



April 22, 2019



REGIONAL MEMORANDUM
No. 187, s. 2019

**REGIONAL COLLOQUIUM OF SUPERVISORS UNDER THE INSTRUCTIONAL
LEADERSHIP PROGRAM FOR DIVISION AND DISTRICT SUPERVISORS (ILPDDS)**

TO: SCHOOLS DIVISION SUPERINTENDENTS
This Region

1. Please be informed that the **Regional Colloquium of Supervisors Under the Instructional Leadership Program for Division and District Supervisors (ILPDDS)** shall be held on May 28-29, 2019 for Cluster 1 and May 30-31, 2019 for Cluster 2. The venue shall be announced later.
2. The objectives of this activity are as follows:
General Objective:
The education leaders should be able to manifest their leadership and management competencies through presentation of their notable division-initiated projects that enabled them to achieve the desired learning outcomes.
Enabling Objectives:
 - a. Provide avenue for the education leaders to share significant undertakings they have implemented in their division.
 - b. Allow participants to benchmark from the success stories of the other education leaders across the region.
 - c. Recognize the invaluable efforts of education leaders as they venture extra miles in improving learning outcomes upon realizing quality education.
3. This activity shall serve as one final requirement for the issuance of a Certificate of Completion to the participants who completed the two modules of the aforementioned program.
4. To ensure smooth conduct of the colloquium, the subsequent tasks shall be strictly observed:
 - a. All participants to the activity are required to register online through <https://tinyurl.com/ilpddsCOLreg> not later than May 15, 2019.
 - b. The Application Project (AP) must have undergone the evaluation process in the SDO and approved by the Schools Division Superintendent.
 - c. The AP must be fully implemented, with impact report and reflection on the leadership experience of the implementer.
 - d. All participants shall bring the hardcopy of the AP with the corresponding MOVs during the colloquium.
5. Please see the following Enclosures for reference:
Enclosure No. 1 : Number of Participants per Cluster
Enclosure No. 2 : Name of Participants per Cluster

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Enclosure No. 3 : Activity Matrix
Enclosure No. 4 : List of the Program Management Team Members
Enclosure No. 5 : Administrative Guidelines

6. Expenses incurred during the conduct of this activity and the travel expenses of guests are chargeable against the Regional HRD funds, while the travel, per diem, and incidental expenses of participants, evaluators, monitors, and members of the program management team shall be charged against local funds, subject to usual accounting and auditing rules and regulations.

7. Immediate dissemination of this Memorandum to the concerned is highly desired.


FRANCIS CESAR B. BRINGAS, CESO V
OIC – Regional Director

Ends: None

Reference: Regional Memorandum No. 513, s. 2018; Regional Memorandum No. 660, s. 2018

To be indicated in the PERPETUAL INDEX under the following subjects:

CONFERENCE

DATA

EDUCATION

PROJECT

TRANSFORMATION

hrdd/05/zif
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Enclosure No. 1 to Regional Memorandum No. ____, s. 2019

Number of Participants per Cluster

Division	Cluster 1			Cluster 2			GRAND TOTAL
	ILPDDS Pax	Schools Division Superintendent	Sub Total	ILPDDS Pax	Schools Division Superintendent	Sub Total	
Agusan del Norte	16	1	17	12	1	13	30
Agusan del Sur	30	1	31	17	1	18	49
Bayugan City	8	1	9	6	1	7	16
Bislig City	12	1	13	8	1	9	22
Butuan City	13	1	14	12	1	13	27
Cabadbaran City	6	1	7	4	1	5	12
Dinagat Islands	10	1	11	8	1	9	20
Siargao Islands	14	1	15	6	1	7	22
Surigao City	12	1	13	7	1	8	21
Surigao del Norte	14	1	15	10	1	11	26
Surigao del Sur	21	1	22	12	1	13	35
Tandag City	7	1	8	4	1	5	13
TOTAL	163	12	175	106	12	118	293

