financial Report Monitoring 3. <i>Focal Person</i> – DFOT 4. <i>Member</i> – Fact Finding Investigation Committee 5. <i>Member</i> – Formal Investigation Committee 	<ol style="list-style-type: none"> 1. <i>Focal Person</i> – Public Employment Service Office (PESO) – Labor Education 2. <i>Member</i> – 4th Floor (Conference Hall, Gazebo & Pantry) Upkeep 3. <i>Member</i> – QMS – Quality Workplace Team (QWT)
Ms. Clarisa C. Avila	Public Schools District Supervisor	<ol style="list-style-type: none"> 1. <i>Member</i> – Fact Finding Investigation Committee 2. <i>Member</i> – Formal Investigation Committee 	<ol style="list-style-type: none"> 1. <i>Member</i> – SLR Team 2. <i>Member</i> – Muntinlupa S.M.A.R.T School w/a HEART – Technology-Driven Initiatives Dimension 3. <i>Member</i> – QMS – Quality Workplace Team (QWT) 4. <i>Member</i> – Schools Division Research Committee (SDRC)
Dr. Jay Boy E. Evano	Public Schools District Supervisor	<ol style="list-style-type: none"> 1. <i>Member</i> – Fact Finding Investigation Committee 2. <i>Member</i> – Formal Investigation Committee 	<ol style="list-style-type: none"> 1. <i>In-Charge</i> -MaTaTaG 2. Associate Editor - Agentes de Cambio 3. Co-Chair - National Learning Camp 4. OIC-School Head – Sucat SHS 5. <i>TWG Member</i> – SGLG Education Pillar 6. <i>Member</i> - Modified Muntinlupa S.M.A.R.T School w/a HEART – Academic, Co-Curricular, and other School Achievements Dimension 7. Document Quality Checker/Editor (CID) 8. <i>Member</i> - QMS Internal Quality Audit 9. <i>Member</i> – SLR Team 10. <i>Member</i> – SDRC 11. <i>Focal Person</i> – Senior High School

<p>Dr. Mark Joseph C. Fernandez</p>	<p>Public Schools District Supervisor</p>	<p>1. <i>Member</i> – Fact Finding Investigation Committee 2. <i>Member</i> – Formal Investigation Committee</p>	<p>1. <i>Focal Person</i> - SPLAT 2. <i>Co-Focal Person</i> - Quarterly/Annual Report of School Heads 3. <i>Member</i> - BAC TWG (Goods & Services) 4. Division Events Coordinator / In-Charge 5. Chair – QMS Quality Workplace Team (QWT) 6. <i>Member</i> - Division Disposal Team 7. <i>Team Member</i> - Lobby and Garden Upkeep 8. <i>Managing Editor</i> - Agentes de Cambio 9. <i>In-Charge</i> - Program Quarterly Report and Interventions (CID) 10. <i>Focal Person</i> - CID Program Management Information System (PMIS) 11. President – CID PSDS 12. Team Lead - Muntinlupa S.M.A.R.T School w/a HEART Technology-Driven Initiatives Dimension 13. <i>TWG Member</i> – SGLG Education Pillar 14. Member - Division Drop-Out Reduction Composite Team</p>
<p>Dr. Ma. Theresa C. Dela Rosa</p>	<p>Public Schools District Supervisor</p>	<p>1. <i>Member</i> – Fact Finding Investigation Committee 2. <i>Member</i> – Formal Investigation Committee</p>	<p>1. OIC-School Head – Cupang ES Annex 2. Member - Muntinlupa S.M.A.R.T School w/a HEART – Publication, Documentation & Advocacy Team 3. <i>Member</i> – QMS – Quality Workplace Team (QWT) 4. <i>Member</i> – SLR Team</p>
<p>Dr. Yaledegler C. Maligaya</p>	<p>Public Schools District Supervisor</p>	<p>1. <i>Member</i> – Fact Finding Investigation Committee 2. <i>Member</i> – Formal Investigation Committee</p>	<p>1. <i>Member</i> – SLR Team 2. Member - Muntinlupa S.M.A.R.T School w/a HEART – Monitoring, Evaluation, and Assessment Team</p>

