



Republika ng Pilipinas
Kagawaran ng Edukasyon
Region 5 (Bikol)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

19 May 2025

DIVISION MEMORANDUM

No. 444 s, 2025

**CONDUCT OF DIVISION ORIENTATION-WORKSHOP ON GMEF AND SBM
IMPLEMENTATION USING HGDG TANA, TAMA AND TAR TOOLS FOR
EFFECTIVE PROGRAM PERFORMANCE**

To : OIC, Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisors
Public Elementary & Secondary School Heads
All others concerned

1. The Schools Division Office of Catanduanes, through the School Governance and Operations Division (SGOD) shall conduct Division Orientation-Workshop on GMEF and SBM Implementation using HGDG, TANA, TAMA, and TAR tools for Effective Program Performance in five (5) venues simultaneously on May 26-28, 2025.

2. The orientation-workshop aims to:

- a. Assess the level of implementation of indicators outlined in the School-Based Management (SBM) guidelines;
- b. Utilize various Monitoring and Evaluation tools to provide technical assistance to school personnel; and
- c. Develop Gender and Development (GAD)-responsive programs, activities, and projects (PAPs) using the Harmonized Gender and Development Guidelines (HGDG) tools.

3. The following Learning Facilitators are requested to attend a planning conference on May 22, 2025 9 am-12:00 noon at SGOD office.

No.	NAME	POSITION / DESIGNATION
1	Mary Jean S. Romero	Chief, SGOD
2	Aroline T. Borja	Education Program Supervisor
3	Maria Rita SR. Tablate	SEPS-SMME
4	Jane C. Tabor	SP II
5	Fidel A. Vegim	SP II
6	Amelia R. Eusebio	SP IV
7	Maybelle V. Rubio	SP III
8	Sheryl U. Lita	TIC
9	Janet Tonio	SP II
10	Milagros D. Lim	SP II
11	Sonia D. Prensader	SP III



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12.	Lyra C. Tusi	SP II
13.	Juan S. Torreja	SP II
14.	Ramon Templonuevo	SP II
15.	Minnie D. Lopez	SP I
16.	Cesmenda Borromeo	SP III
17.	Alex Habana	SP I
18.	Myla Delos Santos	AO
19.	Lea Eubra	TIC

4. The composition of the Program Management Team of the said orientation-workshop is as follows:

TEAM A (Virac)	TEAM B (San Andres)	TEAM C (Bagamanoc, Panganiban & Viga)	TEAM D (Bato, Baras, Gigmoto & Sab Miguel)	TEAM E (Caramoran & Pandan)
Elias Abundo	Ruth B. Sorrrera	Brenda V. Villarey	Belen T. Tapas	Amalia I. Domingo
Miguelito T. Rodriguez	Maria Rita SR. Tablate	Arnold B. Valledor	Jose Arcilla Jr.	Arnel Bonifacio
Jane C. Tabor	Maybelle B. Rubio	Nieva DJ. Tuibeo	Joselito T. Ruiz	Delfin De Leon
Fidel A. Vegim		Sheryl U. Lita	Marisol T. Lim	Minnie I. Lopez
Amelia R. Eusebio		Janet Tonio	Aroline T. Borja	Cesmenda Borromeo
		Milagros D. Lim	Sonia Prensader	Alex Habana
			Lyra C. Tusi	Lea Eubra
			Juan S. Torreja	Myla Delos Santos
			Ramon Templonuevo	

5. Travel and other incidental expenses of SDO Personnel shall be charged against GAD Funds, while travel and other incidental expenses of participants/school heads shall be charged against their respective school MOOE/local/GAD funds subject to the usual accounting, and auditing rules and regulations.

6. For information, guidance and compliance of all concerned.

By authority of the OIC- Schools Division Superintendent:


EVA S. TOLENTINO
Administrative Officer V
Officer-In-Charge



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