



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



Office of the Schools Division Superintendent

September 19, 2023

**DIVISION MEMORANDUM**  
No. 57, s. 2023

**CONDUCT OF MORAL AND SPIRITUAL VALUES ENHANCEMENT ACTIVITY  
CUM SDO-MARINDUQUE FAMILY DAY**

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 a One (1) day Culminating Activity on Moral and Spiritual Values Enhancement Cum SDO-Marinduque Family Day on September 22, 2023 at Freedom Eco and Adventure Park, Brgy. Bunganay, Boac, Marinduque.
2. The activity aims to:
  - a. give Related-teaching and Non-teaching Personnel of the Schools Division Office an opportunity to reflect on their moral and spiritual development and journey;
  - b. reorient participants on the provision of Republic Act 6713 (Norms of Conduct and Ethical Standards for Public Officials and Employees); and
  - c. develop strong solidarity among SDO-based employees thru meaningful recreational activities.
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. Related-teaching and Non-teaching Personnel are advised to wear any GAD advocacy shirt for the morning activity and an extra-colored shirt in the afternoon, Color is based on your respective teams.
5. Each team is advised to bring the following supplies which will serve as supplementary materials for the morning session, to wit:

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- a. one (1) set of crayons; and
  - b. one (1) set of colored popsicle sticks.
6. There will be food provision (AM and PM snacks, Lunch) to all participants charged against the Division GAD Fund 2023.
  7. Skeleton workforce of at least one per functional division/section of the Schools Division Office must be available on the abovementioned date to ensure that the delivery of basic education services to SDO clients will not be hampered.
  8. List of SDO-based Personnel/Participants, Activity Matrix, List of Teams and Team Members, and List of Working Committees are found in Enclosure Nos. 1, 2, 3, and 4.
  9. Immediate dissemination of and compliance with the contents of this Memorandum are desired.

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

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

Enhancement Activity

Family Day

Moral and Spiritual Values

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Office of the Schools Division Superintendent

Enclosure No. 1 to Division Memorandum No. **57**, s. 2023 dated September 19, 2023

**LIST OF SDO-BASED PERSONNEL/PARTICIPANTS**

Moral and Spiritual Values Enhancement Activity Cum SDO-Marinduque Family Day  
September 22, 2023 | 8AM-5PM  
Freedom Eco & Adventure Park, Brgy. Bunganay, Boac, Marinduque

<b>A. Office of the Schools Division Superintendent</b>	
<b>NAME</b>	<b>SEX</b>
1 LYNN G. MENDOZA, EdD	F
2 FELIX M. FAMARAN	M
3 LINESES, DIANA M.	F
4 LLENA, RANDY A.	M
5 LUCI, LORENA J.	F
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
4 LLENA, LUZVIMINDA M.	F

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

	<b>RECORDS</b>	
1	MERON, JINKY L	F
2	OLPOT, JENNELYN D.	F
	<b>PROPERTY AND SUPPLY</b>	
1	TAN, RUBY M.	F
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
	<b>ACCOUNTING</b>	
1	MAGCAMIT, HONORIA H.	F

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2	PASTRANA, JOHN DHELTER P.	M
3	LADERAS, ROWENA P.	F
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
21	MALABANA, ROWENA M.	F
22	MAMING, KYM LUZETTE S.	F
23	MOGOL, BENEDICTO R.	M

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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
14	RICOHERMOSO, MARIA LOURDES P.	F
15	RUALO, NESTOR T.	M
16	SAET, MA. SHIELA S.	F

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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	OLORES, 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

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Office of the Schools Division Superintendent

Enclosure No. 2 to Division Memorandum No. **57**, s. 2023 dated September 19, 2023

**ACTIVITY MATRIX**

**Moral and Spiritual Values Enhancement Activity**  
**Cum SDO-Marinduque Family Day**  
September 22, 2023 | 8AM-5PM  
Freedom Eco & Adventure Park, Brgy. Bunganay, Boac, Marinduque

