



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2023- 491

To : Assistant Schools Division Superintendent
Sollie B. Oliver, JD, MATE - Chief ES-SGOD
Beverly S. Daugdaug - Chief ES-CID
Selected DepEd Digos City Division Personnel
and all School Heads

Subject : PLANNING CONFERENCE OF THE CORE GROUP, AND PRE-WORK
ACTIVITIES OF THE PARTICIPANTS (PROGRAM HOLDERS &
SCHOOL HEADS) OF THE 2023 YEAR-END REVIEW, EVALUATION
AND TARGET-SETTING

Date : October 16, 2023

Relative to the conduct of the 2023 Division Year-End Review, Evaluation, and Target Setting activity on November 8-10, 2023, a planning conference of the activity's **core group** is scheduled on **October 18, 2023 @ 1:00 PM** at the **SGOD-HNU (office)**. *Room 1016/12*

Consequently, there will be a pre-work activity via Google Meet on **October 24, 2023, at 8:30 AM** to be participated by all **program holders, unit heads, and core group**. Also, another pre-work activity will be conducted via Google Meet on **October 26, 2023, at 8:30 AM** to be participated by all **school heads** and core group.

The link for the pre-work activities is <https://meet.google.com/zqa-imkx-ofv>.

Attached herewith is the list of participants for the meeting and pre-work activities.

For immediate dissemination to all concerned.

MELANIE P. ESTACIO

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

For and in the absence of the
Schools Division Superintendent

PETER-JASON C. SENARILLOS
Senior Education Program Supervisor
Officer-In-Charge

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
23-110415

DATE: OCT 16 2023 TIME: 2:41 PM
BY: *[Signature]*

Enclosed: As stated.
SGOD/PR/mbr



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

Participants: (October 18, 24 & 26, 2023)

Core Group

- 1) SGOD Chief - Sollie B. Oliver
- 2) CID Chief - Beverly S. Daugdaug
- 3) Core Group:
 - a) Eleser D. Mateo – PSDS/Activity Focal Person
 - b) Marjun B. Rebosquillo - SEPS-Research/Activity Asst. Focal Person
 - c) Chona Lasib-Guidance Counselor, DICNHS/Member
 - d) Leilani Señeres- EPS/ Member
 - e) Reyzen O. Monserate, EPS-II, Member
 - f) Cherrie Anne B. Bohol – EPS, SGOD/Member
 - g) Peter-Jason C. Senarillos – SEPS, SMN/Member
 - h) Ronald B. Dedace – SEPS, HRD/Member
 - i) Airon M. Alejandro – Planning Officer III/Member
 - j) Cecile C. Uy – EPS II, SMM&E/Member
 - k) Janice S. Alquizar – EPS II, HRD/Member
 - l) April Rose A. Alcala – PDO I, LFP/Member
 - m) Jose Israel M. Maravilles – PDO I, LFP/Member
 - n) Noreliza A. Misal- Division Accountant/ Member
 - o) Hazel Marie Escabillas- Nurse/ Member
 - p) Dhelmie Christine Penas- Nurse/ Member



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Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

Participants (October 24, 2023)

Program Holders/ Unit Heads & Core Group

1. BASILIO P. MANA-AY, JR.-ASDS
2. SOLLIE a. OLIVER-CHIEF
3. BEVERLY S. DAUGDAUG-CHIEF
4. FRANCIS JUDE D. ALCOMENDRAS-AO V
5. CLARENCE PILLERIN-PSDS
6. MARY JOY F. ORTUN- PSDS
7. FERNA RENIRA ALDE- PSDS
8. NEIL BONGCAYAO- PSDS
9. IDA JUEZAN- PSDS
10. ELESER MATEO-PSDS
11. ELY CATALUNA- PSDS
12. GERVASIO SALINAS, JR. -PSDS
13. CHERRY ROSSETTE OLIVA-PSDS
14. JESSICA LUCERO- PSDS
15. JOAN NIONES- EPS
16. LUZMINDA JASMIN-EPS
17. RONILYN NIEVES- EPS
18. JEM BOY CABRELLA- EPS
19. ANGEL BISAGA, JR. - EPS
20. GEMMA SALANGA-EPS
21. LEIANI SENIRES- EPS
22. ZANDRIA SY- EPS
23. TITO ENDRINA- EPS
24. ROSARIO DIAMANTE- CASHIER
25. HEIDI ESCALONA- SUPPLY
26. NORELIZA MISAL-ACCOUNTANT
27. NEFTUNE TAMBILAWAN- BUDGET
28. ALELI CHIONG- RECORDS
29. MHYRRA F. AYE BALINGIT- HR
30. CHERRIE ANNE BOHOL-EPS
31. PETER-JASON SENARILLOS- SEPS
32. RONALD a. DEDACE-SEPS
33. AIRON ALFUANDRO-PLANNING
34. CECILE UY- EPS 11
35. JANICE ALQUIZAR- EPS 11
36. REYZEN MONSERATE- EPS 11
37. APRIL ROSE ALCAIA- PDO
38. JOSE MARAVILLES- PDO
39. ELVIE TIMON- EPS 11 ALS
40. LYRA PILLARTE-MEDICAL OFFICER
41. STEPHEN PASCUAL- ITO
42. CLARISSE LLABAN- LEGAL
43. CHERRY LYNE GONZAGA- EPS 11 ALS
44. HAZEL MARIE ESCABILLAS- NURSE
45. DHELMIE CHRISTINE PENAS- NURSE
46. MARJUN REBOSQUILLO- SEPS
47. JASON CARDINES- PDO II
48. ROFELIA DEMESA- GUIDANCE
49. HELEN FRANCONAS- ENGINEER



