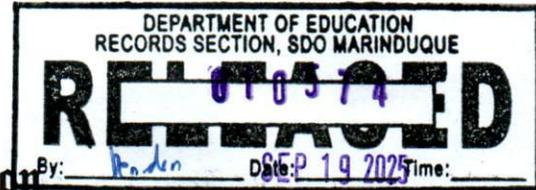




Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

MEMORANDUM

SGOD-2025-144

TO: Assistant Schools Division Superintendent
Chief Education Supervisor, CID/OIC, SGOD
Public Schools District Supervisors
Concerned Public Elementary, Secondary, and Integrated School Heads
All Others Concerned

FROM: **LYNN G. MENDOZA, EdD**
OIC, Schools Division Superintendent

SUBJECT: **DIVISION PRIME HRM-RELATED ACTIVITIES CUM PAGPUPUGAY 2025:
PARANGAL SA MGA LINGKOD BAYANI**

DATE: September 16, 2025

1. The Department of Education – Schools Division of Marinduque continues to strengthen its commitment to excellence in public service and human resource management and development. Guided by the Civil Service Commission’s Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME HRM), the Division has achieved significant progress in aligning its systems, processes, and practices with national standards of efficiency, transparency, and integrity.
2. Relative to this and in connection with Memorandum SGOD-2025-136 titled “*Division Calendar of Activities in the Celebration of the 125th Philippine Civil Service Anniversary*,” this Office, through the School Governance and Operations Division - Human Resource Development Section (SGOD-HRDS) in collaboration with the Division Gender and Development Focal Point System, will conduct the **Division PRIME HRM Activities cum Pagpupugay 2025: Parangal sa mga Lingkod Bayani** on **September 22, 2025** from **9:00 AM to 3:00 PM** at the **SDO Marinduque Grounds and SDO Marinduque Conference Hall, Malusak, Boac, Marinduque**.
3. Composed of three (3) Division PRIME HRM-related activities, namely (1) Unveiling of the PRIME HRM Bronze Award Plaque, (2) Ribbon Cutting of the Division PRIME HRM Facility, and (3) Launching of the PRIME HRM Online Management System, complemented by the Pagpupugay 2025: Parangal sa mga Lingkod Bayani, the event aims to provide strategic platforms for digital innovation, process efficiency, and enhanced service delivery for all personnel. Furthermore, it underscores the Office’s commitment to valuing its human capital as the prime movers of quality education in the province.



Address: T. Roque St., Malusak, Boac, Marinduque
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Website: <https://depedmarinduque.com>

4. Attendees to this event are required to come in Modern Filipiniana or Barong Tagalog attire.
5. Expenses related to the activity shall be charged against the 2025 Division GAD fund, subject to the usual accounting and auditing rules and regulations.
6. The following documents are enclosed for reference:
 - a. Enclosure 1: List of Attendees
 - b. Enclosure 2: Activity Matrix
 - c. Enclosure 3: Members of the Technical Working Committee
7. Immediate dissemination of the contents of this Memorandum is desired.

/SGOD-HRDS-KDA



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LIST OF PARTICIPANTS

Division PRIME HRM Activities cum Pagpupugay 2025: Parangal sa mga Lingkod Bayani

