



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



07 June 2022

Regional Memorandum

**CAPACITY BUILDING CUM WORKSHOP ON THE
PROCESSING OF THE APPLICATION FOR SPECIAL ORDER
(SO)**

To: **Schools Division Superintendents**

1. This Office through the Quality Assurance Division (QAD) announces the conduct of the Capacity Building Cum Workshop on the Processing of the Application for Special Order (SO) on June 27-28, 2022 at the venue to be announced in a separate memorandum.
2. This workshop will capacitate all the concerned personnel involved in processing, evaluating, and validating the application for Special Order (SO) both from Schools Division Offices (SDOs) and Regional Office (RO).
3. The participants for this activity are the QAD Personnel, School Governance and Operations Division (SGOD) Chiefs, Private School Coordinators and Senior High School (SHS) Coordinators. Please see attached Enclosure 1 for details. All participants are requested to register to this link bit.ly/WorkshopSO on or before June 23, 2022.
4. Each SDO is requested to bring a set of documents of Special Order (SO) application for evaluation to be used during the workshop.
5. Food, accommodation and other incidental expenses including travel cost of the regional office personnel shall be charged to Regional funds while travel expenses of division office personnel shall be charged to Division funds.



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6. For more details, please contact us at 02-8682-5773 local 450 or email at so.calabarzon@deped.gov.ph.
7. Immediate dissemination of this Memorandum is desired.


FRANCIS CESAR B. BRINGAS
Regional Director 

QAD/ell

Enclosure 1

**CONDUCT OF THE CAPACITY BUILDING CUM WORKSHOP ON THE
PROCESSING OF THE APPLICATION FOR SPECIAL ORDER (SO)**

June 27-28, 2022

Venue: TBA

SDO LIST OF ATTENDEES

NO.	NAME	SDO	DESIGNATION
1	JONATHAN DOMINGO	Antipolo City	SGOD Chief
2	ISABEL GONZALES	Antipolo City	PS Coordinator
3	CRISTINA SALAZAR	Antipolo City	SHS Coordinator
4	CESAR M. MOJICA	Bacoor City	SGOD Chief
5	JANINE FIGUERAS	Bacoor City	PS Coordinator
6	JULIETA R. DE JESUS	Bacoor City	SHS Coordinator
7	VICTORIA G. FABABIER	Batangas City	SGOD Chief
8	CONIE M. BALSE	Batangas City	PS Coordinator
9	HERMAN A. CATAPANG	Batangas City	SHS Coordinator
10	MARIAN L. ARIAS	Batangas Province	OIC-SGOD Chief/PS Coordinator
11	MARIA LETICIA JOSE BASILAN	Batangas Province	SHS Coordinator
12	BAYANI V. ENRIQUEZ	Biñan City	SGOD Chief
13	ISIDRA L. GALMAN	Biñan City	PS Coordinator
14	LANI A. ALONTE	Biñan City	SHS Coordinator
15	JOSE CHARLIE S. ALOQUIN	Cabuyao City	SGOD Chief
16	REYARR L. CRUZ	Cabuyao City	PS Coordinator
17	NIMCY M. ORTIZ	Cabuyao City	SHS Coordinator
18	MARISSA A. DEDUMO	Calamba City	SGOD Chief
19	ENRICO JOCSON	Calamba City	PS Coordinator
20	CRISTETA ARCOS	Calamba City	SHS Coordinator
21	ROMEO S. ROSALES	Cavite City	SGOD Chief
22	CHARLENE LEI O. ESGUERRA	Cavite City	PS Coordinator
23	REGIN REX P. TOSCO	Cavite City	SHS Coordinator
24	DIANA P. TOPACIO	Cavite Province	SGOD Chief
25	RENIEL PATRICK S. TEJIDOR	Cavite Province	PS Coordinator
26	MARLENE P. PANGANIBAN	Cavite Province	SHS Coordinator
27	LETICIA T. LOPEZ	Dasmariñas City	SGOD Chief
28	WILSON CENTENO	Dasmariñas City	PS Coordinator
29	LEYLANIE V. ADAO	Dasmariñas City	SHS Coordinator
30	IVAN HONORPETTE A. MIJARES	Imus City	SGOD Chief (OIC)
31	MATEA-ALVYN H. TRINIDAD	Imus City	PS Coordinator
32	MARIA LUISA F. CANDELARIA	Imus City	SHS Coordinator
33	INES L. INOCENCIO	Gen. Trias City	SGOD Chief (OIC)
34	JOFIT P. DAYOC	Gen. Trias City	PS Coordinator
35	MARICEL P. MALABANAN	Gen. Trias City	SHS Coordinator
36	DARWIN S. TALAMBAYAN	Laguna Province	SGOD Chief
37	NAZARETH V. ADVENTO	Laguna Province	PS Coordinator
38	ERMA S. VALENZUELA	Laguna Province	SHS Coordinator