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Enclosure No. 2 to Regional Memorandum No. ____, s. 2019

Cluster 1 Participants

No.		Division	Name	Sex
1	1	Agusan del Norte	BAJAO,DANILO N	Male
2	2	Agusan del Norte	COSTAS,JULIA G	Female
3	3	Agusan del Norte	DELLOSA,FE S.	Female
4	4	Agusan del Norte	DIZON,FE M.	Female
5	5	Agusan del Norte	DUQUESA,IGLUCITO P.	Male
6	6	Agusan del Norte	FELIAS,DANILO N.	Male
7	7	Agusan del Norte	GAMUTAN,MARIA VICTORIA N.	Female
8	8	Agusan del Norte	LABASTILLA,VICTOR P.	Male
9	9	Agusan del Norte	MONTANTE,ELIASA M.	Female
10	10	Agusan del Norte	MORANO,MARIO R.	Male
11	11	Agusan del Norte	MORENO,BERNADITA Q.	Female
12	12	Agusan del Norte	PETEROS,MYRNA C	Female
13	13	Agusan del Norte	SANORIA,ESTHER G.	Female
14	14	Agusan del Norte	SARITA,IMELDA G.	Female
15	15	Agusan del Norte	VERDON,NILO R.	Male
16	16	Agusan del Norte	VILLANUEVA,DORIS P.	Female
17	1	Agusan del Sur	ALISACA,CLEOFE C	Female
18	2	Agusan del Sur	BALBUTIN,ESTEFA P	Female
19	3	Agusan del Sur	BALUCOS,FLORENTINO JR. L	Male
20	4	Agusan del Sur	BALUCOS,MERLE M	Female
21	5	Agusan del Sur	BAYLON,DOUGLAS D	Male
22	6	Agusan del Sur	BLANCO,RACHEL M	Female
23	7	Agusan del Sur	CABANA,RENE P.	Male
24	8	Agusan del Sur	CORDORA,EMMANUEL T	Male
25	9	Agusan del Sur	CORREOS,DINDO A.	Male
26	10	Agusan del Sur	DELOS SANTOS,FE J.	Female
27	11	Agusan del Sur	DINAPO,JOCELYN M	Female
28	12	Agusan del Sur	GENOTIVA,LUDIVEN J	Male
29	13	Agusan del Sur	GOMERA,LALAIN S	Female
30	14	Agusan del Sur	HERMOSO,ELIZABETH M	Female
31	15	Agusan del Sur	MAGADAN,WILMA U	Female
32	16	Agusan del Sur	MASALTA,REBECCA A.	Female
33	17	Agusan del Sur	MASENDO,ABRAHAM L.	Male
34	18	Agusan del Sur	MITROFANOUS,MA.VERONICA IVY T	Female
35	19	Agusan del Sur	OLIVEROS,NARCISO JR. C	Male
36	20	Agusan del Sur	PASQUITO,VICENTE C	Male