<b>Time</b>	<b>Activity/Topic</b>	<b>In-Charge/Facilitator</b>
7:30-7:59 AM	Arrival/Registration	Committee on Registration/Attendance
8:00 – 8:29 AM	<b>Opening Program</b>	
	• Nationalistic Song	AVPs
	• Opening Prayer	
	• DepEd Quality Policy Statement	
	• Opening Remarks	<b>Mrs. Ma. Cecilia S. Manay</b> CES, SGOD/Division GFPS Member
	• Presentation of Participants and Resource Person	<b>Mr. Abet R. Faundo</b> , EPS II- HRDS/Division GFPS Secretariat Member
	• Statement of Purpose	<b>Mr. Kyle David V. Atienza</b> , SEPS-HRDS
• Message	<b>Dr. Lynn G. Mendoza</b> , OIC- SDS/Division GFPS Head	
• Introduction of Resource Person	<b>Mrs. Maridel G. Lincallo</b> , PSDS-CID/Division GFPS Secretariat Head	
<b>Activity Proper</b>		
8:29 – 9:59 AM	Session on Moral and Spiritual Enhancement	<b>Rev. Fr. Arvin Anthony J. Madla</b> , Asst. Parish Priest, St. Isidore Labrador Parish/Diocesan Judicial Vicar, Diocese of Boac- <b>Resource Person</b>
10:00 – 10:15 AM	Health Break	
10:16 – 11:15 AM	Continuation of Session	<b>Resource Person</b>

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11:16 – 11:59 AM	Open Forum/Awarding of Certificate of Recognition to RP	Division GFPS/Secretariat
12:00 – 12:59 PM	Lunch Break	
1:00 – 2:59 PM	Teambuilding/Recreational Activities	Committee on Recreational Activities
3:00 – 3:15 PM	Snacks/Health Break	
3:16 – 4:00 PM	Continuation of Activities	Committee on Recreational Activities
4:01 – 4:30 PM	<b>Closing Program</b>	
	<ul style="list-style-type: none"> <li>• Awarding of Certificate of Participation/Recognition</li> </ul>	
	<ul style="list-style-type: none"> <li>• Closing Message</li> </ul>	<b>Mr. Felix M. Famaran</b> Asst. SDS/Division GFPS-TWG Head
	<ul style="list-style-type: none"> <li>• Closing Prayer</li> </ul>	<b>Mrs. Bernadith R. Lacerna</b> SEPS, PRS/Division GFPS M&E
	<ul style="list-style-type: none"> <li>• Photo Opportunity</li> </ul>	
4:31 PM onwards	Home Sweet Home	

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Enclosure No. 3 to Division Memorandum No. 57, s. 2023 dated September 19, 2023

List of Teams and Team Members

SDO Family Day Teambuilding Activities

September 22, 2023 | 1:00 PM | Freedom Eco and Adventure Park

RED TEAM		GREEN TEAM		YELLOW TEAM		BLUE TEAM	
1	JEZREEL SERRA	1	JOHN DHELTER P. PASTRANA	1	JAY P. PEÑA	1	RANDY A. LLENA
2	JOHN M. CHAVEZ	2	BENEDICK OLORES	2	EUGENIL L. RODIL	2	JOHN MARK S. SAPORNA
3	FELIX M. FAMARAN	3	DAVID JR. M. ZOLETA	3	ANTHONY M. MACUTONG	3	EDGAR H. LOTO
4	RAMIL JABAT	4	REY R. RAYMUNDO	4	BENEDICTO R. MOGOL	4	AUDIE M. NACAWILI
5	GLENN MARK J. LABAGUIS	5	KYLE DAVID V. ATIENZA	5	JOEL L. MALACAS	5	ABET R. FAUNDO
6	JARRENCE S. NARITO	6	PAUL ANGELO M. RIANZARES	6	PABLITO L. ALCOBER	6	DINGSON DE SENA
7	ARNOLD M. MORENO	7	JEFRELLE F. DE SILVA	7	NESTOR T. RUALO	7	OLIVER T. MARTILLANO
8	ROLITO M. DELA CRUZ	8	ELVIN C PERLAS	8	ELIGIO ELIZER L. MAYANGITAN	8	PERRY N. JARDINIANO
9	JULIUS ALLEN L. FELLIZAR	9	JEROME L. MALVAR	9	WARLITO P. CONSTANTINO	9	HERBERT L. LASTRA
10	ALMIRA C. INGCO	10	KRISTEL L. DELA CRUZ	10	MARVIN MUTYA	10	SHERLY M. LABAYNA
11	MARISOL O. LUARCA	11	LORENA J. LUCI	11	MICHELLE M. MABUNGA	11	JINKY L. MERON
12	MARIA LOURDES P. RICOHERMOSO	12	RICA MAI O. LARGA	12	ALELI L. ARCEO	12	LUZVIMINDA M. LLENA
13	HONORIA H. MAGCAMIT	13	ROWENA M. MALABANA	13	IRENE MALIMATA	13	NATHALIE L. BALANZA
14	ROSE ANN O. HISTORILLO	14	CHRISTINE M. INDING	14	DONA BELLE L. MADUROG	14	KYM LUZETTE S. MAMING
15	LOIDA M. ORDILLANO	15	CRISTINA R. RAZA	15	MA. SHIELA S. SAET	15	CONSTANCIA R. VASCO
16	ARLENE M. MARASIGAN	16	MARIDELL F. HERMOSA	16	ROWENA P. LADERAS	16	CHONA S. RECTO
17	JOY ELTONA N. RAZA	17	MARIAM B. RIVAMONTE	17	MAYDA N. LAGRAN	17	ANNA MARIE H. MALELANG
18	MARIDEL G. LINCALLO	18	ANA MAE S. LUSLOS	18	LYNN G. MENDOZA	18	MELODY P. MERCENE
19	CHARMAIN J. MOGOL	19	JENNELYN D. OLPO	19	MAY BERNADETH O. DE LA ROSA	19	JANINE DL. VERGARA
20	MA. CONCORDIA M. EBORA	20	MYRA R. LABAY	20	MELANIE M. MENDOZA	20	MICHELLE M. MUTYA
21	THESSIE P. ORACION	21	HENSLY S. ORILLA	21	LEONCIA S. SOL	21	JELLY L. SORE