			<p>3. <i>Member</i> – QMS – Quality Workplace Team (QWT)</p> <p>4. <i>Member</i> - Division Drop-Out Reduction Composite Team</p>
Ms. Alyssa V. Aventurado	Public Schools District Supervisor	<p>1. <i>Member</i> – Fact Finding Investigation Committee</p> <p>2. <i>Member</i> – Formal Investigation Committee</p>	<p>1. <i>Editor-in-Chief</i> - Agentes de Cambio</p> <p>2. <i>Member</i> – Professional Development Committee/L&D</p> <p>3. <i>Member</i> - Muntinlupa S.M.A.R.T School w/a HEART – Publication, Documentation & Advocacy</p> <p>4. <i>Team Leader</i> - QMS – Knowledge Management Team (KMT)</p> <p>5. <i>Focal Person</i> – Learning Continuity & Recovery Plan (LCRP)</p> <p>6. <i>Member</i> – SLR Team</p>
Dr. Ma. Myra E. Namit	Public Schools District Supervisor	<p>1. <i>Member</i> – Fact Finding Investigation Committee</p> <p>2. <i>Member</i> – Formal Investigation Committee</p>	<p>1. BAC Member</p> <p>2. <i>Member</i> – 4th Floor (Conference Hall, Gazebo & Pantry) Upkeep</p> <p>3. Philippine Transmarine Carriers-Carlos Salinas Jr (PTC - CSJ) Foundation Nanay-Tatay Program</p> <p>4. <i>Team Leader</i> – QMS – 7S (QWT)</p> <p>5. <i>Member</i> - Muntinlupa S.M.A.R.T School w/a HEART – Research and Development Dimension</p> <p>6. <i>Member</i> – SLR Team</p>
Dr. Evangeline M. Aman	Public Schools District Supervisor	<p>1. <i>Member</i> – Fact Finding Investigation Committee</p> <p>2. <i>Member</i> – Formal Investigation Committee</p>	<p>1. Division Cultural Focal Person</p> <p>2. CAT/CTP Assistant Focal Person</p> <p>3. <i>In-Charge</i> – Division Sports Events</p> <p>4. <i>Member</i> – 4th Floor (Conference Hall, Gazebo & Pantry) Upkeep</p>

			<p>5. Member – Division Inspectorate Team</p> <p>6. OIC – School Head - Bagong Silang ES</p> <p>7. Member - Muntinlupa S.M.A.R.T School w/a HEART – SBM Dimension</p> <p>8. Member - QMS – Quality Workplace Team (QWT)</p> <p>9. <i>Member</i> – SLR Team</p> <p>10. BAC Member</p>
Ms. Ada Trinidad A. Tagle	Public Schools District Supervisor	<p>1. <i>Member</i> – Fact Finding Investigation Committee</p> <p>2. <i>Member</i> – Formal Investigation Committee</p>	<p>1. <i>Focal Person</i> - PWD and Senior Citizens</p> <p>2. OIC-School Head – Soldiers Hills Elem. Sch</p> <p>Member - Muntinlupa S.M.A.R.T School w/a HEART – Research & Development Dimension</p> <p>3. <i>Member</i> - QMS – Internal Quality Audit</p> <p>4. <i>PSDS Coordinator</i> – Madrasah Education Program</p> <p>5. <i>Member</i> – SLR Team</p>
Dr. Eric F. Fungo	Public Schools District Supervisor	<p>1. <i>Member</i> – Fact Finding Investigation Committee</p> <p>2. <i>Member</i> – Formal Investigation Committee</p>	<p>1. <i>Co-Focal Person</i> - Senior High School</p> <p>2. <i>Focal Person</i> - DOST GRIND - Grassroots Innovations for Inclusive Development</p> <p>3. <i>Member</i> - QMS – Knowledge Management Team</p>