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37	21	Agusan del Sur	PAZ,DANILO B.	Male
38	22	Agusan del Sur	PLAZA,JOCELYN E.	Female
39	23	Agusan del Sur	PREVENDIDO,EVANGELINE A	Female
40	24	Agusan del Sur	RAMOSO,GILMORE B	Male
41	25	Agusan del Sur	SILABAY,ANNIE C	Female
42	26	Agusan del Sur	TABANGCORA,LEONORA G.	Female
43	27	Agusan del Sur	TRILLANA,PHILIP F	Male
44	28	Agusan del Sur	UGAY,ROBERT L.	Male
45	29	Agusan del Sur	MALUPA, GINA C.	Female
46	30	Agusan del Sur	APIQUE, JOCELYN M.	Female
47	1	Bayugan City	APROVECHAR,ALICIA G.	Female
48	2	Bayugan City	CABATINGAN,RAUL R.	Male
49	3	Bayugan City	CAVE,ROSITA M	Female
50	4	Bayugan City	LUBANG,LIWAYWAY J	Female
51	5	Bayugan City	LUNA,JUVY B	Female
52	6	Bayugan City	MONTON,NOEL R	Male
53	7	Bayugan City	SAGA,MARIA ELENA G	Female
54	8	Bayugan City	ULIT,AMELIA T	Female
55	1	Bislig City	ABUNALES,LUCILLE C	Female
56	2	Bislig City	DELA RITA,GENEVIEVE B	Female
57	3	Bislig City	LESIGUEZ,EVELYN B	Female
58	4	Bislig City	MONTANEZ,LILYBETH P	Female
59	5	Bislig City	ODTOHAN,VICTOR A	Male
60	6	Bislig City	PATALINGHUG,NONITA C.	Female
61	7	Bislig City	POPERA,GERRY M	Male
62	8	Bislig City	SIANO,IMELDA N.	Female
63	9	Bislig City	SULAPAS,MARLITA T.	Female
64	10	Bislig City	TOLANG,MONALISA G	Female
65	11	Bislig City	UGMAD,ROLAN R.	Male
66	12	Bislig City	CUBERO, SWEN D.	Male
67	1	Butuan City	ABALOS,MARIA DINAH D.	Female
68	2	Butuan City	CATALAN,CARLOS JR C	Male
69	3	Butuan City	CENIZA,ANA MARIE L.	Female
70	4	Butuan City	CHAN,ANNABELLE S.	Female
71	5	Butuan City	COLLADO,REY C	Male
72	6	Butuan City	ENCARGUEZ,REYNALDO B.	Male
73	7	Butuan City	GARGUEÑA,LANI O	Female
74	8	Butuan City	HERNANDO,VICTOR M	Male
75	9	Butuan City	INTONG,MARIE JOY M.	Female
76	10	Butuan City	MEJIAS,LEWELLYN V	Male
77	11	Butuan City	PUSPUS,FE M	Female

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78	12	Butuan City	VERGARA,TRIFON B	Male
79	13	Butuan City	GIDO, EVELYN O.	Female
80	1	Cabadbaran City	ANINO,JOHN M	Male
81	2	Cabadbaran City	CASIL,SEVERIANO D	Male
82	3	Cabadbaran City	CLARO,DORES P	Female
83	4	Cabadbaran City	DULTRA,MARIE FE C	Female
84	5	Cabadbaran City	PABIA,VICTORIA B	Female
85	6	Cabadbaran City	VIDAL,JONIVIL L	Male
86	1	Dinagat Islands	BUHAYAN,WILLIAM R	Male
87	2	Dinagat Islands	CAGAMPANG,ALEJANDRA P	Female
88	3	Dinagat Islands	CAGULADA,CONCEPCION P	Female
89	4	Dinagat Islands	EDILLOR,VILLAFLOD D.	Female
90	5	Dinagat Islands	ESPINA,JUAN JR L	Male
91	6	Dinagat Islands	GARCIA,CHARITO L	Female
92	7	Dinagat Islands	MAHILUM,IRYLL S.	Male
93	8	Dinagat Islands	PASO,MICHAEL C	Male
94	9	Dinagat Islands	TICOD,JOCELYN C	Female
95	10	Dinagat Islands	RAMOSO, LALAIN	Female
96	1	Siargao Islands	ARCADIO,FLORANGEL S	Female
97	2	Siargao Islands	BRINA,ELIAS G	Male
98	3	Siargao Islands	CONTE,LIZA E	Female
99	4	Siargao Islands	FERNANDEZ,LUZ SANDRA R	Female
100	5	Siargao Islands	LASALA,ANIESOL C	Female
101	6	Siargao Islands	LASALA,ANIESOL C	Female
102	7	Siargao Islands	MADROÑAL,DAILENDA S.	Female
103	8	Siargao Islands	OCON,GEMMA L.	Female
104	9	Siargao Islands	ORDEDOR,ELNORA T.	Female
105	10	Siargao Islands	PLAZA,GILDETA J	Female
106	11	Siargao Islands	POBE,FE G	Female
107	12	Siargao Islands	POMOY,EMILIE C	Female
108	13	Siargao Islands	TAMAYO,ELIZA E	Female
109	14	Siargao Islands	TESADO,EDELITO G	Male
110	1	Surigao City	ALTRES,SAMMY D	Male
111	2	Surigao City	BOQUILON,ARLENE S.	Female
112	3	Surigao City	BORJA,MARCELINO D	Male
113	4	Surigao City	CUBILLAN,INDAY ROBBIE A	Female
114	5	Surigao City	DOLORES,TESSIE C.	Female
115	6	Surigao City	ENSOMO,MARILYTTE N	Female
116	7	Surigao City	FABELLO,VONN B	Male
117	8	Surigao City	LIM,NOEMI D	Female
118	9	Surigao City	ORTEGA,CLAIRE ELOISE V.	Female

