



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
 NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY

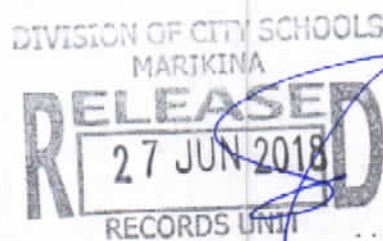
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June 26, 2018

OFFICE MEMORANDUM

**To: Chief Education Supervisors, CID & SGOD
 Education Program Supervisors
 Public Schools District Supervisors
 Elementary & Secondary School Principals
 Unit Heads**



DIVISION RPMS PPST FUNCTIONS OF TECHNICAL WORKING GROUP

The following SDO personnel are hereby designated without additional remunerations as Members of SDO Marikina RPMS PPST Technical Working Group with specific functions:

Name	RPMS PPST Assignment	Functions	Expected Output
DR. ELISA O. CERVEZA DR. ELIZALDE Q. CENA	EXECUTIVE COMMITTEE VICE CHAIRPERSONS ON RPMS PPST IMPLEMENTATION	Supervise the Focal Persons, Technical Working Group, School Heads & Other Working Committees to ensure successful Division & School implementation of RPMS PPST	100% accomplishment of targets of RPMS PPST implementation
MS. REMIA L. RICABAR	FOCAL PERSON FOR THE ROLL-OUT OF THE USE OF RPMS MANUAL FOR TEACHERS	Prepare PPMP, Matrix of Activities and other related activities to ensure successful implementation of the Division & School Roll-Out of the Use of RPMS Manual for Teachers	100% accomplishment of the Roll-Out of the Use of RPMS Implementation Plan
MR. LAURO Z. DE GUZMAN MS. REMIA L. RICABAR DR. NIDA P. ANDRADA MR. GALCOSO C. ALBURO MS. JANET C. CAJUGUIRAN DR. AIZALEEN M. GARCHITORENA MS. MARIBETH ROSARIO MS. ANNALLI SALAZAR	RPMS PPST CORE TEAM & RESOURCE FACILITATORS	Facilitate the Division Roll-Out on the use of RPMS Manual to School Heads & Teachers on July 16-20, 2018 Assist the School Heads during the School Roll-Out on the use of RPMS Manual for Teachers	100 % Participation During the Division and School Roll-Out on the Use of RPMS Manual for Teachers
MS. REMIA L. RICABAR MR. GALCOSO C. ALBURO	FOCAL PERSONS FOR THE DIVISION ROLL-OUT & IMPLEMENTATION OF PPST RESOURCE PACKAGE FOR TEACHERS	Prepare PPMP, Matrix of Activities and other related activities to ensure successful implementation of the Division & School Roll-Out of the Use of PPST Resource	100% accomplishment of the Division Orientation on the Use of PPST Resource Package for Teachers

		Package for Teachers	
	RESOURCE FACILITATORS FOR THE DIVISION ORIENTATION ON THE USE OF PPST RESOURCE PACKAGE FOR TEACHERS	Facilitate the Division Orientation on the use of PPST Resource Package for teachers on July 16-20,2018 Assist the School Heads during the School Roll-Out on the use of PPST Resource Package for Teachers	
All Education Program Supervisors & Public Schools District Supervisors SGOD M& E SEPS	MONITORING AND EVALUATION TEAM ON THE DIVISION IMPLEMENTATION OF RPMS PPST	Prepare Monitoring & Evaluation Plan on the Effective Implementation of RPMS PPST	
MS. JOVITA CONSORCIA F. MANI MS. IVY CONEY A. GAMATERO	TRANSPORTATION COMMITTEE	Coordinate with the Winning Bidder on Transportation regarding Travel to and from Seminar Venue for RPMS PPST on July 16-20, 2018 Assign designated seats for Division and School Participants for RPMS PPST on July 16-20, 2018	100% accomplishment of target
MS. LILIA G. GARPERIO MS. EMILY G. SANTOS	FOOD COMMITTEE	Coordinate with Winning Bidder on the Food Preparation and Serving during the Division Seminar on RPMS PPST Ensure timely , sufficient and healthy food choices are served to participants during the seminar	100 % accomplishment of target
MS. LEILANI N. VILLANUEVA MS. LEAH A. DE LEON	ACCOMMODATION COMMITTEE	Coordinate with Seminar venue for the plenary sessions and designate rooms for participants during the seminar	100 % accomplishment of target
MS. JESSICA MATEO	REGISTRATION COMMITTEE	Ensure that all participants are able to register promptly during the seminar	100 % accomplishment of target
DR. NOEMI VELARIO DR. BENJAMIN CRUZ	MONITORING & EVALUATION COMMITTEE	Ensure that all aspects of the seminar are monitored and evaluated	100 % accomplishment of target
MR. MARVIN	DOCUMENTATION	Ensure that all sessions	100 % accomplishment

MAGLALANG MS ELISHA DAWN MAZON	COMMITTEE	are well-documented	of target
MR. ROSEOE G. KATIPUNAN	SUPPORT STAFF	Ensure that sound system and other materials are available and functional	100 % accomplishment of target
DR. JOSEFINO DL. LU MS. ZENaida S. MUNAR DR. NANCY E. SUEGAY MR. JOSEPH SANTOS	LOGISTICS COMMITTEE	Ensure that all materials are available during the seminar	100 % accomplishment of target
MS. ANNA A. JAPONE MS. MA. CORAZON ADRIANO MS. CAROLINA O. GUEVARA	CERTIFICATES COMMITTEE	Ensure that all participants and working committees are given certificates of recognition and participation	100 % accomplishment of target
MR. JUNILORD N. TORMES MR. JIMERSON B. TABOY	MEDICAL COMMITTEE	Monitor blood pressure of participants Provide first aid to participants when necessary	100 % accomplishment of target

In connection thereto, all members of the Technical Working Group are advised to attend an orientation meeting and dry run of sessions on July 3, 2018 , 8:00 AM onwards, at AVR 2 SDO Marikina City.

Please be guided accordingly.


SHERYLL T. GAYOLA
Officer-In-Charge

Office of the Schools Division Superintendent