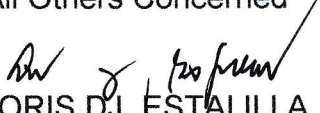




## MEMORANDUM

To: OIC – Assistant Schools Division Superintendent  
Chiefs, SGOD and CID  
Public Schools District Supervisors  
Education Program Supervisors  
Principals/ OIC  
Office/ Section Heads  
SEF-funded Personnel (Division Office)  
All Others Concerned

FROM:   
DORIS D.J. ESTALILLA  
Officer- In- Charge  
Schools Division Superintendent

SUBJECT: **DIVISION ORIENTATION ON INTERNATIONAL STANDARDS ORGANIZATION (ISO) cum LEARNING-WORKSHOP ON GENDER AND DEVELOPMENT (GAD)**

DATE: April 3, 2018

1. This office enjoins SDO personnel and all others concerned to attend the Division Orientation on International Standards Organization (ISO) cum Learning – Workshop on Gender and Development (GAD) with the theme: “*Understanding the Organizational Culture for High Standards and Service Efficiency*”, set May 2 - 4, 2018 at Ace Hotel and Suites, Pasig City.
2. This activity aims to:
  - a. Orient SDO personnel on International Standards Organization (ISO)
  - b. Understand the significance of Organizational Culture for high standards and service efficiency;
  - c. Increase understanding on the formulation of gender and development plan and its standard processes as a vital requirement in the conduct of programs, projects and activities related to the promotion of Gender and Development in the SDO and schools;
  - d. Evaluate the status of schools in the implementation of GAD related programs, projects and activities through the Harmonized Gender and Development Guidelines; and



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- e. Understand/ integrate key gender and development concepts on SDO streamlined PPAs.
3. List of Participants, Technical Working Group and Matrix of Activities are stipulated in the attached enclosures.
4. Transportation expenses of all participants; and meal and accommodation expenses of SEF-funded personnel shall be charged to Special Education Fund (SEF). However, meal and accommodation expenses of the SDO personnel shall be charged to Division GAD Fund/ MOOE, while for school heads and officers-in-charge shall be charged to their school GAD Fund/ MOOE/ Canteen Funds subject to the usual accounting and auditing rules and procedures.
5. Immediate and wide dissemination of this Memorandum is earnestly desired.

UM No. 133, s. 2018

sgod/hrd/mep040318



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Enclosure 1.

**DIVISION ORIENTATION ON INTERNATIONAL STANDARDS ORGANIZATION (ISO) cum LEARNING-WORKSHOP ON GENDER AND DEVELOPMENT (GAD)**