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119	10	Surigao City	PAMOGAS,MARINO L	Male
120	11	Surigao City	PEDRALBA,RICKY L.	Male
121	12	Surigao City	PEPITO,MARIAN C.	Female
122	1	Surigao del Norte	BESARIO,PRESILA P	Female
123	3	Surigao del Norte	JARON,LYNETTE V.	Female
124	4	Surigao del Norte	LISBOS,BRENDA S	Female
125	5	Surigao del Norte	LUMINTAC, GERSIM S	Male
126	6	Surigao del Norte	MORANDANTE,LARRY G	Male
127	7	Surigao del Norte	PRESILDA,SALOME A	Female
128	8	Surigao del Norte	SACLOLO,ALEJANDRO JR M	Male
129	9	Surigao del Norte	SACLOLO,CECILIA M	Female
130	10	Surigao del Norte	SALOME,PRESILDA P	Female
131	11	Surigao del Norte	SIMBOL,AZUCENA L	Female
132	12	Surigao del Norte	TADULAN,MARY GRACE M	Female
133	13	Surigao del Norte	TIUJONGCO, JULIET C.	Female
134	14	Surigao del Norte	MAINIT, ALICIA	Female
135	15	Surigao del Norte	LIBAGO, ANALIZA T.	Female
136	1	Surigao del Sur	ACEVEDO,CYNTHIA O	Female
137	2	Surigao del Sur	ALBARILLO,LOVELEAH B	Female
138	3	Surigao del Sur	ALMEDA,LORNA G	Female
139	4	Surigao del Sur	ARREO,BRYAN L.	Male
140	5	Surigao del Sur	BARCENA,ELNIE ANTHONY P.	Male
141	6	Surigao del Sur	BUNIEL,SOL U	Female
142	7	Surigao del Sur	CUARES,LINA S.	Female
143	8	Surigao del Sur	CUBIL,ANNABELLE R.	Female
144	9	Surigao del Sur	DAPAR,ALEXANDER JR. D	Male
145	10	Surigao del Sur	EDER,VERGIL B	Female
146	11	Surigao del Sur	GARDONES,ELIZABETH N.	Female
147	12	Surigao del Sur	MENDERO,LILY-ANN R.	Female
148	13	Surigao del Sur	MOLDEZ,NORBEN T	Male
149	14	Surigao del Sur	MOZO,MYRNA E	Female
150	15	Surigao del Sur	PENAFLOIDA,MERCILITA L.	Female
151	16	Surigao del Sur	PREMARION,WILMA A	Female
152	17	Surigao del Sur	SUMABAT,ARLENE B	Female
153	18	Surigao del Sur	TRINIDAD,EDNA E.	Female
154	19	Surigao del Sur	URBIZTONDO,ROSALINDA E	Female
155	20	Surigao del Sur	DOLORICO, ANALIZA G.	Female
156	21	Surigao del Sur	MONTENEGRO, GEMMALYNDA P.	Female
157	1	Tandag City	ABALA,ARLENE L	Female
158	2	Tandag City	ABALA,BENNY T.	Male
159	3	Tandag City	CORO,EVELYN C.	Female





