



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

PLANNING, HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

ANNEX 1

MEMBERS OF THE TECHNICAL WORKING GROUPS

Members of the Secretariat (BHROD- Human Resource Development Division)

- 1. Cecille A. Anyayahan
- 2. Erika Marie E. Daza
- 3. Lyka Nichollaine T. Lacia
- 4. Cynthia M. Sabando
- 5. Leonardo G. Bautista Jr.

Office Representatives from CO, RO & SDO

***Bureau/service/regional directors and superintendents are requested to identify representatives who meet the criteria enumerated above.*

Bureau	Service	Governance Level	Name of Participants	Remarks
Bureau of Learner Support Services	School Health Division	Central Office	**	
		Central Office	Mei-ling T. Viloría Duhig	Health Education and Promotion Officer III
		Regional Office	Mariebianca Cornelia Piatos	ROXI – Medical Officer IV
		Regional Office	Pearl Oliveth S. Intia	ROIV-A Medical Officer IV
		Schools Division Office	Warren L. Otadoy	Medical Officer IV SDO Northern Samar
		Schools Division Office	Belinda Beltran	SDO Malaybalay City Nutritionist-Dietitian III
	School Sports Division	Central Office	**	
		Central Office	**	
		Regional Office	Dr. Crisanto Ecija	NCR-Chief Education Program Supervisor
		Regional Office	Bernard C. Abellana	ROXIII-Education Program Supervisor
		Schools Division Office	Dr. Norlyn Conde	SDO Pasig City-Education Program Supervisor
	Youth Formation Division	Central Office	**	
		Central Office	**	
		Regional Office	**	CAR
		Regional Office	**	ROVI
		Schools Division Office	Rodel C. Lutaó	Senior Education Program Specialist SDO Northern Samar
Legal Service	Investigation Division	Central Office	Atty. Leomar Ladonga	Attorney III Investigation Division
		Central Office	Jamaica Rangiris	Special Investigator III Investigation Division
		Regional Office	Atty. Cliff-Cyril A. Magallanes	ROIX-Attorney IV



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Bureau	Service	Governance Level	Name of Participants	Remarks
Legal Service	Investigation Division	Regional Office	Kelvin P. Matib	ROIIV-A – Special Investigator III
		Schools Division Office	**	SDO Calamba City
	Legal Division	Central Office	Atty. Sheena Rima	Attorney III Legal Division
		Regional Office	Atty. Leslie Joie E. Babatuan	ROVII - Attorney IV
		Regional Office	Atty. Jocelyn B. Buclig	ROIIV-A - Attorney IV
		Schools Division Office	Atty. Carlo June C. Tibayan	SDO Sta. Rosa City - Attorney III
Bureau of Curriculum Development	Curriculum Standards Development Division	Central Office	Glenne D. Delos Trinos	Senior Education Program Specialist
		Regional Office	Bernadette Daran	RO-NCR-Education Program Supervisor
		Regional Office	Francisco B. Bulalacao	ROV-Education Program Supervisor
		Schools Division Office	Alejandro S. Almendras	SDO Ormoc City- Chief Education Supervisor
	Special Curricular Programs Division	Central Office	**	
		Central Office	**	
		Regional Office	**	ROX
		Schools Division Office	**	SDO Misamis Occidental
Bureau of Education Assessment	Education Assessment Division	Central Office	**	
		Central Office	**	
		Regional Office	Wendell I. Formalejo	ROIIV-B- Chief Education Supervisor
		Schools Division Office	Rodel S. Magnaye	SDO Oriental Mindoro- Chief Education Supervisor
	Education Research Division	Central Office	**	
		Central Office	**	
		Regional Office	Cecilia Rosido	ROI- Chief Education Supervisor
		Schools Division Office	Joefrey Gamata	SDO Pangasinan 1- Senior Education Program Specialist
Bureau of Learning Delivery	Teaching and Learning Division	Central Office	**	
		Central Office	**	
		Regional Office	Celia R. Lacanlale	ROIIV- Chief Education Supervisor
		Schools Division Office	Renato S. Cagomoc	Chief Education Supervisor SDO Calbayog City