NO.	NAME	POSITION	SCHOOL/DISTRICT/OFFICE
<i>SDO Officials/Personnel</i>			
1.	Dr. Lynn G. Mendoza	OIC-SDS	OSDS
2.	Dr. Mabel F. Musa	ASDS	OASDS
3.	John M. Chavez	CES	CID
4.	Maita M. Lazares	EPS/OIC-CES	SGOD
5.	Dr. Ma. Shiela S. Saet	EPS	CID
6.	Annabelle M. Marmol	EPS	CID
7.	Florie M. Regencia	EPS	CID
8.	Jelly L. Sore	EPS	CID
9.	Dr. Nestor T. Rualo	EPS	CID
10.	Freddie M. Malabayabas	EPS	CID
11.	Dr. Jennifer E. Monte	EPS	CID
12.	Romualdo O. Magculang	EPS	CID
13.	Dr. Mariam B. Rivamonte	EPS	CID
14.	Aurea L. Mazo	PSDS	Boac North District
15.	Myra R. Labay	PSDS	Boac South District
16.	Dr. Maridel G. Lincallo	PSDS	Buenavista District
17.	Dr. Elvin C. Perlas	PSDS	Gasán District
18.	Warlito P. Constantino	PSDS	Mogpog District
19.	Dr. Jay P. Peña	PSDS	Santa Cruz East District
20.	Dr. Maria Lourdes P. Ricohermoso	PSDS	Santa Cruz North District
21.	Constancia R. Vasco	PSDS	Santa Cruz South District
22.	Dr. Dingson A. De Sena	PSDS	Torrijos District
23.	Dr. Joven M. Mogol	PSDS	Torrijos District
24.	Atty. Ayzel Lea R. Palmero	Attorney III	OSDS-Legal Unit
25.	Engr. David M. Zoleta Jr.	ITO I	OSDS-ICT Unit
26.	Dr. Rica Mai O. Larga	MO III	SGOD-SHNS
27.	Engr. Arnold M. Moreno	Engineer III	SGOD-EFS
28.	May Bernadeth O. De La Rosa	AO V	OSDS-Administrative Section
29.	Arlene M. Marasigan	AO V	OSDS-Budget Unit
30.	John Dhelter P. Pastrana	Accountant III	OSDS-Accounting Unit
31.	Kyle David V. Atienza	SEPS	SGOD-HRDS
32.	Bernadith R. Lacerna	SEPS	SGOD-PRS
33.	Dr. Fretzie P. Alcantara	SEPS	SGOD-SMM&E
34.	Dr. Melanie M. Mendoza	SEPS	SGOD-SMN
35.	Marisol O. Luarca	PO III	SGOD-PRS
36.	Dr. Herbart L. Lastra	Dentist II	SGOD-SHNS
37.	Dr. Eugenil L. Rodil	Dentist II	SGOD-SHNS
38.	Dr. Queza Rina Q. Membrebe	Dentist II	SGOD-SHNS
39.	Glaiza T. Palatino	EPS II	SGOD-HRDS
40.	Rey R. Raymundo	EPS II	SGOD-SMM&E
41.	Mayda N. Lagran	EPS II	SGOD-SMN

42.	Dr. Michelle M. Mutya	EPS II	CID-ALS
43.	Chona S. Recto	EPS II	CID-ALS
44.	Charmain J. Mogol	Librarian II	CID-LRMS
45.	Joseph Arnold Almonte	PDO II	CID-LRMS
46.	Edgar H. Loto	PDO II	SGOD-SMN
47.	Josefina P. Brual	PDO I	SGOD-YFS
48.	Jinky L. Meron	AO IV	OSDS-Records Unit
49.	Ruby M. Tan	AO IV	OSDS-Supply Unit
50.	Aleli L. Arceo	AO IV	OSDS-Cash Unit
51.	Maridell F. Hermosa	AO IV	OSDS-Personnel Unit
52.	Engr. Jezreel T. Serra	Engineer (CO)	SGOD-EFS
53.	Engr. Oliver T. Martillano	Engineer (CO)	SGOD-EFS
54.	Randy M. Llana	ADAS III	OASDS
55.	Fatima M. Villanueva	Job Order	SGOD
56.	Raymond M. Maano	Job Order	SGOD
57.	Marie Laurence J. Luarda	AA VI	OSDS-Supply Unit
58.	Guiller B. Maulion	Clerk	OSDS-Supply Unit
59.	Jefrelle F. De Silva	AA VI	OSDS-Records Unit
60.	Princes Leny B. Hernandez	TA I	SGOD
61.	Julius Christian M. Llanes	AS II	SGOD
<i>Division PRAISE Committee Member</i>			
62.	Ronnel R. Real	Principal II	Baliis ES
<i>Guests</i>			
63.	Dir. Jacinto C. Mateo III	Director II	CSC FO Marinduque
64.	Diana M. Fiedacan	HR Specialist	CSC FO Marinduque
65.	Ma. Cecilia S. Manay	Retired CES	
66.	Abet R. Faundo	Former EPS II	
<i>Other Attendees</i>			
67.	Dino S. Nepomuceno	Principal I	Cawit NCHS
68.	Dr. Ma. Corazon A. Borja	Principal II	Mogpog NCHS
69.	Rowel S. Laririt	Principal II	Landy NHS
70.	Ray Alben M. Manaog	Principal I	Bagtingon NHS
71.	Alfredo D. Moldon Jr.	Head Teacher III	BNHS – Lipata-Tungib Annex
72.	Elizabeth R. Paralejas	Principal I	Matuyatuya NHS
73.	Alfonso R. Regenio	TIC	Makapuyat NHS
74.	Lourdes R. Balagwis	Principal I	Tagum NHS
75.	Ederlyn C. Quezada	Principal I	Malibago NHS
76.	Norminda S. Mabao	Principal I	Bangbang NHS
77.	Dr. Dave Henry R. Nobleza	TIC	Ipil NHS
78.	Mae Laarni M. Saporna	Principal II	Yook NHS
79.	Democrito M. Nazareno	Principal IV	Marinduque NHS
80.	Bernadette P. Requintel	Principal I	Bonliw NHS
81.	Jayson M. Luna	Principal II	Balanacan NHS
82.	Thelma M. Salvacion	Principal II	Buenavista NHS
83.	Aniceto Jr. P. Regencia	Principal I	Dolores NHS
84.	Ronald P. Giron	Head Teacher III	Hupi NHS
85.	Marlita C. Vitto	Principal I	Tapuyan NHS