119	10	Surigao City	PAMOGAS,MARINO L	Male
120	11	Surigao City	PEDRALBA,RICKY L.	Male
121	12	Surigao City	PEPITO,MARIAN C.	Female
122	1	Surigao del Norte	BESARIO,PRESILA P	Female
123	3	Surigao del Norte	JARON,LYNETTE V.	Female
124	4	Surigao del Norte	LISBOS,BRENDA S	Female
125	5	Surigao del Norte	LUMINTAC, GERSIM S	Male
126	6	Surigao del Norte	MORANDANTE,LARRY G	Male
127	7	Surigao del Norte	PRESILDA,SALOME A	Female
128	8	Surigao del Norte	SACLOLO,ALEJANDRO JR M	Male
129	9	Surigao del Norte	SACLOLO,CECILIA M	Female
130	10	Surigao del Norte	SALOME,PRESILDA P	Female
131	11	Surigao del Norte	SIMBOL,AZUCENA L	Female
132	12	Surigao del Norte	TADULAN,MARY GRACE M	Female
133	13	Surigao del Norte	TIUJONGCO, JULIET C.	Female
134	14	Surigao del Norte	MAINIT, ALICIA	Female
135	15	Surigao del Norte	LIBAGO, ANALIZA T.	Female
136	1	Surigao del Sur	ACEVEDO,CYNTHIA O	Female
137	2	Surigao del Sur	ALBARILLO,LOVELEAH B	Female
138	3	Surigao del Sur	ALMEDA,LORNA G	Female
139	4	Surigao del Sur	ARREO,BRYAN L.	Male
140	5	Surigao del Sur	BARCENA,ELNIE ANTHONY P.	Male
141	6	Surigao del Sur	BUNIEL,SOL U	Female
142	7	Surigao del Sur	CUARES,LINA S.	Female
143	8	Surigao del Sur	CUBIL,ANNABELLE R.	Female
144	9	Surigao del Sur	DAPAR,ALEXANDER JR. D	Male
145	10	Surigao del Sur	EDER,VERGIL B	Female
146	11	Surigao del Sur	GARDONES,ELIZABETH N.	Female
147	12	Surigao del Sur	MENDERO,LILY-ANN R.	Female
148	13	Surigao del Sur	MOLDEZ,NORBEN T	Male
149	14	Surigao del Sur	MOZO,MYRNA E	Female
150	15	Surigao del Sur	PENAFLOIDA,MERCILITA L.	Female
151	16	Surigao del Sur	PREMARION,WILMA A	Female
152	17	Surigao del Sur	SUMABAT,ARLENE B	Female
153	18	Surigao del Sur	TRINIDAD,EDNA E.	Female
154	19	Surigao del Sur	URBIZTONDO,ROSALINDA E	Female
155	20	Surigao del Sur	DOLORICO, ANALIZA G.	Female
156	21	Surigao del Sur	MONTENEGRO, GEMMALYNDA P.	Female
157	1	Tandag City	ABALA,ARLENE L	Female
158	2	Tandag City	ABALA,BENNY T.	Male
159	3	Tandag City	CORO,EVELYN C.	Female

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160	4	Tandag City	ESTAL,LORNA L	Female
161	5	Tandag City	LOAYON,ISABEL L.	Female
162	6	Tandag City	MENDIOLA,NILDA A	Female
163	7	Tandag City	OROZCO,ESTELITO JR A.	Male

