



Republic of the Philippines  
Department of Education

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

FEB 15 2024

**MEMORANDUM**

**FIRST DIVISION EXECUTIVE COMMITTEE MEETING**

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

1. This Office announces the conduct of the First Division Executive Committee Meeting in Sucat Senior High School, Purok 1, Meralco Road, Barangay Sucat, Muntinlupa City on February 16, 2024 at 9:00 AM.
2. Attached are the Agenda of the Meeting, List of Participants, Program of Activities and Working Committees.
3. Attendance of all concerned is enjoined.
4. Immediate and wide dissemination of this Memorandum is desired.

For:  
**EVANGELINE P. LADINES CESO V**  
Schools Division Superintendent

By:   
**VIOLETA M. GONZALES CESO VI**  
Assistant Schools Division Superintendent

Enclosure: As stated

Reference: None

To be indicated in the Perpetual Index Under the following:

ACTIVITIES TRAININGS SEMINAR

EMA/First Division Executive Committee Meeting

050 /February 15, 2024

UN-2024-050



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

VN-050



Republic of the Philippines  
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**FIRST DIVISION EXECUTIVE COMMITTEE MEETING**

Sucat Senior High School, Purok 1, Meralco Road,  
Barangay Sucat, Muntinlupa City  
February 16, 2024

**WORKING COMMITTEE**

<b>Program/Invitation</b>	<b>Dr. Evangeline M. Aman</b> OIC Principal/PSDS <b>Ms. Mey Borjal</b> Division ICT Coordinator
<b>Documentation &amp; Minutes of the Meeting</b>	<b>Ms. Eden Binaday</b> Principal III, PEDHS
<b>Venue &amp; Accommodation</b>	<b>Dr. Jayboy Evano</b> OIC Principal/PSDS
<b>Food</b>	<b>Ms. Joice Itallo</b> Administrative Officer IV, Supply Officer
<b>Registration</b>	<b>Ms. Cristina F. Malacad</b> Administrative Officer IV, Cash Officer <b>Ms. Karen Medina</b> Accountant III
<b>Emcee</b>	<b>Mr. Edizer S. Laqueo</b> Principal II, BESM



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**FIRST DIVISION EXECUTIVE COMMITTEE MEETING**

9:00 AM

**LIST OF PARTICIPANTS**

- |                                     |  |
|-------------------------------------|--|
| 1. Dr. Evangeline P. Ladines CESO V | Schools Division Superintendent              |
| 2. Dr. Violeta M. Gonzales CESO VI  | Assistant Schools Division<br>Superintendent |
| 3. Ms. Madeline Ann L. Diaz         | Chief, Curriculum Implementation<br>Division |

**PUBLIC SCHOOLS DISTRICT SUPERVISORS**

1. Dr. Evangeline M. Aman
2. Ms. Alyssa V. Aventurado
3. Ms. Clarisa C. Avila
4. Dr. Ma. Theresa C. Dela Rosa
5. Dr. Jayboy E. Evano
6. Dr. Mark Joseph C. Fernandez
7. Dr. Eric F. Fungo
8. Dr. Yaledegler C. Maligaya
9. Dr. Ma. Myra E. Namit
10. Ms. Ada Trinidad A. Tagle

**EDUCATION PROGRAM SUPERVISORS**

- |                              |                          |
|------------------------------|--------------------------|
| 1. Dr. Albert John Colle     | Filipino                 |
| 2. Dr. Ma. Carmen Solayao    | English                  |
| 3. Mr. Lambert Quezada       | Mathematics              |
| 4. Dr. Armida Oblinada       | Science/STEM             |
| 5. Ms. Mariel Eugene L. Luna | Araling Panlipunan/HUMMS |
| 6. Mr. Edison C. Enerlas     | MAPEH/HOPE               |
| 7. Ms. Leonaida Gutierrez    | TLE/TVE/EPP              |
| 8. Dr. Marissa Andanza       | ALS/Kinder/Madrasah      |
| 9. Dr. Gina Urquia           | LRMDS                    |



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**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

- |                                  |   |
|----------------------------------|---|
| 1. Ms. Noemi A. Valdez           | Administrative Officer V                                      |
| 2. Atty. Ernest Faith R. Espanto | Division Legal Officer  |
| 3. Ms. Angela M. Francisco       | Administrative Officer IV<br>Human Resource Management Office |
| 4. Ms. Joiche I. Luna            | Administrative Officer IV,<br>Supply Officer                  |
| 5. Ms. May L. Borjal             | Division ICT Coordinator                                      |
| 6. Ms. Virma V. Amistoso         | Administrative Officer V<br>Budget Officer                    |
| 7. Ms. Lourdes V. Rodilla        | Administrative Officer V<br>Records Office                    |
| 8. Ms. Ma. Cristina F. Malacad   | Administrative Officer IV, Cash Officer                       |

