



Republic of the Philippines  
**Department of Education**  
MIMAROPA REGION  
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent



September 18, 2023

**DIVISION MEMORANDUM**  
No. 55, s. 2023

**CONDUCT OF SPECIAL TREAT FOR SDO MARINDUQUE-BASED EMPLOYEES  
DUBBED AS "BAWAT KAWANI, BIGYAN NG PAGKANDILI"**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID & SGOD  
Administrative Officer V, Administrative Services Unit  
All Others Concerned

1. As part of the month-long activities in connection with the Division Celebration of the 123<sup>rd</sup> Philippine Civil Service Anniversary, the School Governance and Operations Division-Human Resource Development Section in coordination with the Division Gender and Development Focal Point System shall conduct Special Treat for SDO Marinduque-based employees dubbed as "**Bawat Kawani, Bigyan ng Pagkandili**", on September 20, 2023, 8:00AM-5:00PM at the SDO-Marinduque Conference Hall, Malusak, Boac, Marinduque.
2. The activity aims to give Related-teaching and Non-teaching Personnel of the Schools Division Office opportunity to avail beauty and wellness services and to promote good health as a gesture of gratitude to their untiring dedication to public service.
3. Participants in this activity are 108 SDO Marinduque-based Related-teaching and Non-teaching Personnel including Contract of Service, Casual, and Job Order Personnel.
4. Employees who will avail of the services are requested to fill-out the online form thru: [tinyurl.com/123rdPCSAFreeServices](https://tinyurl.com/123rdPCSAFreeServices) before September 20, 2023.
5. Those who will avail of massage and hair color services are requested to bring their own towel, extra clothes and hair color.
6. The List of SDO-based Personnel/Participants, Program of Activities, and List of Working Committees are found in Enclosure Nos. 1, 2, and 3.

*"DepEd Marinduque: Heart of the Philippines.  
Lead to Excel. Excel to Lead."*



7. Immediate dissemination of and compliance with the contents of this Memorandum are desired.



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

Encl.: As stated  
Reference: None  
To be indicated in the Division Perpetual Index  
under the following subjects:

Activities

Civil Service

Special Treat

*"DepEd Marinduque: Heart of the Philippines.  
Lead to Excel. Excel to Lead."*



T. Roque St., Malusak, Boac, Marinduque  
Email: [deped\\_marinduque@yahoo.com](mailto:deped_marinduque@yahoo.com)  
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611



Republic of the Philippines  
**Department of Education**  
MIMAROPA REGION  
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

Enclosure No. 1 to Division Memorandum No. 55, s. 2023 dated SEP 18 2023

**LIST OF PARTICIPANTS**

Special Treat for SDO-Marinduque based Employees  
"Bawat Kawani, Bigyan ng Pagkandili"  
September 20, 2023 | 8AM-5PM  
SDO Conference Hall, Malusak, Boac, Marinduque

<b>A. Office of the Schools Division Superintendent</b>	
<b>NAME</b>	<b>SEX</b>
1 LYNN G. MENDOZA, EdD	
2 FELIX M. FAMARAN	F
3 LINESES, DIANA M.	M
4 LLENA, RANDY A.	F
5 LUCI, LORENA J.	M
6 SOL, LEONCIA S.	F
7 MAYANGITAN, ELIGIO ELIZER L.	M
8 JABAT, RAMIL	M
<b>LEGAL</b>	
1 PALMERO, AYZEL LEA R.	F
<b>ADMINISTRATIVE SERVICES</b>	
1 DE LA ROSA, MAY BERNADETH O.	F
<b>PERSONNEL</b>	
1 HISTORILLO, ROSE ANN O.	F
2 HERMOSA, MARIDELL F.	F
3 LABAYNA, SHERLY M.	F

*"DepEd Marinduque: Heart of the Philippines.  
Lead to Excel. Excel to Lead."*



T. Roque St., Malusak, Boac, Marinduque  
Email: deped\_marinduque@yahoo.com  
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611  
Facebook Page: DepEd T. Roque, Marinduque

4	LLENA, LUZVIMINDA M.	
5	MACUTONG, ANTHONY M.	F
6	MALVAR, JEROME L.	M
7	MERCENE, MELODY P.	M
8	ORILLA, HENSLY S.	F
9	BALANZA, NATHALIE L.	F
10	LABAGUIS, GLENN MARK J.	F
11	INGCO, ALMIRA C.	M
	<b>CASH</b>	F
1	ARCEO, ALELI L.	
2	MADUROG, DONABELLE L.	F
3	MALELANG, ANNA MARIE H.	F
4	MALABUNGA, MICHELLE M.	F