*Ace Hotels and Suites, Pasig City*

*May 2-4, 2018*

**LIST OF PARTICIPANTS**

**A. SDO PERSONNEL**

	<b>NAME</b>	<b>GENDER</b>	<b>DESIGNATION</b>	<b>OFFICE/ SCHOOL</b>
1	DORIS DJ. ESTALILLA	F	OIC - SDS	OSDS
2	ELVIRA B. CATANGAY, Ed.D	F	OIC - ASDS	OSDS
3	ATTY. JERICA MACHADO	F	Legal Officer	OSDS
4	EDNA F. HEMEDez, Ed.D	F	Chief , CID	CID
5	JOSE CHARLIE S. ALOQUIN, Ph.D	M	OIC – Chief, SGOD	SGOD
6	NOEL SEQUITO, Ed.D	M	Admin. Officer V (Admin. Services)	OSDS
7	RODRIGO D. TENORIO	M	Div. Information Officer	OSDS
8	CHEM JAYDER M. CABUNGAL	M	ITO	OSDS
9	NATHALIE JOY U. ULEP	F	Accountant III	OSDS
10	NIDA E. ELAGO	F	Admin. Officer V (Budget)	OSDS
11	JHOANNA M. MANZANERO	F	Admin. Officer IV (HRMO)	OSDS
12	ANNESLEE A. RIÑON	F	Admin. Officer IV (Cashier)	OSDS
13	KAMILLE ROSE S. MENDOZA	F	Admin. Officer IV (Supply)	OSDS
14	REGINA BABARAN	F	Admin. Officer IV (Records)	OSDS
15	SHERYL A. BARIRING	F	Admin. Assistant III	OSDS
16	DIANNE DESIREE B. EVASCO	F	Admin. Assistant III	OSDS
17	GLADYS L. AGUJETAS	F	Admin. Assistant II	OSDS
18	DARINA R. MARAMAG	F	Admin. Assistant II	OSDS
19	ROSE MAY G. DAGSIL	F	Admin. Assistant I	OSDS
20	MARY ANNE N. DINULOS	F	Admin. Aide VI	OSDS
21	CATHERINE FABELLA	F	Admin. Aide VI	OSDS
22	GLIZELDA J. TURGO	F	Admin. Aide VI	OSDS
23	AUBREY TABLAN	F	Admin. Aide VI	OSDS
24	LAINY ANNE P. ALPORHA	F	Admin. Aide VI	CID
25	JHOCKEY LYN BARIRING	F	Admin. Aide VI	CID
26	ALBERTO P. LABIGAN, Ed.D	M	EPS - MATH	CID
28	MA. LEONORA M. NATIVIDAD	F	EPS - SCIENCE	CID
29	JONATHAN H. MARQUEZ	M	EPS - ENGLISH	CID
30	PHILIP D. CRUZ	M	EPS - VALUES	CID
31	MAGDALENA S. ARAGON, Ed.D	F	EPS - AP	CID
32	BUENA G. VILLANUEVA	F	EPS - KINDER	CID
33	JONATHAN F. BERNABE, Ed.D	M	EPS - FILIPINO	CID
34	GRACE ENDAYA, Ed.D	F	EPS - TLE	CID
35	JACKIE LOU ALMIRA	F	EPS - LRMDs	CID
36	ALLAN D. CANTALEJO	M	PSDS	CID



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14	FRANCIS A. JASTILLANA	M	OIC	NORTH MARINIG ES
15	AUDIFER R. VISTA	M	OIC	PITTLAND ES
16	CATHERINE R. GALANG	F	OIC	PULO ES
17	ABELINDA B. SISON	F	PRINCIPAL I	SALA ES
18	EMILY D. OCAMPO	F	OIC	SAN ISIDRO ES
19	JEAN F. BERNAL	F	OIC	SOUTHVILLE 1 ES
20	MA. VICTORIA B. RODRIGUEZ	F	PRINCIPAL I	BIGAA INHS
21	JUANITO Y. DE RAMOS, Ed.D	M	PRINCIPAL III	CABUYAO INHS
22	OPHELIA P. PETATE, Ed.D	F	OIC	CASILE INHS
23	ANGELITA DELOS REYES	F	PRINCIPAL I	SOUTHVILLE 1 INHS
24	MARIO A. JAVIER	M	PRINCIPAL I	MAMATID SHS
25	EVELYN L. EMBATE, Ed.D	F	PRINCIPAL I	PULO SHS
26	MARIA EDA C. LAPIDEZ	F	OIC	MARINIG NHS
27	CRISTINA O. DERRACO	F	OIC	PULO NHS
28	VILMA S. SOBISOL	F	OIC	GULOD NHS
29	ESTELITA MANDIGMA	F	OIC	PULO NHS-DIEZMO
30	NIÑA GACHE	F	OIC	GULOD NHS-MAMATID
31	CRISANTA PESIGAN	F	OIC	PITTLAND IS

**D.3. SEF-funded personnel**

	<b>NAME</b>	<b>GENDER</b>	<b>DESIGNATION</b>	<b>OFFICE/ SCHOOL</b>
1	EUFRONIO RIVERA	M	STAFF	CID
2	MARIA RAZEL LAVIÑA	F	STAFF	CID
3	MARILYN O. ALCANSARE	F	STAFF	OSDS
4	REYNANTE S. ALOQUIN	M	STAFF	OSDS
5	WENDY AVILA	F	STAFF	OSDS
6	CLARISSE S. CANTALEJO	F	STAFF	OSDS
7	JYWEL R. JAIN	F	STAFF	OSDS
8	MELCHOR LUCENA	M	DRIVER	OSDS
9	ANA RUBY B. MAMPLATA	F	STAFF	OSDS
10	ALLAIN D. NARAGA	F	STAFF	OSDS
11	ANNIE SULLO	F	STAFF	OSDS
12	CLARISSE JOY ARMADA	F	STAFF	SGOD
13	LAARNI A. BOCALAN	F	STAFF	SGOD
14	REGINA D. CANTILLAN	F	STAFF	SGOD
15	RUEL QUEZADA	M	DRIVER	CID
16	FELIPE CENIDO	M	STAFF	OSDS
17	PEPITO HEMEDES	M	STAFF	SDO
18	PAOLO TALABIS	M	STAFF	OSDS
19	Dr. ANGELA MARIE E. MAPOLA	F	DENTIST II	SGOD
20	ANGIE ALCONES	F	STAFF	OSDS
21				
22				
23				
24				