Cluster 2 Participants

No.	Division	Name	Sex
1	Agusan del Norte	ANDO,GRACE A.	Female
2	Agusan del Norte	APAT,LILIBETH S.	Female
3	Agusan del Norte	BAGAYAS,GINA S.	Female
4	Agusan del Norte	BASUL,JANE C.	Female
5	Agusan del Norte	GERONG,ABIGAIL R.	Female
6	Agusan del Norte	MORE,FLORANTE A.	Male
7	Agusan del Norte	MORES,JUNALINE J.	Female
8	Agusan del Norte	PACON,ADELAIDA SY	Female
9	Agusan del Norte	REYES,JUVY M	Female
10	Agusan del Norte	SAMONTINA,CARLOS G	Male
11	Agusan del Norte	SOLÈN,ARNOLD C.	Male
12	Agusan del Norte	TORREON,NELIA G	Female
13	Agusan del Sur	ABUTAY,LELANI R	Female
14	Agusan del Sur	CURUGAN, MARILOU P.	Female
15	Agusan del Sur	JULVE,NORA G.	Female
16	Agusan del Sur	JUNTILLA,ERWIN G.	Male
17	Agusan del Sur	LOCABERTE,GINA L	Female
18	Agusan del Sur	LONGAQUIT,JOEL R.	Male
19	Agusan del Sur	MAHINAY,VIRGINIA T	Female
20	Agusan del Sur	MALUPA,LEONCIO, JR. S.	Male
21	Agusan del Sur	MONTAÑO,NILO B	Male
22	Agusan del Sur	NAPARAN,IVY I	Female
23	Agusan del Sur	OLIVEROS,HERMINIA I	Female
24	Agusan del Sur	SALGADOS,EVELYN P	Female
25	Agusan del Sur	SARONG,JOSUE J	Male
26	Agusan del Sur	SEROY,GINA A.	Female
27	Agusan del Sur	TALIDRO,VIRGINIA T	Female
28	Agusan del Sur	MOSCOSA, GLYNA A.	Female
29	Agusan den Sur	RANES, NARCISA P.	Female

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30	Bayugan City	ADRALES,CORAZON F	Female
31	Bayugan City	AZARCON, MA. LIGAYA C.	Female
32	Bayugan City	JUMAMIL,MARILYN C.	Female
33	Bayugan City	PEREZ,CRESENCIANO B	Male
34	Bayugan City	VERCELES,GENEVIEVE S	Female
35	Bayugan City	SALINO,JERRY P	Male
36	Bislig City	AJOC,IRENE G.	Female
37	Bislig City	ALMAZAN,LILIFREDA P	Female
38	Bislig City	AYAP,JAY S.	Male
39	Bislig City	CAÑETE,ARACELI E	Female
40	Bislig City	DE LOS SANTOS,RHODA M.	Female
41	Bislig City	LUGA,RHODORA C	Female
42	Bislig City	MILLAN,TERESITA C	Female
43	Bislig City	YPARRAGUIRRE, JR.,FLAVIANO L	Male
44	Butuan City	CARCUEVA,CARLITO D	Male
45	Butuan City	CARMELO,LEONA A	Female
46	Butuan City	ENCARGUEZ,SUSANA A.	Female
47	Butuan City	ESTILLORE,ROMEO E	Male
48	Butuan City	MADELO,RODRIGO B	Male
49	Butuan City	ORBILLOS,DONALD D	Male
50	Butuan City	PANTIN,NANCY F.	Female
51	Butuan City	PAULIN,ELVIRA P	Female
52	Butuan City	SAMSON,RUBY GLENN C.	Female
53	Butuan City	SULTAN,ROGELIO S	Male
54	Butuan City	VARONA,FE C.	Female
55	Butuan City	AGAN, ROBINA O.	Female
56	Cabadbaran City	BAUTISTA,MARIETTA U	Female
57	Cabadbaran City	LIMEN,RUBY C	Female
58	Cabadbaran City	PELENIO,JOEL L.	Male
59	Cabadbaran City	TORREON,JESSIE C.	Female
60	Dinagat Islands	ABARICO,MILDRED C.	Female
61	Dinagat Islands	ALICANTE,VIVIAN L	Female
62	Dinagat Islands	DALUGDUGAN,EMMA A.	Female
63	Dinagat Islands	JAMAHANI, SR.,JORGE P.	Male
64	Dinagat Islands	PAQUIDING,REX P	Male
65	Dinagat Islands	RAZA,EMELINDA L.	Female
66	Dinagat Islands	SEGUIS,EDELIZA F.	Female
67	Dinagat Islands	ELUDO, LYDIA B.	Female
68	Siargao Islands	BIOY,ERNESTO A	Male