	<b>RECORDS</b>	
1	MERON, JINKY L	
2	OLPOT, JENNELYN D.	F
	<b>PROPERTY AND SUPPLY</b>	F
1	TAN, RUBY M.	
2	PAZ, GLYNIZ LIZETTE D.	F
3	FELLIZAR, JULIUS ALLEN L.	M
4	RIANZARES, PAUL ANGELO M.	M
	<b>INFORMATION AND COMMUNICATIONS TECHNOLOGY</b>	
1	ZOLETA, DAVID JR. M.	M
	<b>BUDGETING</b>	
1	INDING, CHRISTINE M.	F
2	MARASIGAN, ARLENE M.	F
3	DELA CRUZ, KRISTELE L.	F

*"DepEd Marinduque: Heart of the Philippines.  
Lead to Excel. Excel to Lead."*

<b>ACCOUNTING</b>		
1	MAGCAMIT, HONORIA H.	
2	PASTRANA, JOHN DHELTER P.	F
3	LADERAS, ROWENA P.	M
4	RAMIRO, VIVIAN N.	F
5	VERGARA, JANINE DC.	F
6	ROQUE, MARY JANE M.	F
<b>B. Schools Governance and Operations Division (SGOD)</b>		
1	ALCANTARA, FRETZIE P.	F
2	BRUAL, JOSEFINA P.	F
3	FAUNDO, ABET R.	M
4	LACERNA, BERNADITH R.	F
5	LAGRAN, MAYDA N.	F
6	LAZARES, MAITA M.	F
7	ATIENZA, KYLE DAVID V.	M

8	LOTO, EDGAR H.	M
9	MANAY, MA. CECILIA S.	F
10	MARTILLANO, OLIVER	M
11	MENDOZA, MELANIE M.	F
12	LUARCA, MARISOL O.	F
13	MORENO, ARNOLD M.	M
14	PALATINO, GLAIZA T.	F
15	RAYMUNDO, REY R.	M
16	SERRA, JEZREEL	M
17	EBORA, MA. CONCORDIA M.	F
18	JARDINIANO, PERRY N.	M
19	LASIC, WENDY P.	F
20	LASTRA, HERBART L.	M

*"DepEd Marinduque: Heart of the Philippines.  
Lead to Excel. Excel to Lead."*



T. Roque St., Malusak, Boac, Marinduque  
 Email: deped\_marinduque@yahoo.com  
 Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611  
 Facebook: DepEd Marinduque

21	MALABANA, ROWENA M.	F
22	MAMING, KYM LUZETTE S.	F
23	MOGOL, BENEDICTO R.	M
24	NARITO, JARRENCE S.	M
25	ORACION, THESSIE P.	F
26	ORDILLANO, LOIDA M.	F
27	RAZA, JOY ELTONA N.	F
28	RODIL, EUGENIL L.	M
29	LARGA, RICA MAI O.	F
30	MEMBREBE, QUEZA RINA Q.	F
31	FATALLA, SUSAN M.	F
32	LUSLOS, ANA MAE S.	F
33	IGLESIA, MARIA KRISTINE NICOLA D.	F
34	PEÑASCOSAS, SHENALYN P.	F
35	LLASOS, MELANIE M.	F
<b>C . Curriculum Implementation Division (CID)</b>		
1	ALCOBER, PABLITO L.	M
2	PEÑA, JAY P.	M
3	CHAVEZ, JOHN M.	M
4	CONSTANTINO, WARLITO P.	M
5	DELA CRUZ, ROLITO M.	M

6	MOGOL, CHARMAIN J.	F
7	LABAY, MYRA R.	F
8	PERLAS, ELVIN C.	F
9	MARCIANO, JOSEPHINE V.	F
10	MAZO, AUREA L.	F
11	MUTYA, MICHELLE M.	F
12	RAZA, CRISTINA R.	F
13	REGENCIA, FLORIE M.	F

*"DepEd Marinduque: Heart of the Philippines.  
Lead to Excel. Excel to Lead."*



T. Roque St., Malusak, Boac, Marinduque  
 Email: deped\_marinduque@yahoo.com  
 Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611  
 Facebook: DepEd Marinduque