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37	MA. FE L. CANTILLANO, Ed.D	F	PSDS	CID
38	JENNETTEE F. HARO, Ed.D	F	PSDS	CID
39	MARITES O. ISLETA, Ed.D	F	PSDS	CID
40	AIDA V. MARAÑA	F	PSDS	CID
41	IRENE P. PANTONIAL	F	PSDS	CID
42	REYNALDO A. TALAVERA, Ed.D	M	PSDS	CID
43	BELEN G. GIMUTAO	F	PSDS	CID
44	RACQUEL AUSTRIA, Ed.D	F	PSDS	CID
45	LOURDES A. TERRONES	F	PSDS	CID
46	JUNO GAVASAN	M	EPSA II	CID
47	JOSIEL JOULIE H. LEGAZPI	F	PDO II	CID
48	REY ARR L. CRUZ	M	SEPS - SMME	SGOD
49	RONNIE Z. VILLANUEVA	M	SEPS - SocMob	SGOD
50	MICHAEL O. PANTALEON	M	SEPS - HRD	SGOD
51	JEFFREY ASTILLERO, PhD	M	SEPS – Planning and Research	SGOD
52	ESPERANZA MAMINTA	F	Planning Officer III	SGOD
53	EDWIN B. CATANGAY	M	EPS II - SocMob	SGOD
54	TOMAS DORADO	M	EPS II - HRD	SGOD
55	MARVIN R. VICENTE	M	EPS II - SMME	SGOD
56	Engr. SARAH CASTILLO	F	ENGINEER III	SGOD
57	Dr. RUEL U. CAPISTRANO	M	DENTIST II	SGOD
58	Dr. MA. TERESITA G. CARPIO	F	DENTIST II	SGOD
59	JOMAR D. FLORES	M	PDO II	SGOD
60	ROMEL DELINGON	M	NURSE II	SGOD
61	MARIO RAMILO	M	NURSE II	SGOD
62	GILBERT BAGSIC	M	NURSE II	SGOD
63	JHUNEL Q. SAGUNI	M	NURSE II	SGOD
64	JOY O. ANDAYA	F	NURSE II	SGOD
65	ROYDA LUMBRES	F	HRMO	SDO
66	ELMER MANZANO	M	DRIVER	SDO

**B. SCHOOL HEADS AND OFFICERS-IN-CHARGE**

	<b>NAME</b>	<b>GENDER</b>	<b>DESIGNATION</b>	<b>OFFICE/ SCHOOL</b>
1	ANGELINA C. ALMONTE	F	TEACHER III	BACLARAN ES
2	JEAN E. PAZ	F	PRINCIPAL I	BANAY BANAY ES
3	VIDA SA. FORTEZA	F	OIC	BANLIC ES
4	FLORINA V. ARCITA	F	OIC	BIGAA ES
5	MA. THERESA S. RAMOS	F	PRINCIPAL I	BUTONG ES
6	MELINDA N. CAPARAS	F	OIC	CABUYAO CS
7	ANTONINA T. ROSITA	F	OIC	CASILE ES
8	ROMEO G. BILLONES	M	PRINCIPAL I	DIEZMO ES
9	JOSELITO MATIENZO	M	Teacher-In Charge	GUINTING ES
10	JENNIFER C. PEREZ	F	OIC	GULOD ES
11	CELENIA A. MOLINYAWE	F	PRINCIPAL II	MAMATID ES
12	ESMERALDA C. DELFINADO	F	PRINCIPAL I	MARINIG SOUTH ES
13	MARIA LOURDES F. GARBIN	F	OIC	NIUGAN ES



Enclosure 2.