**DESIGNATIONS AND ASSIGNMENTS OF THE
SCHOOL GOVERNANCE AND OPERATIONS DIVISION (SGOD) PERSONNEL**

Name	Position	ARA-Based Assignment/ Designation	Add-on Assignment
Ms. Ma. Regalee A. Olarte	Education Program Supervisor (SGOD)	<ol style="list-style-type: none"> 1. <i>Focal Person</i> – Private Schools/ QAD Counterpart 2. <i>QMS Focal Person/ Representative</i> 3. <i>Focal Person</i> – Child Protection/ LRPC Member 4. <i>Member</i> – HRMPSB 5. <i>Focal Person</i> – ISOSys PRIME Automation 6. <i>Focal Person</i> – QuadPRO PRIME Automation 7. <i>Focal Person</i> – SFAST PRIME Automation 8. <i>Co-chair</i> – Schools Division Research Committee (SDRC) 9. <i>Member</i> - Division Planning Team/ DEDP/SIP/AIP TWG 10. <i>Member</i> - PRAISE Committee 11. SGOD Counterpart - Girl Scout 12. <i>Member</i> – Professional Development Committee 13. <i>Member</i> – Performance Management Team 14. <i>Member</i> – Division SBM Coordinating Team 15. <i>In-Charge</i> – School Special Order (S.O.) Processing 16. <i>Co-In-Charge</i> – Division Annual Report 17. <i>Member</i> – Formal Investigation Committee 18. <i>Member</i> – Fact Finding Investigation Committee 19. Document Quality Checker/Editor (SGOD) 	<ol style="list-style-type: none"> 1. <i>Focal Person</i> – R&R Pillar (PRIME-HRM) 2. Division Public Assistance Coord. (DPAC) 3. Assistant Division Information Officer 4. <i>In-Charge</i> – Consolidation and Submission of CSM Division Report 5. <i>Chair</i> – BAC Internal Audit Unit 6. Division Focal Person – I AM SAM Foundation Programs 7. Stockroom Keeper 8. <i>In-Charge</i> – Screening/Routing of Communication from Private Companies and Organizations 9. <i>Member</i> – Portfolio Evaluation Committee for the City’s 10MOST 10. <i>Vice Chair</i> – Division Oplan Balik Eskwela Public Assistance Command Center (OBE-PACC) Task Force 11. <i>TWG Member</i> – SGLG Education Pillar 12. <i>Member</i> - Modified Muntinlupa S.M.A.R.T School w/a HEART – Research and Devt. Dimension 13. <i>Focal Person</i> – REVAMP (Under MOA w/NCR & DOST) 14. <i>Administrator</i> – Division Facebook Page & Mobile Hotline 15. Document Quality Checker/Editor (OSDS)

Ms. Phoebe R. Arroyo	Senior Education Program Specialist (Planning and Research Section)	<ol style="list-style-type: none"> 1. Division Research Coordinator 2. <i>Member</i> – Schools Division Research Committee (SDRC) 3. <i>Member</i> - Div. Planning Team/ DEDP/SIP/AIP TWG 4. <i>Coordinator</i> - Division Annual Report 5. Focal Person – SF4 6. <i>Member</i> – Division Review and Evaluation Committee (DREC) 7. <i>In-charge</i> – Accomplishment Report per School 	<ol style="list-style-type: none"> 1. <i>Chair</i> - BAC Secretariat 2. <i>TWG Member</i> – SGLG Education Pillar 3. <i>Focal Person</i> - OBE-Enrollment 4. <i>Team Lead</i> - Member - Modified Muntinlupa S.M.A.R.T School w/a HEART – Research and Devt. Dimension 5. <i>Member</i> – QMS Internal Quality Audit Team (IQAT)
Mr. Joseph D. Nilo	Planning Officer III (Planning and Research Section)	<ol style="list-style-type: none"> 1. <i>Member</i> - Div. Planning Team /DEDP/SIP/AIP TWG 2. <i>Member</i> – Schools Division Research Committee (SDRC) 3. <i>In-Charge</i> - Division Annual Report 4. <i>In-Charge</i> - Validation of Enrollment for Special Order 5. Division Focal Person - BEIS/LIS 	<ol style="list-style-type: none"> 1. <i>TWG Member</i> – SGLG Education Pillar 2. <i>Co-Focal Person</i> - OBE-Enrollment 3. <i>Member</i> - Modified Muntinlupa S.M.A.R.T School w/a HEART – M&E and Assessment 4. <i>Member</i> - Division Drop-Out Reduction Composite Team 5. QMS Secretariat
Ms. Ivy M. Romano	Senior Education Program Specialist (Human Resource Development Section)	<ol style="list-style-type: none"> 1. <i>In-charge</i> - RPMS/IPCRF 2. Focal Person – L&D / NEAP Programs 3. <i>Member</i> – Professional Development Committee 4. <i>Focal Person</i> - Scholarship 	<ol style="list-style-type: none"> 1. <i>Focal Person</i> - Modified SMART Schools with a HEART 2. Focal Person - OPDASH (Office Performance Dashboard) PRIME Automation 3. <i>Focal Person</i> Program LILOK 4. <i>Team Leader</i> – QMS Training & Advocacy
Mr. Andres F. Sicam Jr.	Education Program Specialist II (Human Resource Development Section)	<ol style="list-style-type: none"> 1. <i>Focal Person</i> – Induction Program for Beginning Teachers 2. <i>Assistant In-charge</i> – RPMS/IPCRF 3. <i>Secretariat</i> – Professional Development Committee 4. <i>Assistant In-charge</i> - Scholarship 	<ol style="list-style-type: none"> 1. <i>Secretariat</i> - Modified Muntinlupa S.M.A.R.T School w/a HEART – Research and Devt. Dimension 2. <i>Member</i> - Modified Muntinlupa S.M.A.R.T School w/a HEART - Awards & Recognition Committee 3. <i>Member</i> – BAC Internal Quality Audit

