



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

DepEd SDO Dagupan City  
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Office of the Schools Division  
 Superintendent

November 21, 2025

**DIVISION MEMORANDUM**  
 No. 605, s. 2025

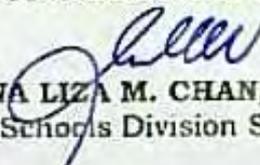
**WRITESHOP ON THE FINALIZATION OF THE SDO DAGUPAN CITY  
 OPERATIONS MANUAL**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors, Unit Heads  
 Education Program Supervisors  
 Public Schools District Supervisors  
 All Others Concerned

1. The Schools Division Office of Dagupan City will conduct a **Writershop on the Finalization of the SDO Dagupan City Operations Manual** on **November 26–28, 2025, from 8:00 AM to 5:00 PM, at Lenox Hotel, Dagupan City.**
2. The writershop aims to:
  - a. Capacitate and familiarize personnel with the processes and procedures of the Quality Management System (QMS);
  - b. Finalize the documentary requirements for the full implementation of the QMS; and
  - c. Ensure the continuity and sustainability of QMS implementation in the SDO.
3. All process owners **MUST** submit their **Quality Control Plans, SWOT Analysis, and Risk and Opportunity Registry** through the link **[https://bit.ly/ISO SUBMISSION BIN](https://bit.ly/ISO_SUBMISSION_BIN)** on or before **November 26, 2025.**
4. Participants are advised to bring their own laptops, extension cords, and personal maintenance medicines. The list of participants is enclosed in this Memorandum.
5. Immediate and wide dissemination of this Memorandum is desired.

**ROWENA C. BANZON EdD, CESO V**  
 Schools Division Superintendent

For the Schools Division Superintendent

  
**ANNA LIZA M. CHAN, CESE**  
 Assistant Schools Division Superintendent



Address: Burgos St., Poblacion Oeste, Dagupan City  
 Telephone: (075) 653-4101  
 Website: [depeddagupan.com](http://depeddagupan.com)  
 email: [dagupan.city@deped.gov.ph](mailto:dagupan.city@deped.gov.ph)



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**WRITESHOP ON THE FINALIZATION OF THE SDO DAGUPAN CITY  
OPERATIONS MANUAL**

Lenox Hotel, Dagupan City  
**November 26 - 28, 2025**

**LIST OF PARTICIPANTS AND TECHNICAL WORKING GROUP**

| <b>No.</b> | <b>Name</b>               | <b>Position</b>       | <b>Role</b>            |
|------------|---------------------------|-----------------------|------------------------|
| 1          | Rowena C. Banzon          | SDS                   | Program Lead           |
| 2          | Anna Liza M. Chan         | ASDS                  | Assistant Program Lead |
| 3          | Edilberto R. Abalos       | CES, SGOD             | Program Manager        |
| 4          | Maria Linda Ventenilla    | CES, CID              | Participant            |
| 5          | Adolfo A. Nisperos Jr.    | Subject Matter Expert | Resource Person        |
| 6          | Alfred Gonzales           | EPS                   | Participant            |
| 7          | Cherry Cayabyab           | EPS                   | Participant            |
| 8          | Sheryl Villacorta         | EPS                   | Participant            |
| 9          | Ronie G. Bona             | EPS                   | Participant            |
| 10         | Markconi F. Taroma        | EPS                   | Participant            |
| 11         | Isabelita N. Daroya       | PSDS                  | Participant            |
| 12         | Jane T. Cajayon           | PSDS                  | Participant            |
| 13         | Cristina C. Aquino        | PSDS                  | Participant            |
| 14         | Perpetua Barongan         | PSDS                  | Participant            |
| 15         | Vladimir C. Parayno       | SREPS                 | Participant            |
| 16         | Maria Victoria S. Antonio | SREPS                 | Participant            |
| 17         | Joan Jimenez              | PO III                | Participant            |



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|    |                              |                 |                          |
|----|------------------------------|-----------------|--------------------------|
| 18 | Isagani D. Rosario           | SREPS           | Participant              |
| 19 | Irish Solis                  | SREPS           | Participant              |
| 20 | Gilliane Jessa S. Casaclang  | EPS II          | Participant              |
| 21 | Haydee Maiquez               | EPS II          | Facilitator, Participant |
| 22 | Bethany Venice S. Bautista   | PDO I           | Participant              |
| 23 | Elvira N. Villamor           | PDO I           | Participant              |
| 25 | Kristel Gay C. Raymundo      | PDO I           | Participant              |
| 27 | Glenn Erickson T. Basto      | Nurse II        | Participant              |
| 28 | Jeaneline R. Trigue          | Dentist         | Participant              |
| 29 | Giovanni Anthony A. Arafiles | Dentist         | Participant              |
| 30 | Myrel Angelica N. Lopez      | AO V            | Participant              |
| 31 | Jennette A. Sison            | BO              | Participant              |
| 32 | Theresa P. Parayno           | Medical Officer | Participant              |
| 33 | Harking C. Reyes             | Accountant      | Participant              |
| 34 | Reynante B. Infante          | ITO             | Participant/ IT Support  |
| 35 | Pilita O. Bautista           | AO IV           | Participant              |
| 36 | Clarita F. Tamayo            | AO IV           | Participant              |
| 37 | Allan D. Manaois             | AO IV           | Participant              |
| 38 | Chelsea M. Paras             | AO IV           | Participant              |
| 39 | Fredie Soriano               | EPSA            | Participant              |
| 40 | Carla Jean L. Fernandez      | ADA VI          | Participant/Documenter   |
| 41 | Robert Bruce Dela Cruz       | Admin Aide      | Participant/Documenter   |



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