86.	Madilyn P. Quirona	Principal II	Punong NHS
87.	Carl Angelo B. Lasac	Head Teacher I	BNHS -Sihi Annex
88.	Ramer M. Mansalapus	Head Teacher III	Sayao NHS
89.	Miguelito E. Ricaplaza	Principal I	Kilo-Kilo NHS
90.	Dr. Cherry Ann F. Del Mundo-Jalos	Principal I	Poctoy NHS
91.	Maxima R. Marquez	Principal II	Matalaba NHS
92.	Bernadette M. Ricafrente	Principal I	Alobo NHS
93.	Marivic M. Zamora	Principal I	Bognuyan NHS
94.	Darwin B. Mayo	Principal I	Argao NHS
95.	Jerome S. Catamio	Principal II	Tigwi NHS
96.	Ariel M. Peñaroyo	Head Teacher II	Sawi ES
97.	Adelaida M. Saguid	Principal II	Caigangan ES
98.	Mario Jose M. Medalla	Head Teacher II	Buliasnin ES
99.	Norman P. Romasanta	Principal II	Malibago ES
100.	Dr. Gina M. Mapacpac	Principal III	Balanacan ES
101.	Rhodora B. Peña	Principal II	Mogpog CS
102.	Merlie L. Llave	Head Teacher II	Pili-Balogo ES
103.	Mary Amor F. Jandusay	Principal II	Cawit ES
104.	Marivic P. Plamio	Principal II	Santa Cruz South CS
105.	Marife L. Maaño	Principal I	Sayao ES
106.	Ricardo M. Maaño	Principal II	Don Luis Hidalgo MS
107.	Dr. Arlene R. Diaz	Principal II	Dolores ES
108.	Dexter S. Rolloque	Principal I	Yook ES
109.	Jaime R. Almonte	Principal II	Buangan IS
110.	Miriam F. Quiogue	Head Teacher II	Kaganhao ES
111.	Maribel E. Orpalas	Principal II	Bangbangalon ES
112.	Joemar L. Linga	Principal II	Boac South CS
113.	Edna R. De Luna	Head Teacher III	Punong ES
114.	Francisco P. Quindoza	Principal I	Daykitin ES
115.	Joselito P. Linga	Principal I	Marlangga ES
116.	Ma. Leonora D. Imperio	Principal II	Alobo ES
117.	Ma. Cristina P. Mangana	Principal I	Kasily ES
118.	Reynaldo J. Ilagan, Jr.	Principal I	Butansapa ES
119.	Edna M. Jalos	Principal II	Torrijos CS
120.	Gerry P. Rivamonte	Principal II	Tagum ES
121.	Dr. Kathryn S. Asuncion	Principal IV	Gasán CS
122.	Lina R. Rolloqui	Principal II	Santa Cruz North CS
123.	Erlan M. Maming	Principal III	Bangbang ES
124.	Romeo M. Malacas Jr.	Principal I	Lupac-Tabigue ES
125.	Maria Cecilia R. Par	Principal II	Gabaldon ES

ACTIVITY MATRIX

Division PRIME HRM Activities cum Pagpupugay 2025: Parangal sa mga Lingkod Bayani

DIVISION PRIME HRM ACTIVITIES (9:00AM-12:00NN)

Preliminaries

Welcome Remarks

Dr. MABEL F. MUSA

Assistant Schools Division Superintendent
Division PRAISE Committee Chairperson
Division PRIME HRM Team Lead