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69	Siargao Islands	BRINA, ELIAS G	Male
70	Siargao Islands	CORNITA, TERESO L	Male
71	Siargao Islands	DOLAOTA, HELENA R	Female
72	Siargao Islands	LITANG, EVELYN C	Female
73	Siargao Islands	OFTANA, PHOEBE E.	Female
74	Surigao City	ACEDILLA, SALVADOR V	Male
75	Surigao City	EDERA, MARIDEL E	Female
76	Surigao City	GERALDINO, LINDA T.	Female
77	Surigao City	GESTA, MERLINDA A	Female
78	Surigao City	GORGONIO, VILMA L.	Female
79	Surigao City	MEEHLEIB, FILIPINA F	Female
80	Surigao City	PAQUEO, JULIA T.	Female
81	Surigao del Norte	BORJA, LORNA E	Female
82	Surigao del Norte	EPLEY, CEANA A	Female
83	Surigao del Norte	FLORIA, LEONILA J	Female
84	Surigao del Norte	MANONGAS, JOSELITO P	Male
85	Surigao del Norte	MANTILLA, CRESENCIA T	Female
86	Surigao del Norte	MIASCO, MERCEDES B	Female
87	Surigao del Norte	NAVALLO, ELENA M	Female
88	Surigao del Norte	TAN, EVANGELINE E	Female
89	Surigao del Norte	VERNAL, PAULITA L	Female
90	Surigao del Norte	INOT, LUCILA L.	Male
91	Surigao del Sur	BATISTIL, FELISA B	Female
92	Surigao del Sur	DE LOS REYES, HILARIO B	Male
93	Surigao del Sur	GUILLEN, MEGENILA C	Female
94	Surigao del Sur	LAURON, MYRNA S	Female
95	Surigao del Sur	LERIO, CAMELA G.	Female
96	Surigao del Sur	LOZALDO, EVANGELINE B.	Female
97	Surigao del Sur	LUAREZ, ULDARICO B	Male
98	Surigao del Sur	ORQUITA, JURISSA N	Female
99	Surigao del Sur	PADUA, ENCARNACION M	Female
100	Surigao del Sur	PUERTO, REGINA EUANN A.	Female
101	Surigao del Sur	QUINTO, JEANETTE G	Female
102	Surigao del Sur	QUINTO, MARILYN V.	Female
103	Tandag City	CABALUNA, ERIC C	Male
104	Tandag City	ESPADERO, GEMMA B	Female
105	Tandag City	MENIANO, MA. ROSSANA C	Female
106	Tandag City	SACAY, NIEVES B.	Female

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Enclosure No. 3 to Regional Memorandum No. ____, s. 2019

Activity Matrix

Time	Cluster 1		Cluster 2	
	Day 1	Day 2	Day 1	Day 2
	May 28, 2019	May 29, 2019	May 30, 2019	May 31, 2019
8:00 - 8:30 AM	Registration	Presentation and Evaluation of Application Projects (Parallel Sessions)	Registration	Presentation and Evaluation of Application Projects (Parallel Sessions)
8:31 - 9:00 AM				
9:01 - 9:30 AM	Opening Program			
9:31 - 10:00 AM				
10:01 - 10:30 AM	Preparation of Session Halls			
10:31 - 11:00 AM	Presentation and Evaluation of Application Projects (Parallel Sessions)			
11:01 - 11:30 AM				
11:31 - 12:00 AM				
12:01 - 1:00 NN		LUNCH		
1:01 - 1:30 PM	Presentation and Evaluation of Application Projects (Parallel Sessions)	Presentation and Evaluation of Application Projects (Parallel Sessions)	Presentation and Evaluation of Application Projects (Parallel Sessions)	Presentation and Evaluation of Application Projects (Parallel Sessions)
1:31 - 2:00 PM				
2:01 - 2:30 PM		Closing Program		
2:31 - 3:00 PM				
3:01 - 3:30 PM				
3:31 - 4:00 PM				
4:01 - 4:30 PM				
4:31 - 5:00 PM				