Ms. Ma. Teresa S. Indap	Nurse II (School Health Section)	<ol style="list-style-type: none"> 1. <i>Focal Person</i> – Division School-based Feeding Program 2. <i>Member</i> – City Nutrition Committee – LGU 3. <i>Co-coordinator</i> – Medical & Nursing Services 4. <i>Focal Person</i> – Nutrition Programs (NCR/Central) 5. <i>Focal Person</i> – School Canteen Food Safety 6. <i>Technical Support</i> – WINS 7. <i>Assistant Focal Person</i> - Gulayan sa Paaralan (GPP) 	<ol style="list-style-type: none"> 1. <i>Chair</i> - BAC TWG (Medical & Dental) 2. <i>Focal Person</i> - 4Ps 3. <i>Member</i> – Division Inspectorate Team (Medical & Dental Supplies) 4. <i>Member</i> – QMS – Quality Workplace Team (QWT)
Dr. Maricel R. Subida	Dentist II (School Health Section)	<ol style="list-style-type: none"> 1. <i>In-charge</i> - Dental Services, Programs and Partnerships 2. <i>Focal Person</i> - School Mental Health Program 3. <i>Focal Person</i> - Tobacco Control Program 4. TWG Member – WINS 	Administrator - OK sa DepEd – Muntinlupa Facebook Page
Dr. May Ann L. Ayudtud	Dentist II (School Health Section)	<ol style="list-style-type: none"> 1. <i>In-charge</i> -Dental Services, Programs and Partnerships 2. <i>Focal Person</i> - WASH In School (WINS) 	<ol style="list-style-type: none"> 1. Administrator - OK sa DepEd – Muntinlupa Facebook Page 2. BAC TWG Member (Medical & Dental)
Ms. Maripaz M. Lavin	Nurse II (School Health Section)	<ol style="list-style-type: none"> 1. <i>Focal Person</i> - Gulayan sa Paaralan (GPP) 2. <i>Focal Person</i> – Adolescent Reproductive Health (ARH) 3. <i>Co-coordinator</i> – Medical & Nursing Services 4. TWG Member – WINS 5. <i>Assistant Focal Person</i> – School Canteen Food Safety 6. <i>Assistant Focal Person</i> – Nutrition Programs (NCR/Central) 	Administrator – Division Facebook Page & OK sa DepEd Muntinlupa Facebook Page
Dr. Zoren Pepito L. Gubalane	Senior Education Program Specialist (School Management, Monitoring and Evaluation Section)	<ol style="list-style-type: none"> 1. <i>Focal Person</i> - School-Based Management / Division SBM Coordinating Team 2. <i>Focal Person</i> - Continuous Improvement Program 3. Division Testing/ Examination Coordinator 4. <i>In-charge</i> – Technical Assistance & Plan Adjustment 5. <i>Member</i> – Schools Division Research Committee (SDRC) 6. <i>In-charge</i> – Program Implementation Review 7. Coordinator – School Governance Council (SGC) 	<ol style="list-style-type: none"> 1. BAC Member 2. Stockroom Keeper 3. <i>Focal Person</i> - Quarterly/Annual Report of School Heads (Submission and Analysis) 4. <i>Team Member</i> - Lobby and Garden Upkeep 5. Team Lead - Modified Muntinlupa S.M.A.R.T School w/a HEART – SBM Dimension 6. <i>Team Leader</i> – QMS Risk Management