Message

Dr. LYNN G. MENDOZA

OIC-Schools Division Superintendent

SDO Marinduque PRIME HRM Journey

KYLE DAVID V. ATIENZA

Senior Education Program Specialist, HRDS
Division PRIME HRM L&D Lead

UNVEILING OF THE PRIME HRM BRONZE AWARD PLAQUE

RIBBON-CUTTING OF THE PRIME HRM FACILITY

LAUNCHING OF THE PRIME HRM ONLINE MANAGEMENT SYSTEM

Message

Dir. JACINTO C. MATEO III

Director II, Civil Service Commission FO Marinduque

AWARDING OF PLAQUE OF RECOGNITION

Insights and Reflections

MAY BERNADETH O. DE LA ROSA

Administrative Officer V, Administrative Section
Division PRIME HRM RSP Co-Lead

ABET R. FAUNDO

Former Senior Education Program Specialist, HRDS

BERNADITH R. LACERNA

Senior Education Program Specialist, PRS
Division PRIME HRM PM Co-Lead

MA. CECILIA S. MANAY

Former Chief Education Supervisor, SGOD

Vote of Thanks

MAITA M. LAZARES

Education Program Supervisor / OIC-CES, SGOD
Division PRIME HRM R&R Lead

Lunch Break

PAGPUPUGAY 2025: PARANGAL SA MGA LINGKOD BAYANI (1:00-3:00PM)

FATIMA M. VILLANUEVA

Master of Ceremonies



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MEMBERS OF THE TECHNICAL WORKING COMMITTEE

Division PRIME HRM Activities cum Pagpupugay 2025: Parangal sa mga Lingkod Bayani

COMMITTEE	MEMBERS	TERMS OF REFERENCE
Overall Steering Committee	Chair: Dr. Lynn G. Mendoza Co-Chair: Dr. Mabel F. Musa Members: Maita M. Lazares Kyle David V. Atienza Glaiza T. Palatino	1. Oversee the preparation and actual conduct of the activity
Program and Invitation Committee	Chair: Kyle David V. Atienza Co-Chair: Glaiza T. Palatino Members: Fatima M. Villanueva	1. Prepare and reproduce the invitation and program design, both in physical and online copies. 2. Distribute the program invitation to guests and awardees.
Physical Arrangement and Logistics Committee	Chair: May Bernadeth O. De La Rosa Co-Chair: Ruby M. Tan Members: Guiller B. Maulion Audie Nacawili Irene Malimata	1. Assist the procured decoration and manpower services in the preparation of the physical set-up of the venue. 2. Provide manpower support for the physical set-up of the venue.
Awarding of Certificates, Medals, and Plaques	Chair: Bernadith R. Lacerna Co-Chair: Arlene M. Marasigan Members: Princes Leny B. Hernandez	1. Receive and ensure the completeness of all certificates, medals, and plaques from the overall steering committee. 2. Prepare the set-up for the certificates and plaques in an applicable area within the venue.
Registration Committee	Chair: Marisol O. Luarda Co-Chair: Josefina P. Brual Members: Raymond M. Maaño	1. Prepare the attendance and meal attendance sheets. 2. Lead the registration of attendees during the activity.
Ushering Committee	Chair: Maita M. Lazares Co-Chair: Dr. Melanie M. Mendoza Members: Guiller B. Maulion Marie Laurence J. Luarda	1. Usher awardees to the stage during the awarding ceremony proper.

<p>Technical Committee</p>	<p>Chair: Engr. David M. Zoleta Jr. Co-Chair: Joseph Arnold L. Almonte Members: Jefrelle F. De Silva</p>	<ol style="list-style-type: none"> 1. Prepare the necessary technical set-up (projectors, LED screen, speakers, etc.) for the activity. 2. Conduct livestreaming of the activity on applicable social media platforms (if possible). 3. Assist the overall steering committee on the program presentations and AVP of the activity.
<p>Documentation Committee</p>	<p>Chair: Charmain J. Mogol Co-Chair: Mayda N. Lagran Members: Jezreel T. Serra Julius Christian M. Llanes</p>	<ol style="list-style-type: none"> 1. Capture photos and videos of the activity. 2. Turn over all soft copies of photos and videos captured during the activity through a Google Drive link. 3. Prepare the documentation report.
<p>Monitoring and Evaluation Committee</p>	<p>Chair: Dr. Fretzie P. Alcantara Member: Rey R. Raymundo</p>	<ol style="list-style-type: none"> 1. Prepare and provide the overall steering committee with the link and QR code for the online end-of-activity evaluation. 2. Provide the end-of-activity evaluation to the overall steering committee.