**SCHOOL GOVERNANCE AND OPERATIONS DIVISION**

- |                                 |  |
|---------------------------------|--|
| 1. Ms. Ma. Regaele Olarte       | Education Program Supervisor, SGOD   |
| 2. Ms. Phoebe R. Arroyo         | Senior Education Program Specialist,<br>Planning & Research Unit             |
| 3. Dr. Zoren Pepito L. Gubalane | Senior Education Program Specialist,<br>Monitoring & Evaluation Unit         |
| 4. Ms. Rochelle A. Jimenez      | Senior Education Program Specialist<br>Social Mobilization & Networking Unit |
| 5. Ms. Ivy M. Romano            | Senior Education Program Specialist<br>Human Resources Development Unit      |
| 6. Mr. Joseph C. Nilo           | Planning Officer II  |
| 7. Ms. Ma. Teresa C. Indap      | Division Nurse   |
| 8. Engr. Renante L. Tejada      | Division Engineer  |
| 9. Mr. Eduardo A. Kondo         | Project Development Officer III –<br>DRRMO                                   |



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**PRINCIPALS/ OIC PRINCIPALS**

**DISTRICT I SCHOOL HEADS/ OIC**

**SCHOOLS**

1. Dr. Jennifer S. Joson	TES
2. Ms. Ada Trinidad A. Tagle	SHES
3. Dr. Raul T. Felix	POBES
4. Dr. Antonio C. Gagala	IES
5. Ms. Ma. Hazel B. Hernandez	VHES
6. Dr. Aurora S. Bartolaba	MES
7. Mr. Edizer S. Laqueo	BESM
8. Mr. Reynaldo Comisario	FDMESA
9. Mr. Larry G. Canasa	PES
10. Mr. David T. Libao	PNHS
11. Dr. Ador Querubin	TNHS
12. Dr. Antonio B. Rocha	MNHS
13. Dr. Florante C. Marmeto	MSHS
14. Dr. Rosendo E. Sangalang	LIS

**DISTRICT 2 SCHOOL HEADS/ OICs**

**SCHOOLS**

1. Dr. Evangeline M. Aman	BSES
2. Ms. Rhodora V. Mandap	CES MAIN
3. Dr. Shella C. Navarro	AES
4. Dr. Buena C. Dela Cruz	BES 1
5. Ms. Alma O. Bituin	SES ANNEX ZONE 3 & 4
6. Dr. Jane May c. Valbuena	SES MAIN
7. Ms. Olivia G. Elloso	FAES
8. Ms. Marie Ann R. Esmeria	BES
9. Dr. Ma. C. Theresa Dela Rosa	CESA
10. Ms. Jinky Santos	MBHSSA
11. Ms. Eden B. Binaday	PEDHS
12. Ms. Vilma S. Vilorio	MBHS MAIN
13. Mr. Felipe Marapao Jr.	CSHS
14. Dr. Jayboy E. Evano	SSHS



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**FIRST DIVISION EXECUTIVE COMMITTEE MEETING**

February 16, 2024, 9:00 AM

**OPENING PROGRAM**

**I. PRELIMINARIES**

Philippine National Anthem	AVP
Prayer	AVP
Muntinlupa March	AVP
Checking of Attendance	<b>DR. EVANGELINE M. AMAN</b> OIC Principal/PSDS

**II. 1<sup>ST</sup> DIVISION EXECUTIVE COMMITTEE MEETING**

Opening Statement and Call to Order	<b>EVANGELINE P. LADINES CESO V</b> Schools Division Superintendent
Reading and Approval of the Previous Minutes of the Meeting	<b>DR. VIOLETA M. GONZALES CESO VI</b> Asst. Schools Division Superintendent
Business Arising from the Minutes of the Previous Meeting	<b>EVANGELINE P. LADINES CESO V</b> Schools Division Superintendent

**A. AGENDA**

- |  |  |
|--|--|
| 1. Adjustment on the Current Academic Calendar 2023-2024 | <b>DR VIOLETA M. GONZALES CESO VI</b><br>Asst. Schools Division Superintendent |
| 2. NCR Three Year Development Plan                       | <b>MS. MADELINE ANN L. DIAZ</b><br>Chief, CID                                  |



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**B. SUPERINTENDENT'S HOUR**

**EVANGELINE P. LADINES CESO V**

Schools Division Superintendent

1. ONE QMS, ONE CULTURE  
Of SDO MUNTINLUPA

**MS. MA. MA. REGAELE A. OLARTE**

EPS, SGOD

2. Immediate Removal of  
Administrative Tasks  
of Public School Teachers  
(D.O. No. 002 s. 2024)

**DR VIOLETA M. GONZALES CESO VI**

Asst. Schools Division Superintendent

3. Other Important Matters

**EVANGELINE P. LADINES CESO V**

Schools Division Superintendent

- Movement of School Heads
- Graduation Schedule and Venue

**III. VOTE OF THANKS**

SDO Hymn  
Adjournment  
Photo Opportunity

**MR. EDIZER S. LAQUEO**

Principal II, Bayanan ES Main

Emcee