Ms. Chelo DG. Rongavilla	Education Program Specialist II (School Management, Monitoring and Evaluation Section)	<ol style="list-style-type: none"> 1. <i>Focal Person</i> – PEPT 2. <i>In-charge</i> – Consolidation & Analysis of the Quarterly Test Results 3. <i>In-charge</i> – QAME 4. Assistant Division Testing Coordinator 5. <i>Secretariat</i> - Division SBM Coordinating Team 	<ol style="list-style-type: none"> 1. QMS Secretariat 2. Member - Modified Muntinlupa S.M.A.R.T School w/a HEART – M&E and Assessment Team
Ms. Rochelle A. Jimenez	Senior Education Program Specialist (SOCMOB Section)	<ol style="list-style-type: none"> 1. <i>Division Coordinator</i> – Partnership 2. <i>Focal Person</i> – Brigada Eskwela/Pagbasa (Resources) 	<ol style="list-style-type: none"> 1. <i>Focal Person</i> – PTA 2. Member - Modified Muntinlupa S.M.A.R.T School w/a HEART – SBM Dimension 3. Member – QMS Training & Advocacy Team (TAT) 4. <i>Focal Person</i> – GAD
Ms. Cecilia Teresa C. Claudel	Education Program Specialist II (SOCMOB Section)	<ol style="list-style-type: none"> 1. <i>Assistant Division Coordinator</i> - Partnership 2. <i>In-charge</i> – DPDS Portal 3. <i>Focal Person</i> - Red Cross 4. <i>Focal Person</i> – National Drug Education Program 5. <i>In-charge</i> – Field Study and Practice Teaching Partnerships with Schools 	<ol style="list-style-type: none"> 1. Member – LRPC 2. Secretariat - Modified Muntinlupa S.M.A.R.T School w/a HEART
Mr. King Solidini Torres	Project Development Officer I, YFD (SOCMOB Section)	<ol style="list-style-type: none"> 1. <i>Coordinator</i> – Learner Government Program (SELG/SPLG) 2. <i>Focal Person</i> – YES-O 3. <i>Coordinator</i> – Boy Scout 4. <i>In-charge</i> - Career Guidance Program (YFD) 5. <i>Coordinator</i> – School Clubs and Organizations 6. <i>Alternate Focal Person</i> – Child Protection / <i>Member</i> – LRPC 	<ol style="list-style-type: none"> 1. <i>Focal Person</i> – YASDO Programs 2. <i>Focal Person</i> – Barkada Kontra Droga 3. <i>Coordinator</i> – Muntinlupa Scholarship Program (MSP) 4. <i>Member</i> – Division Inspectorate Team
Mr. Eduardo L. Kondo	Project Development Officer II, DRRM (SOCMOB Section)	<ol style="list-style-type: none"> 1. Division Safety Officer 2. <i>Focal Person</i> – DRRM Coordination with LGU 3. <i>Focal Person</i> - Solid Waste Management 	<ol style="list-style-type: none"> 1. Stockroom Keeper 2. BAC TWG Member (Infrastructure) 3. <i>Focal Person</i> – BFP & PNP Programs 4. Member - Modified Muntinlupa S.M.A.R.T School w/a HEART - Managerial

			<p>Competence Dimension</p> <ol style="list-style-type: none"> 5. Member – QMS – Quality Workplace Team (QWT) 6. Coach/Trainer - Football 7. <i>Member</i> – Division Inspectorate Team 8. <i>Member</i> – DREC 9. <i>Member</i> – Site Titling Committee
Engr. Renante L. Tejada	Engineer III (Education Facilities Section)	<ol style="list-style-type: none"> 1. In-charge – School Infrastructure Programs 2. <i>Focal Person</i> - School Repair/Construction 3. <i>In-charge</i> - School Facilities Assessment and Evaluation 4. <i>Focal Person</i> - Demolition of Physical Facilities 5. <i>TWG Member</i> - LSB Infrastructure Projects 	<ol style="list-style-type: none"> 1. BAC TWG Chair (Infrastructure) 2. Stockroom Keeper 3. <i>Member</i> - Division Review and Evaluation Committee (DREC) 4. <i>Member</i> – Site Titling Committee 5. <i>Member</i> – Division Inspectorate Team 6. <i>Team Member</i> - Lobby and Garden Upkeep Member – QMS – Quality Workplace Team (QWT)