Enclosure No. 4 to Regional Memorandum No. _____, s. 2019

List of the Program Management Team Members

Over-all Team Leader : Francis Cesar B. Bringas, CESO V
Asst. Over-all team Leader : Dr. Fidela M. Rosas, CESO V
Program Manager : Dr. Flordelisa R. Dalin
Secretariat : Dr. Violeta C. Nuñez
Marlyne M. Villareal
Meriam C. dela Rita
Logistics : Zenylou I. Frias
Roy S. Rele
Welfare Officer : Ricky B. Inson
QATAME Coordinator : Dr. Jesus D. Nono

Cluster	Moderator	Documenter
1	Joy Ann J. Rodes	Mansio C. dela Mente
	Jine L. Havana	Marcelina G. Rañin
	Menerba M. Dapar	Lualhati B. Gupana
2	Ariem V. Cinco	Dodelle D. Gomez
	Jonathan L. Ambel	Gerard M. Lopez

No.	Name of Evaluators	Division
1	Dr. Imee Vicariato	Bayugan City
2	ASDS Hector Macalalag	Bislig City
3	ASDS Jeanie Mativo	Butuan City
4	ASDS Antonietta Narra	Cabadbaran City
5	Dr. Lope Papeleras	Dinagat Islands
6	Dr. Renee Ebol	Dinagat Islands
7	Dr. Carlo Tantoy	Surigao City
8	ASDS Laila Danaque	Surigao del Norte
9	Dr. Manuel Limjoco	Surigao del Norte
10	Dr. Jay Dalman	Surigao del Sur
11	ASDS Segundino Madjos	Tandag City
12	Dr. Jeanette Isidro	Tandag City
13	Dr. Edmund Mendoza	Regional Office
14	Mr. Bernabe Linog	Regional Office
15	Mrs. Rhea Yparraguirre	Regional Office

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ADMINISTRATIVE GUIDELINES

Billeting and Accommodation

Upon arrival, please proceed to the information/front desk for your rooming assignment. Charges for the advance/extended accommodation shall be charged against personal funds.

Training Proper (Schedule of Arrival, Meals and Check-out)

Participants are expected to arrive to be in the venue at 2:00 PM of Day 0. Registration of participants will be at the designated function hall. Details of schedule of arrival, meals, and check out are indicated below:

Cluster	Meals	Day 0 (Arrival @ 2:00 PM) (May 27, 2019)	Day 1 (May 28, 2019)	Day 2 (Check-out before 12 NN) (May 29, 2019)
1	Breakfast	X	✓	✓
	AM Snack	X	✓	✓
	Lunch	X	✓	✓
	PM Snack	X	✓	✓
	Dinner	✓	✓	X

Cluster	Meals	Day 0 (Arrival @ 2:00 PM) (May 29, 2019)	Day 1 (May 30, 2019)	Day 2 (Check-out before 12 NN) (May 31, 2019)
2	Breakfast	X	✓	✓
	AM Snack	X	✓	✓
	Lunch	X	✓	✓
	PM Snack	X	✓	✓
	Dinner	✓	✓	X

Attendance

All participants are expected to stay for the whole duration of the said activities. In case the participant was not able to finish the activity due to some unavoidable reasons, only the **Certificate of Appearance** will be issued.

Attire

Formal business attire.

Medical Needs

It is the responsibility of the participants to make necessary provisions with regards to their health problems. Hence, they should not forget their maintenance medicines. Only over-the-counter (OTC) medicines will be provided, if needed.

Post Activity

Participants are expected to complete the online evaluation before the closing program. Check-out time shall be strictly observed. It is the responsibility of each participant to check their personal belongings before leaving the venue.