22	DIANA M. LINESES	22	GLAIZA T. PALATINO	22	QUEZA RINA Q. MEMBREBE	22	MARY JANE R. MALACAS
23	JOSEPHINE V. MARCIANO	23	WENDY P. LASIC	23	FLORIE M. REGENCIA	23	FRETZIE P. ALCANTARA
24	SUSAN M. FATALLA	24	MA. CECILIA S. MANAY	24	ANGELICA R. DE CASTRO	24	JOSEFINA P. BRUAL
25	MAITA M. LAZARES	25	AUREA L. MAZO	25	AYZEL LEA R. PALMERO	25	VIVIAN N. RAMIRO
26	RUBY M. TAN	26	BERNADITH R. LACERNA	26	GLYNISS LYZETTE D. PAZ	26	KELVIN J. LABAGUIS
27	MARY JOY ROQUE					27	DARIO SAJUL



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Enclosure No. 4 to Division Memorandum No. **57**, s. 2023 dated September 19, 2023

**LIST OF WORKING COMMITTEES**

**Moral and Spiritual Values Enhancement Activity  
Cum SDO-Marinduque Family Day**

September 22, 2023 | 8AM-5PM

Freedom Eco & Adventure Park, Brgy. Bunganay, Boac, Marinduque

<b>Committees</b>	<b>Members</b>	<b>Terms of Reference</b>
Over-all Working Committee	Chair: Mr. Kyle David V. Atienza Member: Mr. Abet R. Faundo	<ul style="list-style-type: none"><li>Oversee the conduct of the activity</li></ul>
Registration & Attendance	Chair: Dr. Melanie M. Mendoza Member: Mrs. Misty L. Paguio	<ul style="list-style-type: none"><li>In-charge of the preparation of Registration/Meal Attendance</li><li>Ensure the completeness of signatures of attendees</li></ul>
Certificate	Chair: Mrs. Bernadith R. Lacerna Member: Mrs. Misty L. Paguio	<ul style="list-style-type: none"><li>In-Charge of the Preparation of Certificate of Recognition/Participation</li></ul>
Physical Arrangement/Foods	Chair: Engr. Arnold M. Moreno Members: Mrs. Mayda N. Lagran Mr. Edgar H. Loto	<ul style="list-style-type: none"><li>Assist the hotel staff on the preparation of the venue</li><li>Assist the Catering Services on the preparation of food/refreshments</li></ul>
Technical/Program	Chair: Engr. David M. Zoleta, Jr. Members: Mrs. Glaiza T. Palatino Mr. Kelvin J. Labaguis	<ul style="list-style-type: none"><li>Assist the hotel staff on the operation of LED projector/sound system</li><li>Prepare the powerpoint presentation for the opening/closing programs</li></ul>
Games	Chair: Dr. Rica Mai O. Larga	<ul style="list-style-type: none"><li>In-charge of the conduct of the different recreational games</li></ul>

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	Members: Concerned School Health Section Personnel Select Buenavista NHS Teachers	
Documentation	Chair: Dr. Fretzie P. Alcantara Members: Mr. Rey R. Raymundo Mrs. Misty L. Paguio	<ul style="list-style-type: none"> <li>• In-charge of taking photos, videos and narrative report preparation</li> </ul>
Health & Safety	Chair: Dr. Rica Mai O. Larga Members: All School Health Section Personnel	<ul style="list-style-type: none"> <li>• Attend to personnel with health problems/emergency cases</li> </ul>

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