



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

December 10, 2025

DIVISION MEMORANDUM

OSDS-2025- 168

**4th QUARTER COORDINATION MEETING AND YEAR-END PROGRAM
IMPLEMENTATION REVIEW OF ADMINISTRATIVE OFFICER II AND SDO
ADMINISTRATIVE STAFF cum TEAM BUILDING ACTIVITY**

To: Assistant Schools Division Superintendent
School Heads
Section Heads
Administrative Officers II
All Others Concerned
This Division

1. The administrative personnel play important roles in ensuring the effective and efficient implementation of administrative functions within the Schools Division. As support personnel in human resource management, records keeping, property and supply, finance, and general administrative services, coordination and alignment of policies, procedures, and reporting requirements is necessary.

2. Hence, the 4th Quarter Coordination Meeting and Year-End Program Implementation Review of Administrative Officer II SDO Administrative Staff will be conducted on December 22, 2025 which aims to:

1. Review and assess 4th quarter accomplishments;
2. Implementation of Unified IPCRF for AO II;
3. Identify operational challenges and issues encountered;
4. Strengthen coordination and alignment of administrative work processes;
5. Develop action plans and recommendations for improvement;
6. Reinforce policy compliance and administrative standards; and
7. Strengthen teamwork and collaboration.

3. The exact venue shall be announced in a separate Advisory.

4. Participants are the AO II and other SDO administrative personnel performing similar administrative functions.

5. There will be fun-filled activities during the Team-Building and Fellowship Program consisting of different contests among the participants grouped into different clusters, as follows:

Cluster	Attire Color
1. Central and West Cluster	Green
2. East Cluster	Yellow/Gold
3. North Cluster	Blue



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4. South Cluster	Silver/White
5. Secondary Cluster	Orange
6. SDO Proper	Red

6. Please refer to the following enclosures for ready reference:

Enclosure No. 1: List of Participants
Enclosure No. 2: Program Matrix

7. No registration fee shall be collected. Expenses to be incurred in this activity shall be charged to the Division MOOE subject to the usual accounting and auditing rules and regulations.

8. 100% attendance of all Administrative Officer II and other identified participants is enjoined.

9. For the information and guidance of all concerned.


GILDO G. MOSQUEDA, CEO/VI
Schools Division Superintendent

Enclosures: As stated

References: None

To be indicated in the Perpetual Index under the following subjects:

CONFERENCE

MEETING

EVALUATION

REVIEW



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Enclosure No. 1 to DM OSDS-2025- 168

List of Participants, Management Team and Secretariat

No.	Name	Position/ Designation
1	MOSQUEDA, GILDO G., CEO VI	SCHOOLS DIVISION SUPERINTENDENT
2	BARRERA, GILBERT B., CESE	ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
3	PAMPOSA, GRACE A.	ADMINISTRATIVE OFFICER II
4	PAMA, REY MARK B.	ADMINISTRATIVE OFFICER II
5	FABRIGAR, CLARISE G.	ADMINISTRATIVE OFFICER II
6	CELENDRO, KATHRYNA S.	ADMINISTRATIVE OFFICER II
7	DASMARIÑAS, GLAIZA S.	ADMINISTRATIVE OFFICER II
8	ARROZA, HEAVEN GRACE B.	ADMINISTRATIVE OFFICER II
9	RUELAN, SARRAH JANE G.	ADMINISTRATIVE OFFICER II
10	RIVERAL, RODNA N.	ADMINISTRATIVE OFFICER II
11	CARVAJAL, ROSELLE T.	ADMINISTRATIVE OFFICER II
12	SANDIG, RADDY P.	ADMINISTRATIVE OFFICER II
13	ROSALES, KRIZLE C.	ADMINISTRATIVE OFFICER II
14	SEBASTIAN, CHARIEBEN B.	ADMINISTRATIVE OFFICER II
15	MACAILING, GEOSALYN L.	ADMINISTRATIVE OFFICER II
16	COSTAS, DANIEL E.	ADMINISTRATIVE OFFICER II
17	LEYNES, RAIZA GRACE O.	ADMINISTRATIVE OFFICER II
18	DORADO, MICHELLE M.	ADMINISTRATIVE OFFICER II
19	SEGURA, PAULO MIGUEL C.	ADMINISTRATIVE OFFICER II
20	ALBARAN, GLORY GRACE C.	ADMINISTRATIVE OFFICER II
21	ABENOJA, ADELPA A.	ADMINISTRATIVE OFFICER II
22	TORING, MARIALINA A.	ADMINISTRATIVE OFFICER II
23	ESTANISLAO, DOREEN LOU J.	ADMINISTRATIVE OFFICER II
24	QUIBUYEN, CHINNIE B.	ADMINISTRATIVE OFFICER II
25	LAVALLE, JOSIE E.	ADMINISTRATIVE OFFICER II
26	DUADUA, JACQUELINE F.	ADMINISTRATIVE OFFICER II
27	PACLIBAR, CONCEPCION G.	ADMINISTRATIVE OFFICER II
28	LOZANO, CATHERINE M.	ADMINISTRATIVE OFFICER II
29	QUINES, MERRY QUEEN S.	ADMINISTRATIVE OFFICER II
30	DAROS, CLEO IRENE I.	ADMINISTRATIVE OFFICER II
31	VILLAMOR, MERRY ANN S.	ADMINISTRATIVE OFFICER II
32	GARCIA, CHARLOTE M.	ADMINISTRATIVE OFFICER II
33	PIROTE, AVAGLEZ C.	ADMINISTRATIVE OFFICER II