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Bureau	Service	Governance Level	Name of SMR/Participants	Remarks
Bureau of Learning Delivery	Student Inclusion Division	Central Office	**	
		Regional Office	Ismael N. Ngitngit Jr.	ROXII-Project Development Officer IV
		Schools Division Office	Fely S. Maru	SDO South Cotabato-Chief Education Supervisor
Bureau of Learning Resources	Learning Resources Production Division	Central Office	**	
		Central Office	**	
		Regional Office	Dennis M. Mendoza	NCR- Education Program Supervisor
		Schools Division Office	Normina B. Hadji Yunnos	SDO Pasay City-Education Program Supervisor
	Learning Resources Quality Assurance Division	Central Office	**	
		Central Office	**	
		Regional Office	Laila A. Taguinod	ROII- Chief Education Supervisor
		Schools Division Office	Romel L. Libang	SDO Cagayan Province-Chief Education Supervisor
Bureau of Human Resource and Organizational Development	Human Resource Development Division	Central Office	**	
		Regional Office	Dinah Bonao	RO I – Chief Education Supervisor
		Schools Division Office	Mitchellene Rivo	SDO Dagupan City-Senior Education Program Specialist
	Employee Welfare Division	Central Office	**	
		Regional Office	Norman S. Valeroso	ROXII – Education Program Supervisor
		Schools Division Office	Lisette May Isabel Dioso	SDO General Santos City – Administrative Officer V
	Organization Effectiveness Division	Central Office	**	
		Regional Office	Jerry B. Sario, Jr.	ROII-Chief Education Supervisor
		Schools Division Office	Fernandino P. Otchengco	SDO Angeles City-OIC-ASDS
	School Effectiveness Division	Central Office	**	
		Regional Office	**	ROX
		Schools Division Office	Celso C. Afable Jr	SDO Iligan City-Administrative Officer V



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Planning Service	Policy Research and Development Division	Central Office	**	
		Regional Office	Warren A. Ramos	NCR-Chief Education Supervisor
		Schools Division Office	Raynan Marcelo	SDO Makati City-Senior Education Program Specialist
	Planning and Programming Division	Central Office	**	
		Regional Office	**	ROVIII
		Schools Division Office	Angelo V. Alcaraz	SDO Cebu-Planning Officer III
	Education Management Information System Division	Central Office	**	
		Regional Office	Caroline L. Guerta	ROXIII-Education Program Supervisor
		Schools Division Office	Paul P. Ajos	SDO Surigao City-Planning Officer III
Project Management Service	Project Development Division	Central Office	**	
		Regional Office	**	ROVII
		Schools Division Office	**	SDO Negros Oriental
	Project Management Division	Central Office	**	
		Regional Office	Michelle Lacson	ROIII
		Schools Division Office	Ilynne S. Samonte	SDO Bataan-Education Program Supervisor
Finance Service	Accounting Division	Central Office	Cholita F. Tiong	Accountant III
		Regional Office	Eloisa Jane Fodula	ROIV-B-Accountant II
		Schools Division Office	Chita D. Umali	SDO Palawan-Accountant III
	Budget Division	Central Office	**	
		Regional Office	**	ROXI
		Schools Division Office	**	SDO Davao de Oro
	Employee Account Management Division	Central Office	**	
		Regional Office	**	ROVI
		Schools Division Office	Emma Grace M. Nacional	SDO Negros Occidental-Accountant III



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Bureau	Service	Governance Level	Name of SMR/Participants	Remarks
Internal Audit Service	Management Audit Division	Central Office	Buena B. Wagan	Internal Auditor V
		Regional Office	**	ROII
		Schools Division Office	**	SDO Tuguegarao City
	Operations Audit Division	Central Office	Emilio Q. Agamanos Jr.	Internal Auditor V
		Regional Office	**	ROXI
		Schools Division Office	**	SDO Davao City
Procurement Service	Procurement Planning and Management Division	Central Office	**	
		Regional Office	Arlyn J. Cabiten	NCR-Senior Education Program Specialist
		Schools Division Office	Mary Antonette T Buñag	SDO Manila-Senior Education Program Specialist
	Contract Management Division	Central Office	**	
		Regional Office	Ruel A. Saldua	ROIX- Chief Education Supervisor
		Schools Division Office	Zyhrine P. Mayormita	SDO Dipolog City-Education Program Specialist
National Educators Academy of the Philippines	Professional Development Division	Central Office	**	
		Central Office	**	
		Regional Office	Holden Kirby Valdez	ROI-Senior Education Program Specialist
		Regional Office	Paraluman M. Torregozo	ROV- Senior Education Program Specialist
		Schools Division Office	Venus Y. Cuesta	SDO Eastern Samar-Senior Education Program Specialist
	Quality Assurance Division	Central Office	**	
		Central Office	**	
		Regional Office	Feejay Dimaculangan	ROIV-B-Education Program Supervisor
		Regional Office	Mary Sieras	ROX-Senior Education Program Specialist
		Schools Division Office	Woodrow Wilson B. Merida	SDO Malaybalay City-Senior Education Program Specialist



