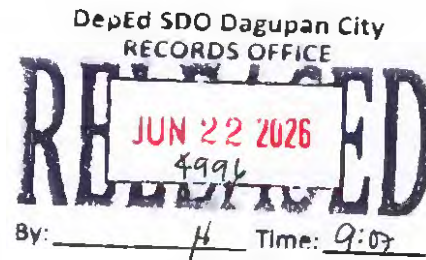




Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY



Office of the Schools Division
Superintendent

June 18, 2026

DIVISION MEMORANDUM

No. 350, s. 2026

**ENHANCING EDUCATIONAL LEADERSHIP
THROUGH POLICY IMPLEMENTATION AND REVIEW
(DOCUMENTED MANAGEMENT AND QUALITY WORKPLACE TRAINING)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
DIMT & QWT Lead and Members
All others concerned

1. In reference to Division Memorandum no. 150, s. 2025 titled "Enhancing Educational Leadership through Policy Implementation and Review", this Office will conduct the **Document Management and 5S (Quality Workplace) Training** on **June 23-25, 2026, 8:00 AM-5:00 PM** at the **Lenox Hotel, Dagupan City**.
2. Participants are advised to bring their own laptops, extension cords, and personal maintenance medicines. List of participants is attached here as *Enclosure 1*.
3. Immediate dissemination of and strict compliance to this memorandum are desired.


MARCIANO U. SORIANO JR. PhD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



Address: Burgos St., Poblacion Oeste, Dagupan City
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Enclosure 1: LIST OF PARTICIPANTS, TWG, AND RESOURCE PERSONS

	Name	Role
1.	Marciano U. Soriano, Jr.	Program Lead
2.	Anna Liza M. Chan	Assistant Program Lead
3.	Maria Linda R. Ventenilla	KMT Lead, Participant
4.	Adolfo A. Nisperos, Jr.	Resource Person
5.	Liezl Cancino	RMT Lead, Participant
6.	Maria Victoria Antonio	QMR, Participant
Quality Workplace Team		
7.	Myrel Angelica Lopez	Participant
8.	Tatum Grace Manzano	Participant
9.	Jennette Sison	Participant
10.	Vladimir Parayno	Participant
11.	Jeaneline Trigue	Participant
12.	Allan Manaois	Participant
13.	Sarah Joy Sadaba	Participant
14.	Ariane Mae Ollado	Participant
15.	Jozzana Basto	Participant
16.	Chelsea Paras	Participant
17.	Myla Vergonia	Participant
18.	Christian Bautista	Participant
19.	Jocelyn Llobrera	Participant
Documented Information Management Team		
20.	Pilita Bautista	Participant
21.	Reynante Infante	Participant
22.	Aprille Eve Diaz	Participant
23.	Gardenia Ferrer	Participant
24.	Henry Refuerzo	Participant
25.	Marife Mercado	Participant
26.	Marites Mendoza	Participant
27.	John Paul Saplan	Participant
28.	Czar Odell Bohol	Participant
29.	Noreen Vidal	Participant
30.	Gim Calulut	Participant
31.	Freddie Soriano	Participant
32.	Kirsten Chloe Juliano	Participant
33.	Marina Festejo	Participant
Support Group and Representative per team		
34.	Kristel Gay Raymundo	RMT Member, Facilitator, Participant



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35.	Renata Rovillos	KMT Member, Participant
36.	Jane Cajayon	IQA Lead, Participant
37.	Marckoni F. Taroma	IQA Member, Participant
38.	Karen Ann M. de Vera	Participant
39.	Carla Jean F. del Rosario	Participant
40.	Janelle S. de Guzman	Participant
41.	Jellie A. Solis	Participant
42.	Crisonia P. Uson-Galivo	Participant
43.	Lilia R. De Guzman	Participant
44.	Edwin S. Juliano	Participant
45.	Jocelyn P. Tibalao	Participant
46.	Kaye Francheska R. De Guzman	Participant
47.	Abegail De Vera	Participant
48.	Jan Francis B. Del Rosario	Participant
49.	Melinda C. Dela Cruz	Participant
50.	Jerome A. Tomelden	Participant
51.	Ricky Soriano	Participant
52.	Roel Ubando	Participant
53.	Nathaniel Maron	Participant
54.	Diosdado Caguiao	Participant
55.	Gloria Flores	Participant
56.	Napoleon Rovillos	Participant
57.	Isagani Rosario	M&E, Participant
58.	Irish Solis	TWG, Participant
59.	Gilliane Casaclang	TWG, Participant
60.	Noemi Tadeo	Documenter, Participant
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