



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City



March 15, 2019

**DIVISION MEMORANDUM**  
No. 227, s. 2019

**TWO-DAY CAPACITY BUILDING FOR DIVISION PERSONNEL ON 5S AND  
INVENTORY OF RECORDS**

To: All Division Personnel

1. In pursuit of the Schools Division Office ISO certification, the Records Section and the Division Continuous Improvement (CI) Team will be conducting a Two-Day Capacity Building for Division Personnel on 5S and Inventory of Records on March 19-20, 2019 at Division Conference Hall from 8:00-5:00 pm.
2. This seminar aims to learn the 5S principles and apply it in the workplace and to establish 5s program in the Office. This will also develop a mechanism for quarterly submission of inventory of records per section.
3. Participants to this seminar are all Division Personnel. This is a KKB (Kanya-kanyang Baon) seminar. Participants are expected to bring their 2018 4<sup>th</sup> quarter documents, pencil and laptops for the workshop.
4. Attached are the matrix of activities and the list per group.
5. For your information and compliance.

  
WINNIE E. BATON, Ed.D  
Officer in Charge  
Office of the Schools Division Superintendent

DepEd Schools Division of Digos City  
RECORDS SECTION  
**RELEASED**  
30843  
DATE: 15 MAR 2019 TIME: 3:42  
BY: 

To be indicated in the Perpetual Index under the following subjects:

SUBJECT  
ADMIN RECORDS MOA

**RECORDS SECTION AOIV:** Submission of Notarized Memorandum of Agreement  
November 22, 2018



Republic of the Philippines  
Department of Education  
Region XI  
SCHOOLS DIVISION OF DIGOS CITY  
Digos City



### **Group 1**

- 1 Beverly Daugdaug
- 2 Mary Glor Tabanao
- 3 Valeriano Delos Reyes
- 4 Vicente Laburada Jr.
- 5 Joan Niones
- 6 Ronilyn Nieves
- 7 Luzminda Jasmin
- 8 Eppie Grace Presto
- 9 Rosalinda Adlaon
- 10 Arlene Barba
- 11 Ely Cataluña
- 12 Imelda Cardines
- 13 Helen Casimiro
- 14 Zenaida Guya
- 15 Patriotiso Penas
- 16 Elvie E. Timon
- 17 Antonia Ponce
- 18 Cherry Rossette E. Oliva
- 19 Juvy Comaingking
- 20 Myleen C. Robinos
- 21 Ida Juezan
- 22 Ferna Renira Alde
- 23 Neil Bongcayao
- 24 Tito Endrina
- 25 Juvy Altamera
- 26 Elmer Ardiente
- 27 Reyzen O. Monserate
- 28 Jose Israel Maravilles
- 29 Julie Anne Posadas

### **Facilitators**

Patriotiso Peñas  
Eleser Mateo  
Evangeline Hernan  
Ida Juezan

### **Group 2**

- 1 Winnie E. Batoon
- 2 Sollie Oliver
- 3 Francis Jude Alcomendras
- 4 Glein Mark Bodiongan
- 5 Guy Mara-asin
- 6 Aleli M. Chiong
- 7 Mark Castañares
- 8 Vincent Zambra
- 9 Jona Moilereen Nahine
- 10 Rosario Diamante
- 11 Sheena Asarak
- 12 Marcelino Ranollo
- 13 Reynante Pantonial
- 14 Joel Estomo
- 15 Noreliza Misal
- 16 Marysol Rosalita
- 17 Jake Lloyd Vencio
- 18 Heidie Escalona
- 19 Bonafe Burgos
- 20 Danilo Ebol
- 21 Genie Pius
- 22 Ma. Leonora Salazar
- 23 Roseter Alcaide
- 24 Neptune L. Tambilawan
- 25 Giselle Gonzales
- 26 Ethel Calva
- 27 Alnie Fe Ymalay
- 28 Ethel Tabalba
- 29 Airon Alejandro
- 30 Helen Franconas
- 31 Hazel Marie Escabillas
- 32 Daissy Jane Sanoy
- 33 Dr. Myracel Dalope
- 34 Dhelmie Peñas
- 35 Joel B. Gomito
- 36 Dr. Jasmine Asarak
- 37 Peter-Jason Senarillos
- 38 Ronald Dedace
- 39 Cecile Uy
- 40 Evangeline Hernan
- 41 Masaripe Onggo
- 42 Ricardo Vendiola
- 43 Merlyn Obenza
- 44 Evangeline Marata
- 45 Claire Marriz Moral
- 46 Stephen Pascual
- 47 Rofelia de Mesa