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34	CUYONG, SHIRLYN D.	ADMINISTRATIVE OFFICER II
35	BADE, ELLEN ROSE L.	ADMINISTRATIVE ASSISTANT III
36	VILLA, MENARD-DENCE S.	ADMINISTRATIVE ASSISTANT III
37	GUMBAN, ANGELIE M.	ADMINISTRATIVE ASSISTANT III
38	ORCINADO, GLENDA P.	ADMINISTRATIVE OFFICER IV
39	GAMBOA, ALMA S.	ADMINISTRATIVE ASSISTANT III
40	SERON, CHATRYN MAE L.	ADMINISTRATIVE ASSISTANT III
41	PEDREGOSA, NEIL CHRISTIAN P.	ADMINISTRATIVE ASSISTANT II
42	BELNAS, ANNA FAITH P.	JOB ORDER
43	QUIJADA, MARY CRIS N.	JOB ORDER
44	LIMA, VIVIEN O.	ADMINISTRATIVE OFFICER IV
45	PORRAS, ZENAIDA B.	ADMINISTRATIVE OFFICER V
46	BARROGA, JESSELLE ANNE L.	ADMINISTRATIVE AIDE VI
47	SARENO, MARK ANTHONY C.	ADMINISTRATIVE ASSISTANT III
48	MALABOR, RAMILYN T.	ADMINISTRATIVE ASSISTANT III
49	LAFORTEZA, ELVIRA R.	ADMINISTRATIVE ASSISTANT III
50	TAYAG, JENNIFER CLAIRE A.	ADMINISTRATIVE OFFICER IV
51	VILLA, KRYSTAL JOY J.	JOB ORDER
52	DE LUNA, LIZA P.	ADMINISTRATIVE OFFICER IV
53	MOSQUEDA, DAYANARA G.	JOB ORDER
54	ARELLANO, LOUIE L.	JOB ORDER
55	PAGUITAL, MOHANI A.	SENIOR EDUCATION PROGRAM SPECIALIST



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Enclosure No. 2 to Division Memorandum No. 168, s. 2025

Program Matrix

Date and Time	Activity	Person(s) Responsible/Resource Speaker
December 22, 2025		
7:30 – 8:00 AM	Arrival and Registration of Participants	Program Management Team (PMT)
8:01 – 9:00 AM	Opening Program	
	<ul style="list-style-type: none">Preliminaries	Secretariat
	<ul style="list-style-type: none">Acknowledgement of Participants	Glenda P. Orcinado AO IV/HR
	<ul style="list-style-type: none">Opening Remarks	Gilbert B. Barrera OIC – Assistant Schools Division Superintendent
	<ul style="list-style-type: none">Rationale of the Activity	Zenaida B. Porras AO V
	<ul style="list-style-type: none">Message	Gildo G. Mosqueda School Division Superintendent
	<ul style="list-style-type: none">Orientation and Training Protocols	Zenaida B. Porras AO V
	Emcee:	Jennifer Claire A. Tayag
9:01 am – 10:00 am	Session 1: Health and Wellness and Work-Life Balance	Akifa H. Guindo, M.D. Medical Officer III
10:01 am -10:15 am	Uninterrupted Health Break	
10:16 am – 12:00 noon	Session 2: Unified IPCRF of AO 2	Zenaida B. Porras Administrative Officer V
12:01 pm – 1:00 pm	Lunch Break	
1:01 pm – 3:00 pm	Review of Accomplishments and Updates from the Different Sections	



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	1. HR Section 2. Records Section 3. Supply Section 4. Administrative	Glenda P. Orcinado Administrative Officer IV Jennifer Claire A Tayag Administrative Officer IV Vivien O. Lima Administrative Officer V Zenaida B. Porras Administrative Officer V
3:01 pm - 4:00 pm	Plans and Targets/Agreements	Zenaida B. Porras Administrative Officer V
4:01 pm - 5:00 pm	Wrap-up/Closing Program	
5:01 pm - 6:00 pm	Team Building Activities	All Section Heads
6:01 pm - 7:00 pm	Dinner	
7:01 pm - onwards	Fellowship Night - Different Contests	All Section Heads



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