



Republic of the Philippines  
**Department of Education**  
 Region IX, Zamboanga Peninsula  
**DIVISION OF PAGADIAN CITY**

**RELEASED**  
 Date/Initial: 5/8/24  
 DepEd, Division of Pagadian City

**SCHOOL GOVERNANCE AND OPERATIONS DIVISION**

May 8, 2024

**DIVISION MEMORANDUM**  
 No. 154, s.2024


**TRAINING ON DOCUMENT CONTROL  
 FOR THE OPERATIONS MANUAL**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors ) SGOD, CID  
 Public Schools District Supervisors/Education Program Supervisors  
 Unit/Section Heads  
 This Division

1. In relation to the issuance of Division Memorandum No. 22, s. 2024, this Division shall conduct the Training on Document Control for the Operations Manual on **May 9, 2024, 8:00-5:00PM** at **Zamboanga del Sur National High School (ZSNHS) Hall of Excellence**.
2. Participants to the **Two-day** activity are the following (please see enclosure 1 for the list of participants):

| FD   | Personnel Involved   |
|------|--|
| CID  | LRMDS Personnel (3 pax), ADA VI – (4 pax)  |
| SGOD | CEPS, EPS SGOD, SEPS (Planning, SocMob, HRDS, Physical Facilities, School Health, SMME), PDO II, EPS II – HRDS (10 pax)                                    |
| OSDS | SDS, ASDS, Legal Officer, ITO (2 pax), Administrative Officer V, Budget Officer, Accountant, Section Heads of HRMO (2 pax), Supply, Records, Cash (13 pax) |
| FMT  | QMS Secretariat (5 pax)  |

3. Participants are required to bring their laptop and extension wires.
4. Meals, snacks, and materials shall be charged against Division MOOE GASS subject to existing accounting and auditing rules and regulations.
5. Immediate dissemination and strict compliance with this memorandum is enjoined.

  
**LOURMA I. POCULAN, CESO VI**  
 Assistant Schools Division Superintendent  
 OIC-Schools Division Superintendent

LST\_SGOD-HRD  
 Control No.05/08/2024



Department of Education, Pagadian City Division, San Jose Heights, San Jose, Pagadian City  
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SHINE TO SERVE, SERVE TO SHINE...





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**SCHOOL GOVERNANCE AND OPERATIONS DIVISION**

Enclosure 1 of Division Memo. No. \_\_, s. 2024

| NO. | NAME                              | POSITION            | OFFICE |
|-----|-----------------------------------|---------------------|--------|
| 1.  | LOURMA I. POCULAN, EMD, CESO VI   | SDS                 | OSDS   |
| 2.  | JUDITH V. ROMAGUERA, EdD, CESO VI | ASDS                | OSDS   |
| 3.  | MA. MADELENE P. MITUDA, EdD.      | CEPS                | SGOD   |
| 4.  | ARACELI G. CAGADAS                | EPS                 | CID    |
| 5.  | JANET S. NEGOSO                   | PSDS                | CID    |
| 6.  | MA. THERESA A. TARRANZA           | PSDS                | CID    |
| 7.  | JULIE S. BALOLAO                  | LIBRARIAN II        | CID    |
| 8.  | KEVIN RAE B. ESPINOZA             | PDO II              | CID    |
| 9.  | SHERILYN Y. BERAMEA               | ADA VI              | CID    |
| 10. | DR. RHYPATH F. MOLLION            | MEDICAL OFFICER     | SGOD   |
| 11. | ALVIC S. RODA                     | NURSE II            | SGOD   |
| 12. | HONEY SAHARA B. ALEMAN            | SEPS-SMN            | SGOD   |
| 13. | LOCKE D. JUSAY                    | SEPS-SMME           | SGOD   |
| 14. | JOSEPH O. FULOSO                  | SEPS-P&R            | SGOD   |
| 15. | ERMAH SHEILA L. ROBLE             | SEPS-HRD            | SGOD   |
| 16. | LAVERNE S. TARROZA                | EPS II-HRD          | SGOD   |
| 17. | JEFFREY A. YMALAY                 | EPS II-SMN          | SGOD   |
| 18. | RICHEL P. REDUCTO                 | PDO I               | SGOD   |
| 19. | ENGR. ALEJANDRO N. SAMONTE JR.    | DIVISION ENGINEER   | SGOD   |
| 20. | JOEL A. BATERNA                   | ITO                 | OSDS   |
| 21. | ATTY. HENRY S. CARIÑO II          | LEGAL OFFICER       | OSDS   |
| 22. | MYRIEN GLIE T. MIER               | DIVISION ACCOUNTANT | OSDS   |
| 23. | AMIE Q. TOMON                     | BUDGET OFFICER      | OSDS   |
| 24. | EMILIA O. ZOZOBRADO               | ADMIN. OFFICER V    | OSDS   |
| 25. | RAYMOND B. DAQUIO                 | AO IV-CASHIER       | OSDS   |
| 26. | SUZETTE C. SARAUSA                | AO IV-SUPPLY        | OSDS   |
| 27. | JEEZREEL M. LOPEZ                 | AO IV-RECORDS       | OSDS   |
| 28. | CARLOS M. FUERZAS, JR.            | AO-IV HRMO          | OSDS   |
| 29. | DIVINE GRACE O. BALUYOT           | AO II               | OSDS   |
| 30. | MARLON E. CADUYAC                 | ICT                 | OSDS   |
| 31. | ABELOIEMA S. CABAHUG              | ADA VI              | OSDS   |

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LST\_SGOD-HRD  
Control No.05/08/2024



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