



Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Dipolog City 7100

Tayo
PARA SA
EDUKASYON

Division Memorandum
No. 46 s. 2016

TO : ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
CHIEFS, CID AND SGOD
EDUCATION PROGRAM SUPERVISORS
PUBLIC SCHOOLS DISTRICT SUPERVISORS
SENIOR EDUCATION PROGRAM SPECIALISTS
EDUCATION PROGRAM SPECIALISTS
HEADS OF UNITS AND SECTIONS
SELECT SCHOOL HEADS
ALL OTHERS CONCERNED

FROM : ^{for} **NATIVIDAD P. BAYUBAY, CESO VI**
Officer-In-Charge
Office of the Schools Division Superintendent

SUBJECT : **2016 DIVISION YEAR-END PLANNING CONFERENCE
AND WORKSHOP**

DATE : December 7, 2016

With sincerest commitment to introduce and/or improve continuously the educational reforms and advance further and/or better the implementation and delivery of quality basic education in the province of Zamboanga del Norte, this Office announces and enjoins all concerned to participate in the conduct of the subject at the Grand Ballroom, Manuel Resort, Piñan, Zamboanga del Norte on December 18-19, 2016.

The 2016 Division Yearend Planning Conference will provide the participants with a forum conducive for the presentation of the plans of each functional unit and/or accountable personnel for validation and/or incorporation to the 2017-2019 Division Education Development Plan (DEDP). The DEDP sets the thrust and direction of the division towards the realization of the ultimate goal of EFFECTIVE SCHOOLS in 2019. Likewise, it will give the participants an opportunity to foster camaraderie, teamwork and unity through various teambuilding activities.

It is expected that all participants come in ready with the Plan of Action and required clothing for the teambuilding activities. Moreover, the dress code for and/or theme of the culminating program is Christmas Pageant in line with the upcoming yuletide season.

Board and lodging of the participants will be taken care of by the division office. Meanwhile, transportation and other incidental expenses will be charged against respective school MOOE/local funds.

One (1) day service and/or leave credit is authorized to offset the services rendered on December 18, 2016.

For strict compliance.

DIVISION YEAREND PLANNING CONFERENCE AND WORKSHOP

Grand Ballroom, Manuel Resort, Pinan, ZN

December 18-19, 2016

TIME	Day 1 – December 18, 2016		Day 2 – December 19, 2016	
	ACTIVITIES/ TOPICS	DISCUSSANTS/IN-CHARGE	ACTIVITIES/TOPICS	DISCUSSANTS/IN-CHARGE
700AM	Registration	Secretariat	Breakfast	
800AM	Preliminaries	SM & N	Preliminaries	SM & N
830AM	Presentation of SDO Organizational Structure		Continuation of presentation, critiquing and validation of 3-Year Work Plan	SM & N
930AM	Presentation, discussion and clarification of Duties and Responsibilities of SDO Units and Sections	HELEN E. TANGON Administrative Officer V	Open Forum	SM & N
1030AM	Open Forum		SUPERINTENDENT'S TIME	NATIVIDAD P. BAYUBAY, CESO VI Schools Division Superintendent
1100AM	Overview of the (draft) Division Education Development Plan			
1200NN	Lunchbreak	LEONIDO A. PAMPILLO, JR. SEPS, Planning and Research	Lunchbreak	
100PM	Presentation, critiquing and validation of 3-Year Work Plan		Teambuilding Activities	Secretariat and SM & N
600PM	Synthesis			
700PM	Dinner	SM & N	Dinner and Fellowship	
830PM	Evaluation and Executive Session	SM & N		

HOSTS:

SECRETARIAT:

WILSON H. INDING, SEPS, SM & N
JESSIE E. ELACAN, EPS II, SM & N

JOSEPH L. PANTOJA, PDO I
TERESITA C. CABOVERDE, PDO I
KRISTINA MARIE C. ADAZA, PDO

PARTICIPANTS TO THE 2016 YEAREND PLANNING CONFERENCE AND WORKSHOP

Grand Ballroom, Manuel Resort, Pinan, ZN

December 18-19, 2016

OFFICE/UNIT/SECTION/SCHOOL	NO	NAME
Office of the SDS	15	
	2	SDS Natividad P. Bayubay, CESO VI Jun Leonard Romarate
Office of the ASDS	1	Lourma I. Poculan, OIC-ASDS
General Services/ Admin Office	1	Helen E. Tangon
Personnel Section	1	Heidi D. Salac
Records Section	1	Arnel B. Masion
Research and Planning Section	3	Leonido A. Pampilo, Jr. Giparel B. Elumba Marilou G. Gallemitt
Budget Section	1	Casemera V. Lunjas
Cashiering Section	1	Elena A. Nieves
Accounting Section	1	Arvie M. Ompoy
Legal Section	1	Geralyn T. Romarate
ITO	1	Julius O. Belagantol
Supply Office	1	Narlynn Mendoza
Curriculum Implementation Division	18	
	11	Lilia E. Abello, Chief Evelyn E. Labad Fe G. Jebone Grace T. Dela Cruz Mickrel T. Duller Ismael K. Yusoph Anita D. Subebe Juliet J. Velasco Ervie A. Acaylar Danilo O. Labisig Antonio R. Liao
LRMDS PDO/Librarian	2	Marvin D. Barrientos Maripil T. Gregorio
ALS	5	Rorich Y. Saura Yusoph A. Dauh Ma. Grace B. Kim Ramon DS. Amado Sarikiya C. Hamin
PSDS	35	Celsa J. Ferras Nestor A. Lanit Regil B. Bendano Glenda B. Gudmalin

		Antonina D. Gallo Reynaldo C. Magtuba Remegio G. Luy Leynie Boy Belleno Nelma Ochotorena Rysa A. Intic (DOIC) Bezer B. Crampatanta Antonio T. Acedo Judith L. Pepito Roseminda B. Valera Fe G. Sumaylo Merilyn L. Tabarno Ma. Theresa M. Imperial Shirley T. Rebolledo Alejandro A. Dagondong Rey Teotimo B. Tambolero Melecio A. Asentista Mary Jean O. Acedo Lecita F. Tubal Francisco E. Daarol Julia Oidi Simlo A. Lomarda Roseller I. Murro Antonio Gumela Reynaldo S. Alcala Serena Barrera Eddie Refugio Arceli C. Tomboc Susan M. Felizarta Merle N. Paras Susan M. Felizarta Benedicto Tomales
School Governance and Operations	14	
	2	Joy E. Letran-Singson, Chief Arcelita B. Zamoras
School Health and Nutrition	2	Sonia Y. Uy Cheryl V. Ocupe
Physical Facilities	1	Dave A. Patigayon
Human Resource Development	2	Robert I. Poculan, III Nicollete Ria E. Tangon
Social Mobilization	5	Wilson H. Inding Jessie E. Elacan Eunice D. Janolino Teresa Caboverde Christina Adaza
School Management	2	Carina C. Piamonte Doreen B. Ombalino

School Heads		
Secondary	26	Rey C. Bagalanan, La Libertad NHS Ranulfo L. Arcos, Mutia NHS Lorna V. Sarmion, Pinan NHS Arnulfo G. Subebe, Polanco Teresita R. Penaso, Rizal NHS Gerardo R. Montilla, Jr., Sergio Osmena NHS Carmelita D. Sapalleda, Sibutad NHS Wilson P. Sevilla, Katipunan NHS Daisy Flor L. Romaguera, Manukan NHS Trinidad P. Salasayo, Ponot NHS Emerita R. Abrigana, Langatian NHS Norilyn P. Sabanal, Siayan NHS Nilda Y. Galaura, Sindangan NAS Anecita B. Aban, Sindangan NHS Celestina P. Lomoljo, Bacungan NHS Edilberto N. Borres, Jr., Baliguian NHS Lucentes Maratas, Godod NHS Arnold Z. Dinglasa, Gutalac NHS Minda K. Jangayo, Kalawit NHS George C. Templado, Ubay NHS Fernando O. Malazarte, Liloy NHS Jennifer T. Bulanon, Salug NHS Ronie A. Tariga, Sibuco NHS Marlon P. Micubo, Siocon NHS Alfie M. Ontong, Sirawai NHS Marciano C. Cababat, Tampilisan NHS
Elementary	38	ALL CENTRAL SCHOOL HEADS Malayal Community School Head Diongan Elementary School Head
Secretariat, Partners, Guests	4	
TOTAL	150	

Note: Financial and administrative staffs (of the Division) may come on December 19, 2016, 2PM.