



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OF BULACAN

September 18, 2023

DIVISION MEMORANDUM  
No. 401 s, 2023

**NEW SCHEDULE, VENUE, AND TRAINING MATRIX OF OPTIMIZING  
ORGANIZATIONAL EFFICIENCY AND EFFECTIVENESS  
THROUGH STRATEGIC PLANNING SYNERGY**

To: Assistant Schools Division Superintendents  
Division Chiefs  
All Others Concerned

1. In accordance with Division Memorandum No. 354, s. 2023, on Optimizing Organizational Efficiency and Effectiveness Through Strategic Planning Synergy, this office announces the new schedule of this activity on September 20 - 22, 2023, at the Subic Bay Travellers Hotel, R7CM+42H, Corner Aguinaldo and Raymundo Street Freeport Zone Subic (Olongapo), Subic Bay Freeport Zone. On the first day, the departure schedule shall be at 8:00 AM at the SDO office.
1. The prescribed Learning and Development Matrix for the upcoming event is as outlined below:

**Day 1**

- Opening Program
- Presentation of PPMP of the Program/Project Proponents
- Preparation of Annual Procurement Plan  
-Lorena P. Bodoso, AO IV, Records
- Preparation of Budget Execution Documents (BED)
- Workshop

**Day 2**

- Project Proposal Preparation
  1. Needs Assessment/PD Priorities, Ma. Bella Fajardo, EPS II-HRD
  2. Types of Proposals
  3. Templates and Forms c/o Raquel I. Climaco, AO IV, Supply
  4. Content
- Workshop
- Presentation of Project Proposal (1 InSeT, 1 Non-InSeT)
- Process Flow of Program Implementation, Regional Memorandum  
-Raquel I. Climaco, AO IV, Supply
- Program Management Information System (PMIS).  
-Paulo Eduardo C. Cruz, Planning Officer
- Procurement Process



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-Cecilia E. Valderama, PhD, Assistant Schools Division Superintendent

- Disbursement Procedures
- Aren A. Astoveza, AO V, Budget

**Day 3**

- Workshop
- Submission of Output
- Presentation of Monitoring and Evaluation Result
- Closing Program

2. All other provisions in the previously released Memorandum are still in effect.
3. Immediate and wide dissemination of this Memorandum is desired.

  
**NORMA P. ESTEBAN, EdD, CESO V**  
Schools Division Superintendent

mgr/sgod-hrd synergy  
109/09-01-2023



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LIST OF PARTICIPANTS

	NAME	UNIT/SCHOOL	DESIGNATION
1	NORMA P. ESTEBAN, EdD, CESO V	OSDS	SDS
2	Cecilia E. Valderama, PhD	OSDS	ASDS
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5	Josefina S. Pedroche	OSDS	Administrative Officer V
6	Agnez M. Seifnezhad, CPA	OSDS	Division Accountant
7	Raquel I. Climaco	OSDS	Supply Officer
8	Rona Jema R. Mercurio	OSDS	Cashier
9	Victoria O. Madrigal	OSDS	Personnel
10	Lorena P. Bodoso	OSDS	Records
11	Richard C. Biglete	OSDS	Information Technology Officer
12	Aren A. Astoveza, CPA	OSDS	AO V-Budget Officer
13	Dolores P. Santos	OSDS	Accountant I
14	Gregorio C. Quinto, Jr., EdD	CID	Chief-EPS
15	Anastacia N. Victorino, EdD	CID	DEPS
16	Agnes R. Bernardo, PhD	CID	DEPS
17	Marinella P. Garcia Sy, PhD	CID	DEPS
18	Virgilio L. Laggui, PhD	CID	DEPS
19	Jay Arr V. Sangoyo, PhD	CID	DEPS
20	Joel I. Vasallo, PhD	CID	DEPS
21	Ariston E. Manuel	CID	DEPS
22	Francisco B. Macale	CID	DEPS
23	Rainelda M. Blanco, PhD	CID	DEPS



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29	Carlito G. Dela Cruz, EdD	CID – DRT	PSDS
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40	Cecilia S. Custodio, PhD	SGOD	Chief-EPS
41	Jay Arr C. Tayao, DBA	SGOD	DEPS
42	Ma. Lourdes J. Patag	SGOD	SEPS-SMME
43	Marilene G. Ramos, LPT, MAT	SGOD	SEPS-HRD
44	Bryan Amiel F. de Jesus	SGOD	SEPS-SMN



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46	Carl Paulo A. Fernando	SGOD	Division Engineer
47	Carlo Angelo P. Castillo, MD	SGOD	Medical Officer III
48	Paulo Eduardo C. Cruz	SGOD	Planning Officer
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50	Cecille E. Cruz	SGOD	EPS II-SMME
51	Ma. Jesusa V. Pampilon	SGOD	EPS II-HRD
52	Pedro G. Lacap	SGOD	PDO II- DRRM
53	Vilma Q. Aquas	SGOD	Dentist
54	Shirley Burgos	SGOD	Nurse
55	Inah Marifaye M. Blanco	SGOD	PDO I
56	Christian V. dela Cruz	SGOD	PDO I
57	Cesar V. Valondo	Carlos Gonzales NHS	Principal IV
58	Frederick del Rosario	San Francisco Xavier HS	Principal I
59	Irene Velasco	Batia HS	Principal I
60	Virginia San Gabriel	Frances HS	Principal IV
61	Nancylyta C. Cubol, PhD	Sta. Maria NHS	Principal IV
62	Ma. Lourdes C. Valondo	Virginia Ramirez-Cruz HS	Principal IV
63	Rico Paulo G. Tolentino	Masagana HS	Principal II
64	Loida G. Rillera	San Roque NHS	Principal II
65	Revelyn L. Maniego, PhD	Pulilan CS	Principal IV
66	Lorena Cardenas, PhD	Plaridel CS	Principal IV
67	Dante Liongson, PhD	San Miguel CS	Principal IV



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70	Marites Torno	Parada ES	Principal III
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72	Julie Ann Mariano	SHN	Nurse
73	Editha Bequizo	SHN	Nurse
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