39	MRS. MINERVA C. CARAOS	Lipa City	SGOD Chief
40	ARIEL D. GARCIA	Lipa City	PS Coordinator
41	EDILBERTO O. MERCADO	Lipa City	SHS Coordinator
42	EPIFANIA F. CARANDANG	Lucena City	SGOD Chief
43	KARINA R. BAUTISTA	Lucena City	PS Coordinator
44	CONSOLACION V. TEÑIDO	Lucena City	SHS Coordinator
45	ELIZABETH M. DE VILLA	Quezon Province	SGOD Chief
46	JOAN ALEJAIDA R. MAUHAY	Quezon Province	PS Coordinator
47	JUANITO A. MERLE	Quezon Province	SHS Coordinator
48	FERDINAND C. PASCUAL	Rizal Province	SGOD Chief
49	CECILIA RAMIREZ/ KARL ERIKSON EBORA	Rizal Province	PS Coordinator
50	MERLE B. LOPEZ	Rizal Province	SHS Coordinator
51	ANNA LIZA D. BANAYO	San Pablo City	SGOD Chief
52	RYAN L. RACE	San Pablo City	PS Coordinator
53	ALBERT T. SAUL	San Pablo City	SHS Coordinator
54	JESSIE JAMES E. KINGAT	Sta. Rosa City	SGOD Chief/PS Coordinator
55	MARICEL S. SAGUINSIN	Sta. Rosa City	SHS Coordinator
56	MAXIMO L. CUSTODIO JR.	Tanauan City	SGOD Chief
57	GERLIE C. LOPEZ	Tanauan City	PS/SHS Coordinator
58	EDWIN R. RODRIGUEZ	Tayabas City	SGOD Chief
59	JOAN KATHLEEN T. BRIZUELA	Tayabas City	PS Coordinator
60	NICOLE MAY R. LAGAR	Tayabas City	SHS Coordinator
61	FREDERICK G. BYRD JR	San Pedro City	SGOD Chief
62	DIVINA MANLANGIT	San Pedro City	PS Coordinator
63	JANETTE SENARILLOS	San Pedro City	SHS Coordinator

REGIONAL OFFICE PERSONNEL- LIST OF ATTENDEES

NO.	NAME	OFFICE	DESIGNATION
1	ELINO S. GARCIA	QAD	OIC-Chief
2	PACITA Q. LUNGCA Y	QAD	EPS
3	DANILO H. ILAGAN	QAD	EPS
4	BUENALYN M. MANUEL	QAD	EPS
5	EMELIA M. AYTONA	QAD	EPS
6	ALLAN B. ALVAREZ	QAD	EPS
7	ELENA L. LOPEZ	QAD	EPS
8	FLORENCE M. SANTOS	QAD	ADAS
9	JOCELYN T. ALBA	QAD	MT
10	MARY MAE L. HORNIDO	QAD	ADAS
11	RICHARD RUFA	QAD	ADAS
12	REY VALENZUELA	ICT	ITO
13	MELVIN PUNZALAN	ICT	IT Personnel
14	EPRHAIM GIBAS	ICT	IT Personnel
15	EUGENE RAY F. SANTOS	CLMD	SHS Coordinator

Enclosure 2

CONDUCT OF THE CAPACITY BUILDING CUM WORKSHOP ON THE PROCESSING OF THE APPLICATION FOR SPECIAL ORDER (SO)

June 27-28, 2022

Venue: TBA

WORKSHOP MATRIX

Day 1- June 27, 2022		
Time	Activity	In-Charge
7:00-8:30	Assembly/ Registration/Breakfast	QAD Technical Working Group
8:30-9:00	Preliminaries	
	Prayer National Anthem CALABARZON March Quality Policy Statement Presentation of Participants Opening Remarks	Elin S. Garcia OIC-Chief, QAD
	Inspirational Message	Francis Cesar B. Bringas Regional Director Cherrylou D. Repia Assistant Regional Director
	Indicative Activities	Elena L. Lopez EPS, QAD
9:00-9:30	Statement of Purpose/Levelling of Expectation	Elin S. Garcia OIC-Chief, QAD
9:30-10:00	Special Order (SO) Legal Bases	Danilo H. Ilagan EPS, QAD
10:00-10:30	Health Break	
10:30-11:30	Special Order (SO) Legal Bases	Danilo H. Ilagan EPS, QAD
11:30-12:00	Question and Answer (Q&A)	Emelia M. Aytona EPS, QAD
12:00-1:00	Lunch	
1:00-2:00	Senior High School (SHS) Curriculum	Eugene Ray Santos EPS, CLMD
2:00-3:00	Presentation of the Enhanced Procedure on Application for Special Order (SO)	Rey Valenzuela ICT Officer
3:00-3:30	Health Break	
3:30-4:30	Continuation... Presentation of the Enhanced Procedure on Application for Special Order (SO)	Elena L. Lopez EPS, QAD
4:30-5:00	Question and Answer (Q&A)	Buenalyn M. Manuel EPS, QAD
5:00-5:15	Day 1 Evaluation/Dismissal	Allain B. Alvarez EPS, QAD

Day 2- June 28, 2022		
7:00-8:00	Breakfast	
8:00-8:15	Management of Learning	QAD TWG
8:15-8:45	Workshop Guide	Danilo H. Ilagan/Elena L. Lopez EPSs, QAD
8:45-10:00	Workshop Proper 1 Output 1: Evaluated/Validated Special Order (SO) Application	Participants/ QAD EPSs
10:00-10:30	Health Break	
10:30-12:00	Workshop Proper 2 Output 2: Division-wide Action Plan	Participants/ QAD EPSs
12:00-1:00	Lunch	
1:00-3:00	Workshop Output Presentation	Elena L. Lopez/Pacita Q. Lungcay EPSs, QAD
3:00-3:30	Break	
3:30-4:30	Closing Program	QAD TWG
4:30-5:00	Home Sweet Home	