14	RICOHERMOSO, MARIA LOURDES P.	F
15	RUALO, NESTOR T.	M
16	SAET, MA. SHIELA S.	F
17	RECTO, CHONA S.	F
18	SAPORNA, JOHN MARK S.	M
19	SORE, JELLY L.	F
20	VASCO, CONSTANCIA R.	F
21	RIVAMONTE, MARIAM B.	F
22	LINCALLO, MARIDEL G.	F
23	DE SENA, DINGSON A.	M
<b>Casual/Job Order</b>		
1	NACAWILI, AUDIE	M
2	MALACAS, JOEL	M
3	LORES, BENEDICT	M
4	MALIMATA, IRENE	F
5	DE SILVA, JEFRELLE F.	M
6	MUTYA, MARVIN	M
7	LABAGUIS, KELVIN J.	M
8	DE CASTRO, ANGELICA R.	F
9	SAJUL, DARIO	M

FEMALE: 69

MALE: 39

TOTAL: 108

*"DepEd Marinduque: Heart of the Philippines.  
Lead to Excel. Excel to Lead."*



T. Roque St., Malusak, Boac, Marinduque  
 Email: [deped\\_marinduque@yahoo.com](mailto:deped_marinduque@yahoo.com)  
 Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611  
 Facebook Page: DepEd - Tuguegarao Marinduque



Republic of the Philippines  
**Department of Education**  
 MIMAROPA REGION  
 SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

Enclosure No. 2 to Division Memorandum No. 55, s. 2023 dated September 18, 2023

**Special Treat for SDO-Marinduque based Employees**  
 “Bawat Kawani, Bigyan ng Pagkandili”  
 September 20, 2023 | 8AM onwards  
 SDO Conference Hall, Malusak, Boac, Marinduque

**PROGRAM OF ACTIVITIES**

Time	Activity	In-Charge
7:30-8:00 AM	Arrival/Registration	HRDS/GFPS
8:00-8:30 AM	Opening Program <ul style="list-style-type: none"> <li>Nationalistic Song</li> <li>Prayer</li> <li>DepEd Quality Policy Statement</li> </ul>	Audio Visual Presentations
	Opening Remarks	<b>Mrs. Ma. Cecilia S. Manay</b> Chief Education Supervisor, SGOD
	Statement of Purpose	<b>Mr. Kyle David V. Atienza</b> Senior Education Program Specialist, HRDS
	Presentation of Participants and Service Providers	<b>Mr. Abet R. Faundo</b> Education Program Specialist II, HRDS
	Message	<b>Dr. Lynn G. Mendoza</b> OIC, Schools Division Superintendent
8:30 AM – 4:00 PM	Orientation/Activity Proper	c/o <b>Service Providers</b>
4:00-4:30 PM	Closing Program <ul style="list-style-type: none"> <li>Prayer</li> </ul>	AVP
	Awarding of Certificate of Recognition	c/o <b>HRDS/GFPS</b>
	Vote of Thanks	
Master of Ceremony: <b>Mrs. Mayda N. Lagran</b> Education Program Specialist II, SM&N		

*“DepEd Marinduque: Heart of the Philippines.  
 Lead to Excel. Excel to Lead.”*



T. Roque St., Malusak, Boac, Marinduque  
 Email: deped\_marinduque@yahoo.com  
 Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611  
 Facebook Page: DepEd Marinduque



Republic of the Philippines  
**Department of Education**  
MIMAROPA REGION  
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

Enclosure No. 3 to Division Memorandum No. **55**, s. 2023 dated September 18, 2023

**List of Working Committees**

Special Treat for SDO-Marinduque based Employees

September 20, 2023 | 8:00AM – 5:00PM

SDO-Marinduque Conference Hall, Malusak, Boac, Marinduque

<b>Working Committees</b>	<b>Members</b>	<b>Terms of Reference</b>
Technical	Chair: Engr. David M. Zoleta, Jr. Member: Glaiza T. Palatino Kelvin J. Labaguis	<ul style="list-style-type: none"><li>• In-charge of the operation of the SDO Hall sound system and LED wall</li><li>• In-charge of the preparation of powerpoint presentations for the opening and closing programs</li></ul>
Physical Arrangement/Venue	Chair: Edgar H. Loto Members: Jarrence S. Narito Perry N. Jardiniano Loida M. Ordillano Wendy P. Lasic	<ul style="list-style-type: none"><li>• In-charge of the set-up of the venue:<ul style="list-style-type: none"><li>- beddings</li><li>- tables and chairs</li><li>- and others</li></ul></li></ul>
Certificates/Refreshments	Chair: Kyle David V. Atienza Member: Abet R. Faundo	<ul style="list-style-type: none"><li>• Preparation of Certificate of Recognition for Service Providers</li></ul>

/HRDS-ARF

*"DepEd Marinduque: Heart of the Philippines.  
Lead to Excel. Excel to Lead."*



T. Roque St., Malusak, Boac, Marinduque  
Email: deped\_marinduque@yahoo.com  
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611  
Facebook Page: DepEd Tayo Marinduque