**DIVISION ORIENTATION ON INTERNATIONAL STANDARDS ORGANIZATION (ISO) cum LEARNING-WORKSHOP ON GENDER AND DEVELOPMENT (GAD)**

*Ace Hotels and Suites, Pasig City*

*May 2-4, 2018*

**MAXTRIX OF ACTIVITIES**

<b>DAY 1</b>		
<b>UNDERSTANDING ORGANIZATIONAL CULTURE</b>		
<b>TIME</b>	<b>ACTIVITY</b>	<b>IN-CHARGE</b>
6:00 – 6:30 AM	ASSEMBLY TIME	Ronnie Z. Villanueva
6:30 – 8:00 AM	TRAVEL TIME	Edwin B. Catangay
8:00 – 9:00 AM	SETTLING IN/ REGISTRATION	Jeffrey Astillero, et al.
9:00 – 9:30 AM	<b>SNACKS</b>	
9:30 – 10:30 AM	OPENING PROGRAM	Michael O. Pantaleon, et al.
10:30 – 12:00 NN	SESSION 1: <i>“Understanding the Organizational Culture for High Standards and Service Efficiency”</i>	Doris DJ. Estalilla – OIC - SDS
12:00 – 1:00 PM	<b>LUNCH</b>	
1:00 – 1:30 PM	MOOD SETTING GROUP DYNAMICS	Mario Ramilo, et al.
1:30 – 2:30 PM	CHECK IN/ ROOM BILLETING	Kamille Mendoza, et al.
2:30 – 3:00 PM	<b>SNACKS</b>	
3:00 – 5:30 PM	SESSION 2: Organizational Development	Dr. Eriberto Tancangco – Resource Person
5:30 – 6:00 PM	OPEN FORUM COOLING DOWN REFLECTION	SGOD
6:00 – 7:30 PM	<b>DINNER</b>	
7:30 – 9:00 PM	SOLIDARITY MEETING	OSDS
<b>DAY 2</b>		
<b>QUALITY MANAGEMENT AND PRODUCTIVITY</b>		
<b>TIME</b>	<b>ACTIVITY</b>	<b>IN-CHARGE</b>
5:00 – 6:00 AM	WAKE UP CALL MORNING EXERCISE	Mario Ramilo, et al.
6:00 – 7:30 AM	<b>BREAKFAST PREPARATION FOR SECOND DAY</b>	
7:30 – 8:00 AM	MANAGEMENT OF LEARNING	CID
8:00 – 9:30 AM	Orientation on ISO 9001: 2015 (A)	Atty. Ethel Aldea ISO Consultant
9:30 – 10:00 AM	<b>BREAK</b>	
10:00 – 12:00 NN	Orientation on ISO 9001: 2015 (A)	Atty. Ethel Aldea ISO Consultant
12:00 – 1:00 PM	<b>LUNCH</b>	
1:00 – 3:00 PM	DepEd IV-A ISO Journey	Dr. Diosdado M. San Antonio Dr. Edenia Libranda



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3:00 – 3:30 PM	<b>SNACKS</b>	
3:30 – 5:00 PM	DepEd Cavite ISO Journey	Dr. Elias Elicaya
5:00 – 6:00 PM	OPEN FORUM COOLING DOWN REFLECTION	SGOD
6:00 – 7:30 PM	<b>DINNER</b>	
7:30 – 9:00 PM	SOCIALIZATION	OSDS
<b>DAY 3</b>		
<b>GENDER-SENSITIVITY IN THE WORKPLACE</b>		
<b>TIME</b>	<b>ACTIVITY</b>	<b>IN-CHARGE</b>
5:00 – 6:00 AM	WAKE UP CALL MORNING EXERCISE	Mario Ramilo, et al.
6:00 – 7:30 AM	<b>BREAKFAST PREPARATION FOR SECOND DAY</b>	
7:30 – 8:00 AM	MANAGEMENT OF LEARNING	CID
8:00 – 9:30 AM	Evaluation of Schools' GAD Level of Compliance using the Harmonized Gender and Development Guidelines (HGDG); and Reorientation on School GAD Planning and Workshop	Michael O. Pantaleon – Resource Person and Workshop Facilitator
9:30 – 10:00 AM	<b>BREAK</b>	
10:00 – 11:00 AM	Revised Rules and Procedures of DepEd in Administrative Cases”	Atty. Jerica Machado Division Legal Officer
11:00 - 12:00 NN	“Gender Equality in Education: the Role of Schools”	Dr. Edna F. Hemedez CID Chief
12:00 – 1:00 PM	<b>LUNCH</b>	
1:00 – 2:30 PM	DepEd Cabuyao City Road Map to ISO	Dr. Elvira B. Catangay OIC - ASDS
3:00 – 3:30 PM	<b>SNACKS</b>	
3:30 – 4:00 PM	SYNTHESIS/ WAYS ONWARD	Dr. Jose Charlie S. Aloquin
4:00 – 5:00 PM	CLOSING PROGRAM	Tomas Dorado
5:00 - ONWARD	HOME SWEET HOME!	