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Bureau	Service	Governance Level	Name of SMR/Participants	Remarks
Administrative Service	Asset Management Division	Central Office	Maritess L. Ablay	
		Regional Office	Mashur L. Abubakar	ROIX-Administrative Officer V
		Schools Division Office	**	SDO Zamboanga City
	Cash Division	Central Office	Sonia R. De Leon	
		Regional Office	Ma. Jenita B. Guimary	ROXIII-Cashier III
		Schools Division Office	Christine I. Ybanez	Cashier II SDO Agusan del Norte
	Education Facilities Division	Central Office	**	
		Regional Office	Engr. Nixon Gatchalian	ROI
		Schools Division Office	Arturo Viray	SDO Alaminos City-Chief Education Supervisor
	General Services Division	Central Office	Florentino M. Barte Jr.	Chief Administrative Officer
		Regional Office	**	ROVIII
		Schools Division Office	Risa Bea Socorro M. Borres	SDO Cagayan de Oro City-Administrative Officer V
	Personnel Division	Central Office	**	
		Regional Office	**	ROIII
		Schools Division Office	Annaliza Aurellado	SDO Vigan City Administrative Officer V
	Records Division	Central Office	Nanette R. Mamoransing	Chief Administrative Officer
		Regional Office	Bernadette M. Robles	Administrative Officer IV ROV
		Schools Division Office	**	SDO Naga City
	Baguio Teachers Camp	Central Office	**	
		Regional Office	**	CAR
		Schools Division Office	**	Baguio City
Public Affairs Service	Communications Division	Central Office	**	
		Regional Office	**	ROVII
		Schools Division Office	Lyna M. Gayas	SDO So Leyte-Senior Education Program Specialist
	Publications Division	Central Office	Josefina Mariano	Chief Administrative Officer
		Regional Office	**	CAR
		Schools Division Office	**	SDO Benguet



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Bureau	Service	Governance Level	Name of SMR/Participants	Remarks
Information and Communications Technology Service	Solutions Development Division	Central Office	Engr. Ofelia L. Algo	Information Officer III
		Regional Office	Gerrie Roderic A. Padilla	NCR
		Schools Division Office	Jose Abisado Jr.	SDO Taguig City
	Technology Infrastructure Division	Central Office	**	
		Regional Office	Marcelino M. Ahon Jr.	ROXIII
		Schools Division Office	Christopher John T. Mortal	SDO Butuan
	User Support Division	Central Office	Encarnacion T. Escuardo	Information Officer III
		Regional Office	Noel Donell Y. Narida	ROVI-Information Technology Officer
		Schools Division Office	Gibi Requieron	SDO San Carlos City-Information Technology Officer
Office of the Secretary	Literacy Coordinating Council	Central Office	Enrico Mendoza	Project Development Officer V
		Regional Office	Charito A. Villanueva	NCR-Education Program Specialist
		Schools Division Office	Edna P. Madrid	SDO Pasay City-Education Program Specialist
	Teacher Education Council	Central Office	**	
		Regional Office	Luz E. Osmeña	ROIVA-Chief Education Supervisor
		Schools Division Office	Evelyn De Sagun	SDO Batangas-Senior Education Program Specialist
	External Partnership Service	Central Office	**	
		Regional Office	**	ROVI
		Schools Division Office	Concillo Bonilla	SDO Iloilo City - Education Program Supervisor
	International Cooperation Office	Central Office	**	
		Regional Office	Ramon Abrera	ROX - Education Program Supervisor
		Schools Division Office	**	SDO Misamis Oriental



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ANNEX 2

SCHEDULE OF ACTIVITIES

1. Review Sessions

Note: The Review Sessions will be conducted on two (2) consecutive half days for each bureau/service.