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Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

Participants: (October 26, 2023)

Core Group and all 47 School Heads



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Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY

DIVISION MEMORANDUM
SGOD-2023- 462


October 3, 2023

YEAR-END REVIEW AND 2024 TARGET SETTING

To: Assistant Schools Division Superintendent
Division Chiefs
Public Schools District Supervisors
Public School Heads
Concerned SDO Personnel

1. Year-end assessment is an integral component of management which generates official evaluation of an individual or office's annual performances. It determines the degree by which targets set at the start of the year are met, to what extent, and the reasons behind the achievements or setbacks. It is also an opportunity to understand performances better, re-evaluate commitments, strengths and weaknesses, as well as the external gains and losses. Likewise, it paves the way to the setting up of new directions and targets for next year's operations for a more improved performance.
2. Along this line, this Office will conduct Year-End Review and 2024 Target Setting on November 8-10, 2023 at Twin Mountain Resort, Sitio Balutakay, Brgy. Managa, Bansalan, Davao del Sur.
3. Attached is the list of participants for ready reference. Participants are required to bring laptop and extension wire for the activities.
4. The expenses (registration fee, transportation, meals, and accommodation) incurred relative to the activity are chargeable against GAA HRD Funds and School MOOE and/or other local funds subject to the usual accounting and auditing rules and regulations.
5. For information, guidance, and compliance.

For and in the absence of the Schools Division Superintendent:


SOLLIE B. OLIVER
Chief ES, SGOD
Officer-In-Charge

Schools Division Office of Digos City
RECORDS SECTION

RELEASED
DATE: OCT 04 2023 TIME: 2:00 PM

BY: 



LIST OF PARTICIPANTS

NOVEMBER 8-9, 2023 (Overnight Stay)

1. MELANIE P. ESTACIO-SDS
2. BASILIO P. MANA-AY, JR.- ASDS
3. SOLLIE B. OLIVER-CHIEF
4. BEVERLY S. DAUGDAUG-CHIEF
5. FRANCIS JUDE D. ALCOMENDRAS-AO V
6. CLARENCE PILLERIN-PSDS
7. MARY JOY FORTUN- PSDS
8. FERNA RENIRA ALDE- PSDS
9. NEIL BONGCAYAO- PSDS
10. IDA JUEZAN- PSDS
11. ELESER MATEO- PSDS
12. ELY CATALUÑA- PSDS
13. GERVASIO SALINAS, JR. -PSDS
14. CHERRY ROSSETTE OLIVA- PSDS
15. JESSICA LUCERO- PSDS
16. JOAN NIONES- EPS
17. LUZMINDA JASMIN- EPS
18. RONILYN NIEVES- EPS
19. JEM BOY CABRELLA- EPS
20. ANGEL BISAGA, JR. – EPS
21. GEMMA SALANGA- EPS
22. LEILANI SEÑIRES- EPS
23. ZANDRIA SY- EPS
24. TITO ENDRINA- EPS
25. ROSARIO DIAMANTE- CASHIER
26. HEIDI ESCALONA- SUPPLY
27. NORELIZA MISAL- ACCOUNTANT
28. NEPTUNE TAMBILAWAN- BUDGET
29. ALELI CHIONG- RECORDS
30. MHYRRA FAYE BALINGIT- HR
31. CHERRIE ANNE BOHOL- EPS
32. PETER-JASON SENARILLOS- SEPS
33. RONALD B. DEDACE-SEPS
34. AIRON ALEJANDRO-PLANNING
35. CECILE UY- EPS II
36. JANICE ALQUIZAR- EPS II
37. REYZEN MONSERATE- EPS II
38. APRIL ROSE ALCALA- PDO
39. JOSE MARAVILLES- PDO
40. ELVIE TIMON- EPS II ALS
41. LYRA PILLARTE- MEDICAL OFFICER
42. STEPHEN PASCUAL- ITO
43. CLARISSE LLABAN- LEGAL
44. CHERRY LYNE GONZAGA- EPS II ALS
45. HAZEL MARIE ESCABILLAS- NURSE
46. DHELMIE CHRISTINE PEÑAS- NURSE
47. MARJUN REBOSQUILLO- SEPS

NOVEMBER 9-10, 2023 (Overnight Stay)

1. MELANIE P. ESTACIO-SDS
2. BASILIO P. MANA-AY, JR.- ASDS
3. SOLLIE B. OLIVER-CHIEF
4. BEVERLY S. DAUGDAUG-CHIEF
5. CLARENCE PILLERIN-PSDS
6. ELESER MATEO- PSDS
7. GERVASIO SALINAS, JR. -PSDS
8. NORELIZA MISAL- ACCOUNTANT
9. CHERRIE ANNE BOHOL- EPS
10. PETER-JASON SENARILLOS- SEPS
11. RONALD B. DEDACE-SEPS
12. AIRON ALEJANDRO-PLANNING
13. CECILE UY- EPS II
14. JANICE ALQUIZAR- EPS II
15. REYZEN MONSERATE- EPS II
16. APRIL ROSE ALCALA- PDO
17. JOSE MARAVILLES- PDO
18. HAZEL MARIE ESCABILLAS- NURSE
19. DHELMIE CHRISTINE PEÑAS- NURSE
20. MARJUN REBOSQUILLO- SEPS
- 47 PUBLIC SCHOOL HEADS

Food to be served
AM Snacks
Lunch
PM Snacks
Breakfast

Room assignment will be arranged in the venue.