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**Enclosure 3.**

**DIVISION ORIENTATION ON INTERNATIONAL STANDARDS ORGANIZATION (ISO) cum LEARNING-WORKSHOP ON GENDER AND DEVELOPMENT (GAD)**

*Ace Hotels and Suites, Pasig City*

*May 2-4, 2018*

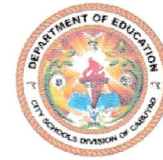
**Program Management Team and Term of References**

<b>Designation</b>	<b>Name</b>	<b>Function</b>
<b>PROGRAM/TRAINING DIRECTOR</b>	Doris DJ. Estalilla	Supervises the planning and implementation of the training program
<b>PROGRAM/TRAINING MANAGER</b>	Dr. Elvira B. Catangay	Oversee the entire program, coordinates all efforts and focuses on actual training to ensure that the program is implemented as planned
<b>PROGRAM/TRAINING CO-MANAGER</b>	Dr. Edna F. Hemedez Dr. Jose Charlie S. Aloquin	
<b>Division GAD FOCAL POINT SYSTEM</b>	Dr. Reynaldo A. Talavera Michael O. Pantaleon	Lead the GAD FPS in planning and coordination of activities; see to it that the program for the day is implemented as planned; and manage the activities for the day.
<b>TRANSPORTATION COORDINATORS</b>	Ronnie Z. Villanueva Edwin B. Catangay	Take charge of transportation from and to the venue
<b>OFFICERS OF THE DAYS</b>	DAY 1 – Allan D. Cantalejo DAY 2 – Alberto Labigan	Serve as Officer of the Day; manage daily activities; coordinate with the Hotel Management on daily concerns
<b>ACCOMMODATION IN CHARGE</b>	Kamille Rose S. Mendoza Clarisse Cantalejo	Take charge of the room assignment and accommodation of GAD participants and resource speakers
<b>TARPAULIN LAY OUT AND PRINTING INCHARGED</b>	Chem Cabungcal Eufronio Rivera	Take charge of the tarpaulin layout and printing
<b>LOGISTICS OFFICERS</b>	Noel Seguito, Ed.D Kamille Rose S. Mendoza	Plans and secures logistics to support the training
<b>WELFARE OFFICERS</b>	Romel Delingon Jhunel Saguni Gilbert Bagsic Mario Ramilo Joy O. Andaya	Ensures that the provisions for health, wellness and security are taken cared of





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<b>RESOURCE PERSONS</b>	<b>Dir. Diosdado San Antonio</b> Edenia Libranda, Ed.D Elias Elicaya, Ed.D Eriberto Tancangco, Ed.D Doris DJ. Estalilla Elvira B. Catangay, Ed.D Atty. Jerica S. Machado Edna F. Hemedez, Ed.D Jose Charlie S. Aloquin, PhD Michael O. Pantaleon	Deliver the training
<b>FINANCE OFFICERS</b>	Nathalie Joy U. Ulep Anneslee A. Rinon Nida E. Elago	Oversees the efficient allocation of funds and timely release as well as documentation for liquidation
<b>QAME</b>	Reyarr L. Cruz Marvin Vicente	Implements M and E activities and prepares report
<b>DOCUMENTERS/ SECRETARIAT</b>	Jeffrey Astillero, PhD Esperanza Maminta Clarisse Joy Armada Laarni A. Bocalan Regina D. Cantillan	Attends to the daily records of attendance, meal attendance; prepares certificates of participation, recognitions and appearances, and Activity Completion Reports
<b>PROGRAM FACILITATORS</b>	Michael O. Pantaleon Tomas B. Dorado	Prepares and facilitates the opening and closing programs