Batch	Strand	Schedule of Activity		Platform and Meeting Link
		Review Session Day 1	Review Session Day 2	
1	Bureau of Learner Support Services	April 19, 2021 (AM) 8:30AM – 12:00NN	April 20, 2021 (AM) 8:30AM – 12:00NN	MS Teams; http://bit.ly/ReviewSession_CompMod
2	Legal Service	April 19, 2021 (PM) 1:30PM – 4:30PM	April 20, 2021 (PM) 1:30PM – 4:30PM	
3	Bureau of Curriculum Development	April 21, 2021 (AM) 8:30AM – 12:00NN	April 22, 2021 (AM) 8:30AM – 12:00NN	
4	Bureau of Education Assessment	April 21, 2021 (PM) 1:30PM – 4:30PM	April 22, 2021 (PM) 1:30PM – 4:30PM	
5	Bureau of Learning Delivery	April 23, 2021 (AM) 8:30AM – 12:00NN	April 26, 2021 (AM) 8:30AM – 12:00NN	
6	Bureau of Learning Resources	April 23, 2021 (PM) 1:30PM – 4:30PM	April 26, 2021 (PM) 1:30PM – 4:30PM	
7	Bureau of Human Resource and Organizational Development	April 27, 2021 (AM) 8:30AM – 12:00NN	April 28, 2021 (AM) 8:30AM – 12:00NN	
8	Planning Service	April 27, 2021 (PM) 1:30PM – 4:30PM	April 28, 2021 (PM) 1:30PM – 4:30PM	
9	Project Management Service	April 29, 2021 (AM) 8:30AM – 12:00NN	April 30, 2021 (AM) 8:30AM – 12:00NN	
10	Finance Service	April 29, 2021 (PM) 1:30PM – 4:30PM	April 30, 2021 (PM) 1:30PM – 4:30PM	
11	Internal Audit Service	May 03, 2021 (AM)	May 04, 2021 (AM)	
12	Procurement Service	May 03, 2021 (PM) 1:30PM – 4:30PM	May 04, 2021 (PM) 1:30PM – 4:30PM	
13	National Educators Academy of the Philippines	May 05, 20218:30AM – 12:00NN (AM)	May 06, 2021 (AM) 8:30AM – 12:00NN	
14	Administrative Service	May 05, 2021 (PM) 1:30PM – 4:30PM	May 06, 2021 (PM) 1:30PM – 4:30PM	
15	Public Affairs Service	May 07, 2021 (AM) 8:30AM – 12:00NN	May 10, 2021 (AM) 8:30AM – 12:00NN	
16	Information and Communications Technology Service	May 07, 2021 (PM) 1:30PM – 4:30PM	May 10, 2021 (PM) 1:30PM – 4:30PM	
17	Literacy Coordinating Council	May 11, 2021 (AM) 8:30AM – 12:00NN	May 12, 2021 (AM) 8:30AM – 12:00NN	
18	External Partnership Service	May 11, 2021 (PM) 1:30PM – 4:30PM	May 12, 2021 (PM) 1:30PM – 4:30PM	
19	International Cooperation Office	May 13, 2021 (AM) 8:30AM – 12:00NN	May 14, 2021 (AM) 8:30AM – 12:00NN	
20	Teacher Education Council	May 13, 2021 (PM) 1:30PM – 4:30PM	May 14, 2021 (PM) 1:30PM – 4:30PM	



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2. Profiling Sessions

Batch	Strand	Schedule of Activity			Platform and Meeting Link
		TWG Calibration Session	Profiling Session	Checkpoint Meeting	
1	Finance Group (Internal Audit, Accounting, Budget, Cash, Procurement)	Friday, 21 May 2021	Friday, 4 June 2021	Wednesday, 9 June 2021	MS Teams; Meeting link to be sent via email
2	Education, Library and Archival Group (Offices under the Curriculum strand)	Monday, 24 May 2021	Monday, 7 June 2021	Thursday, 10 June 2021	
3	Planning Group (Planning Service, BHRD, PMS, NEAP)	Tuesday, 25 May 2021	Friday, 4 June 2021	Wednesday, 9 June 2021	
4	General Administrative Group (All offices under Administrative Strand, Public Affairs	Wednesday, 26 May 2021	Monday, 7 June 2021	Thursday, 10 June 2021	
5	Legal and Judicial Group (Legal Service)	Thursday, 27 May 2021	Tuesday, 08 June 2021	Friday, 11 June 2021	
6	Medicine and Health				