



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 OF CITY SCHOOLS
 MARIKINA
RELEASED
 27 JUN 2018
 RECORDS UNIT

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 |

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| | | 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 |

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| 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