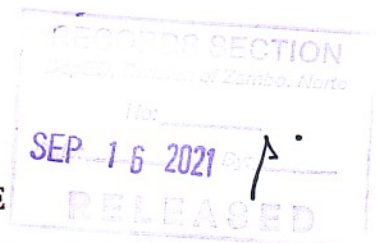





Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Memorandum

No. 459, s. 2021

TO: ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
CHIEF EDUCATION SUPERVISORS
PUBLIC SCHOOLS DISTRICT SUPERVISORS
ELEMENTARY AND SECONDARY SCHOOL HEADS
ALL OTHERS CONCERNED

FROM:  **MA. LIZA R. TABILON EdD, CESO V**
Schools Division Superintendent

SUBJECT: **TWO-DAY LIVE-OUT SEMINAR-WRITESHOP ON THE UPDATING/ENHANCEMENT OF SDO CITIZEN'S CHARTER**

DATE: **SEPTEMBER 15, 2021**

1. The Department of Education recognizes the importance of policies and regulations that maintain honesty, integrity, transparency, and quality service to its clientele. This is also in accordance with the Government's effort to eliminate red tape and bureaucracy.
2. As the Schools Division of Zamboanga del Norte journeys to quality management system (QMS), all processes of frontline service procedures will be streamlined to expedite delivery of quality service to the public
3. In view of this, a two-day symposium on the salient provisions of the Anti-Red Tape Act and Ease of Doing Business will be conducted on October 5-6, 2021 at Mibang Hotel, Dipolog City
4. This two-day symposium aims to:
 - a. discuss the provisions of the Anti-Red Tape Act and Ease of Doing Business
 - b. review the DepEd Citizen's Charter;
 - c. update and enhance the existing SDO Citizen's Charter by aligning it with the DepEd Citizen's Charter;
 - d. ensure that gender and development (GAD) issues are embedded in the Citizen's Charter.
5. Participants to this seminar are the Public Schools District Supervisor and Principals-In-Charge of District (please see attached list);
6. The established health and safety protocols shall be observed in the conduct of the training.
7. Participants are requested to bring a copy of their respective office/unit/section/school Citizen's Charter and laptops.
8. For information, guidance and compliance.

OASDSpbj/Liveout Seminar SDO Citizen's Charter/DM09152020





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

LIST OF PARTICIPANTS

OSDS	
1. MA. LIZA R. TABILON, CESO V	Schools Division Superintendent
2. JUDITH V. ROMAGUERA, CESE	Asst. Schools Division Superintendent
3. MA. JUDELYN J. RAMOS, CESE	OIC-Asst. Schools Division Superintendent
4. MARIE ANTONETTE BARRERA	Admin. Assistant III
5. MARIFE A. DELA CERNA	Admin. Aide VI
ADMIN. OFFICE and GEN. SERVICES	
6. HELEN E. TANGON	AO V – Resource Speaker
LEGAL	
7. ATTY. REY P. JANOLINO	Atty III-Resource Person
8. SHLEAMAE E. DAYAPDAPAN	Legal Assistant
ITO	
9. JULIUS O. BELAGANTOL	ITO
10. J AURON VELASCO	ICT
BUDGET	
11. CHRISTIAN JAMES S. PACO	Admin. Asst. III
12. EDEN P. BUNA	Admin. Asst. III
ACCOUNTING	
13. ANA MAY G. ORTEGA	Admin. Asst. III
14. ANA RIVA S. ENDEREZ	Admin. Asst. III
15. RODA V. DRILON	Admin. Asst. II
CASH	
16. ELENA A. NIEVES	Admin. Asst. IV
17. JOLLIBEE C. INCLAN	Admin. Asst. II
PERSONNEL	
18. MARYLYNNE B. BAYRON	Admin. Officer IV-Personnel Unit
19. ARIES MARK D. NOGAS	Admin. Asst. II
20. BABIE ROGEAN D. GRAPA	Admin. Asst. II
21. MARIA WINELYN B. ANDALAHAO	Admin. Asst. II
22. JEMIMA D. GARAY	Admin. Asst. II
RECORDS SECTION	
23. ARNEL C. MASION	Admin. Officer IV
BAC	
24. KAREN ALMIROL	
25. SHEENA MARIEL L. SUETO	
SUPPLY	
26. JUN LEONARD U. ROMARATE	Administrative Officer IV
27. EDWIN O. CURAM	Admin. Asst. II
CID	
28. LILIA A. ABELLO	
29. EVELYN C. LABAD	EPS
30. ARCELITA B. ZAMORAS	EPS



