



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

DepEd SDO Dagupan City  
RECORDS OFFICE

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Office of the Schools Division  
Superintendent

June 18, 2026

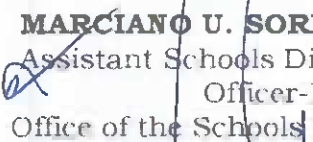
**DIVISION MEMORANDUM**

No. 150, 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  
DIMIT & 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



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**Enclosure 1: LIST OF PARTICIPANTS, TWG, AND RESOURCE PERSONS**

	<b>Name</b>	<b>Role</b>
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
<b>Quality Workplace Team</b>		
7.	Myrel Angelica Lopez	Participant
8.	Tatum Grace Manzano	Participant
9.	Jennette Sison	Participant
10.	Vladimir Paravno	Participant
11.	Jeaneline Trigue	Participant
12.	Allan Manaois	Participant
13.	Sarah Joy Sadaba	Participant
14.	Ariane Mac Ollado	Participant
15.	Napoleon Rovillos	Participant
16.	Jozzana Basto	Participant
17.	Chelsea Paras	Participant
18.	Myla Vergonia	Participant
19.	Christian Bautista	Participant
20.	Jocelyn Llobrera	Participant
<b>Documented Information Management Team</b>		
21.	Pilita Bautista	Participant
22.	Reynante Infante	Participant
23.	Aprille Eve Diaz	Participant
24.	Gardenia Ferrer	Participant
25.	Henry Refuerzo	Participant
26.	Marife Mercado	Participant
27.	Marites Mendoza	Participant
28.	John Paul Saplan	Participant
29.	Czar Odell Bohol	Participant
30.	Noreen Vidal	Participant
31.	Gim Calulut	Participant
32.	Freddie Soriano	Participant
33.	Kirsten Chloe Juliano	Facilitator, Participant
<b>Support Group and Representative per team</b>		
34.	Kristel Gay Raymundo	RMT Member, 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 Jane 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.	Joyce 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
	xxx	



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