### **Facilitators**

Helen Casimiro  
Xavier Fuentes  
Jake Lloyd Vencio  
Irene Dandoy

| DAY            | TIME               | GROUP 1                                                                                                                                                                      |                                                                                                                                         | GROUP 2                                                                                                                                                                      |                                                                                                                                                  |
|----------------|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| March 19, 2019 | 7:30 am - 8:00 am  | Registration                                                                                                                                                                 | Facilitators:<br>Records Office Personnel                                                                                               | Registration                                                                                                                                                                 | Facilitators:<br>Records Office Personnel                                                                                                        |
|                | 8:00 am - 8:30 am  | PLENARY:<br>* Opening Ceremony<br>* National Anthem<br>* Opening Prayer<br>* Digos City Hymn<br>* Welcome Message<br>* Presentation of Participants &<br>Reading House Rules | Facilitators:<br>* SDO - CI Team<br>* Record Section Personnel<br><br>Venue:<br>SDO-Conference Hall                                     | PLENARY:<br>* Opening Ceremony<br>* National Anthem<br>* Opening Prayer<br>* Digos City Hymn<br>* Welcome Message<br>* Presentation of Participants &<br>Reading House Rules | Facilitators:<br>* SDO - CI Team<br>* Record Section Personnel<br><br>Venue:<br>SDO-Conference Hall                                              |
|                | 8:30 am - 10:00 am | KAIZEN Framework                                                                                                                                                             | Facilitators:<br>* SDO - CI Team<br>* Record Section Personnel<br><br>Speaker:<br>Ida I Juezan<br><br>Venue:<br>SDO-Conference Hall     | KAIZEN Framework                                                                                                                                                             | Facilitators:<br>* SDO - CI Team<br>* Record Section Personnel<br><br>Speaker:<br>Ida I Juezan<br><br>Venue:<br>SDO-Conference Hall              |
|                | 10:00 am -12:00 pm | 5s Principles                                                                                                                                                                | Facilitators:<br>* Ida I. Juezan<br>* Evangeline Hernan<br>* Patriotiso Penas<br>Speaker:<br>* Eleser Mateo<br><br>Venue:<br>CID Office | 5s Principles                                                                                                                                                                | Facilitators:<br>* Helen Casimiro<br>* Xavier Fuentes<br>* Ireene Dandoy<br>Speaker:<br>* Jake Lloyd Vencio<br><br>Venue:<br>SDO-Conference Hall |
|                | 12:00 pm - 1:00 pm | Lunch Break                                                                                                                                                                  | Lunch Break                                                                                                                             | Lunch Break                                                                                                                                                                  | Lunch Break                                                                                                                                      |



|                |                   |                                                                                                |                                                                                                                                                                |                                                           |                                                                                                                                                                   |
|----------------|-------------------|------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                | 1:00 pm - 2:00 pm | 5s Principles                                                                                  | Facilitators:<br>*Ida I. Juezan<br>*Evangeline Herna<br>*Patriotiso Peñas<br>Speaker:<br>*Eleser Mateo<br>Venue:<br>CID Office                                 | 5s Principles                                             | Facilitators:<br>*Helen Casimiro<br>*Xavier Fuentes<br>*Irene Dandoy<br>Speaker:<br>*Jake Lloyd Vencio<br>Venue:<br>SDO-Conference Hall                           |
| March 19, 2019 | 3:00 pm - 5:00 pm | Defying Entropy: 5S Practices in Electronic Data                                               | Facilitators:<br>*Ida I. Juezan<br>*Evangeline Herna<br>*Patriotiso Peñas<br>Mateo<br>Speaker:<br>*Xavier Fuentes<br>Venue:<br>CID Office                      | Records Disposition Schedule (RDS)                        | Facilitators:<br>*Helen Casimiro<br>*Irene Dandoy<br>Lloyd Vencio<br>*Myhrra Faye L. Bontia<br>Speaker:<br>*Helena Solon<br>Venue:<br>SDO-Conference Hall         |
| March 20, 2019 | 8:am - 9:00 am    | Records Disposition Schedule (RDS) & National Archives of the Philippines (NAP) Inventory Form | Facilitators:<br>*Ida I. Juezan<br>*Evangeline Herna<br>*Patriotiso Peñas<br>Mateo<br>Speaker:<br>*Helena Solon<br>*Myhrra Faye Bontia<br>Venue:<br>CID Office | National Archives of the Philippines (NAP) Inventory Form | Facilitators:<br>*Helen Casimiro<br>Fuentes<br>*Irene Dandoy<br>Lloyd Vencio<br>Speaker:<br>*Helena Solon<br>*Myhrra Faye Bontia<br>Venue:<br>SDO-Conference Hall |



|                |                    |                                                                                                      |                                                                                                                                                                |         |                                                     |                                                                                                                                   |       |
|----------------|--------------------|------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|-------|
| March 20, 2019 | 9:00 am - 12:00 am | Records Disposition Schedule (RDS)<br>& National Archives of the<br>Philippines (NAP) Inventory Form | Facilitators:<br>*Ida I. Juezan<br>*Evangeline Herna<br>*Patriotiso Peñas<br>Mateo<br>Speaker:<br>*Helena Solon<br>*Myhrra Faye Bontia<br>Venue:<br>CID Office | *Eleser | Defying Entropy: 5S Practices in<br>Electronic Data | Facilitators:<br>*Helen Casimiro<br>*Irene Dandoy<br>Lloyd Vencio<br>Speaker:<br>*Xavier Fuentes<br>Venue:<br>SDO-Conference Hall | *Jake |
|                | 12:00 pm - 1:00 pm | Lunch Break                                                                                          | Lunch Break                                                                                                                                                    |         | Lunch Break                                         | Lunch Break                                                                                                                       |       |
|                | 1:00 pm - 4:00 pm  | workshop                                                                                             | Facilitators:<br>*Jake Lloyd S. Vencio<br>*Ida I. Juezan<br>*Irene Dandoy<br>*Helen Casimiro<br>*Myhrra Faye Bontia                                            |         | workshop                                            | Facilitators:<br>*Jake Lloyd S. Vencio<br>*Ida I. Juezan<br>*Irene Dandoy<br>*Helen Casimiro<br>*Myhrra Faye Bontia               |       |

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| March 20, 2019 | 4:00 pm - 5:00pm | Closing Program:<br>* Pledge of Commitment<br>* Distribution of Certificates | * Helena Solon<br>* Xavier Fuentes<br>* Evangeline Hernan<br>* Eleser Mateo<br>* Patriotiso Penas<br><br>Venue:<br>SDO-Conference Hall | Closing Program:<br>* Pledge of Commitment<br>* Distribution of Certificates | * Helena Solon<br>* Xavier Fuentes<br>* Evangeline Hernan<br>* Eleser Mateo<br>* Patriotiso Penas<br><br>Venue:<br>SDO-Conference Hall |
|----------------|------------------|------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|