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31. ANITA D. SUBEBE	EPS
32. LENIE BOY BELLINO	EPS
33. MARIPIL T. GREGORIO	Librarian III
34. MARVIN D. BARRIENTOS	PDO II
SGOD	
35. JOY L. SINGSON	SGOD Chief
36. LEONIDO A. PAMPILO	SEPS
37. ERVIE ACAILAR	EPS
38. GIPAREL ELUMBA	Planning Officer III
39. WILSON INDING	SEPS
40. JESSIE E. ELACAN	SEPS
41. EUNICE JANOLINO	SEPS
42. FRANKLON C. ANTO	Engineer
43. LEAHLYN M. JARALVE	Engineer
HRDD	
44. ROBERT I. POCULAN, III	SEPS, HRD
45. NICOLETTE RIA E. TANGON	EPS II – HRD
MEDICAL/DENTAL	
46. CHERYL OCUPE	Medical Officer III
47. JOY MARIE O. LABOG	Dentist
48. JESSICA CABURATAN	Nurse II
Pinan District	
49. GLENDA B. GUDMALIN	PSDS
50. RENELDA SALATANDRE	Pinan CS - Principal
51. MICHELLE M. FLORES	In-charge of School Records
52. ANECITA S. LAUSA	In-charge of Learning and Development (preferably a Master Teacher)
53. JINGLE C. CALASANG	In-charge of Enrolment
54. EDUARDO B. INDIG	In-charge of Public Affairs
55. DOUGLAS A. DELANA	Librarian/LR In-charge and Clinic In-charge
56. SOFIA A. ABERA	In-charge of Laboratory and School Inventory
57. LIEZEL I. TURNO	Guidance Counselor/Coordinator
58. LIZA M. CAGANDAHAN	
59. HELEN GRACE ORQUILLAS	Sr. Bookkeeper (District)
60. THERESE P. SAGAN	DICT
MANUKAN District	
61. MERILYN L. TABARNO	PSDS
62. EFPIFANIO GABAME E. PIEDAD	Manukan NHS - Principal
63. ZOSIMO A. DIONALDO	In-charge of Learning and Development (preferably a Master Teacher or a Head Teacher)
64. JOEL P. CASALTA	In-charge of School Records and In-charge of Enrollment
65. BHETLES S. ANDALAHAO	In-charge of Public Affairs
66. MARITES M. RETES	Librarian/LR In-charge



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67. VILMA E. ROSAL	In-charge of Laboratory
68. HYDA ROSS P. JUSEP	In-charge of School Inventory
69. GENIZA VALERY L. FERNANDO	Guidance Counselor/Coordinator
70. CHARLIE KALANI M. JUSEP	School Nurse/Clinic In-charge
71. ARLON P. REYES	Sr. Bookkeeper
72. LENIEVELLE V. ISOLANA	Disbursing Officer
73. JIMBERT C. CATIPAY	ICT Coordinator
74. MECHELE ANGELY C. SUMAQUIAL	Learning Resource
75. NICHOLE R. MONES	Supply Officer
PSDS (1 per cluster)	
76. ANTONINA D. GALO	Cluster 1
77. MERILYN TABARNO	Cluster 2
78. MA. THERESA IMPERIAL	Cluster 3
79. MARY JEAN ACEDO	Cluster 4
80. ARNOLD DINGLASA	Cluster 5
SECRETARIAT	
81. PAMELA B. JUSON	Administrative Aide VI
82. GEKABEL M. VELARDE	Administrative Aide VI
83. CHRISTINE JOYCE S. PACO	Administrative Aide VI
Medical Officers	
84. HORLITA D. BALAIS	Nurse II
85. VICENTE RAMON C. SUAREZ	Nurse II



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**TWO-DAY LIVEOUT SEMINAR-WRITESHOP ON THE
UPDATING/ENCHANCEMENT OF SDO CITIZEN CHARTER**

October 5-6, 2021 at Mibang Hotel, Dipolog City

Day 1

Time	Activity	Person/s In-Charge
7:30 -8:30 AM	Arrival/ Registration	
8:30 – 9:00 AM	Preliminaries National Anthem Prayer Zanorte Hymmn	
9:00 – 10:30 AM	Topic 1: Arta and EODB	Atty Rey P. Janolino
10:30 AM – 12:00 NN	Topic 2: The Citizrn/ Client Satisfaction Survey Result-Impact on QMS and Ways Forward	SEPS Robert I. Poculan, III
LUNCH BREAK		
1:00 – 2:30 pm	Topic 3: The DepEd Citizen's Charter	MA. JUDELYN J. RAMOS, CESE
2:30 – 3:30	Topic 4: Revisting the SDO Citizen's Charter (By unit/section office)	HELEN E. TANGON
3:30 – 5:00	Topic 5: A GAD- Responsive Citizen's Charter	Nicolette Ria E. Tangon

Day 2

Time	Activity	Person/s In-Charge
7:00 -8:00 AM	Breakfast	
8:00 – 8:30 AM	Preliminaries National Anthem Prayer	
8:30 – 9:30 AM	Topic 6: Aligning SDO Citizen's Charter with DepEd Citizen's Charter	MA. JUDELYN J. RAMOS, CESE
9:30 AM – 12:00 NN	Write shop 1 : Updating the SDO- Citizens's Charter based on DepEd CC (Per Division/Unit/ Section)	
LUNCH BREAK		
1:00 – 2:30 pm	Write shop 1 : Continuation Updating the SDO- Citizens's Charter based on DepEd CC (Per Division/Unit/ Section)	

N-avigating
O-pportunities to
R-eengineer for
T-ransformation&
E-mpowerment



Capitol Drive, Estaka, Dipolog City, 7100
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e-mail address: zn.division@deped.gov.ph



"Be and Do Much Better Each Day
with a
Sense of Urgency"



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2:30 – 3:30	Presentation of Outputs (At least one Unit/Section per Functional Division)	
3:30 – 5:00	Closing Program	

N-avigating
O-pportunities to
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