**DESIGNATIONS AND ASSIGNMENTS OF THE
OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT (OSDS) PERSONNEL**

Name	Position	ARA-Based Assignment/ Designation	Add-on Assignment
Ms. Noemi A. Valdez	Administrative Officer V	<i>In-charge</i> - School & Division City-Paid Employees	<ol style="list-style-type: none"> 1. <i>Co-chairperson</i> - LSB-TWG 2. <i>Chair</i> – BAC TWG (Goods & Services) 3. <i>In-Charge</i> – OJT Deployment 4. <i>Team Leader</i> - Lobby and Garden Upkeep 5. <i>TWG Member</i> – SGLG Education Pillar 6. <i>Member</i> – Site Titling Committee 7. <i>Member</i> – Division Review and Evaluation Committee (DREC) 8. <i>Member</i> - Anti-Corruption Committee 9. QMS Secretariat (Logistics)
Ms. May L. Borjal	Information Technology Officer	<ol style="list-style-type: none"> 1. Division Information Officer (DIO) 2. Assistant Division Public Assistance Coordinator (DPAC) 3. <i>In-Charge</i> – CCTV/Command Center 4. <i>Focal Person</i> – PRIME Automation System 5. <i>Focal Person</i> – Client Satisfaction Survey 6. <i>In-Charge</i> – CSM Data Generation 7. <i>Co-In-Charge</i> – Division Citizen’s Charter 8. <i>In-Charge</i> – Division Website 	<ol style="list-style-type: none"> 1. <i>Member</i> - Anti-Corruption Committee 2. <i>Administrator</i> – Division Facebook Page & Mobile Hotline 3. <i>Member</i> – QMS – Risk Management Team (RMT) 4. <i>Chair</i> - BAC TWG (ICT)
Ms. Angela M. Francisco	Administrative Officer IV (Personnel)	<ol style="list-style-type: none"> 1. <i>Focal Person</i> – PRIME Strat HRMS (Strategic Human Resource Management System) 2. <i>Chair</i> – Review and Compliance Committee for SALN 3. <i>Member</i> – HRMPSB 	<ol style="list-style-type: none"> 1. <i>In-Charge</i> - COA Audit 2. <i>Member</i> – QMS – Risk Management Team (RMT)

Atty. Erness Faith J. Regacho	Attorney III	1. Action Officer for Complaints 2. <i>In-Charge</i> – Assistance for Conflict Resolution	1. <i>Chair</i> - Site Titling Committee 2. <i>Member</i> – Anti-Corruption Committee 3. <i>Member</i> - Modified Muntinlupa S.M.A.R.T School w/a HEART – Managerial Competence Dimension 4. <i>Member</i> – QMS – Risk Management
Ms. Lourdes V. Rodilla	Administrative Officer IV (Records)	<i>Focal Person</i> – PRIME DOTS (Documents Online Tracking) Automation	1. Secretariat - Modified Muntinlupa S.M.A.R.T School w/a HEART 2. <i>Member</i> – QMS – Knowledge Management Team 3. BAC Secretariat Member
Ms. Joiche I. Luna	Administrative Officer IV (Supply)	Stockroom Keeper	1. PCF Handler 2. <i>Team Member</i> - Lobby and Garden Upkeep 3. BAC Secretariat Member 4. <i>Member</i> – QMS – Knowledge Management Team
Ms. Virma U. Amistoso	Administrative Officer V (Budget)		1. <i>Member</i> – QMS – Risk Management Team (RMT) 2. <i>Member</i> - Modified Muntinlupa S.M.A.R.T School w/a HEART 3. <i>In-Charge</i> - COA Audit 4. <i>Member</i> – BAC Internal Audit 5. <i>Member</i> – DREC
Ms. Karina E. Medina	Administrative Officer IV (Accounting)		1. <i>In-Charge</i> - COA Audit 2. <i>Member</i> – QMS – Quality Workplace Team (QWT)
Ms. Maria Cristina F. Malacad	Administrative Officer IV (Cash)	<i>In-Charge</i> – Landbank Concerns	1. <i>In-Charge</i> - COA Audit 2. PCF Handler 3. <i>Member</i> – QMS – Knowledge Management Team