

## OSDS

1. ASDS – Henrietta T. Managbanag
2. Mr. Rodel R. Naval
3. Ms. Ma. Nessa L. Homeres
4. Mr. Francisco A. Anchojas
5. Ms. Jenneth S. Lagunzad
6. Ms. Carmela E. Torres
7. Ms. Naisy M. Brosas
8. Mr. Donald Jake Superable
9. Ms. Nancy O. Aninao
10. Atty. Socorro T. Pancipanci

### Two (2) Secretariat

- a. Heldiliza Pacure
- b. Evangeline J. Badrina

### Emcee

- a. Sonia A. Cabalona

6. The participants for each quarter are expected to bring laptop, extension wire and the necessary MOVs every quarter expected for each concerned personnel for the CY 2025 Division OPCRf and Functional Division PMIS-based WFP accomplishments.
7. **The MOVs intended for individual IPCRF, Division Chiefs OPCRf, and SDO OPCRf** shall be the full responsibility of each concerned personnel to provide all those mentioned forms for the purpose of rating to those offices through accounting the compliance for quality, efficiency, and timeliness as commitments for the current year.
8. Expenses incurred shall be charged to **OSDS Local Funds** subject to usual accounting and auditing rules and regulations.
9. Your attendance is highly appreciated.
10. **The identified participant(s) with a conflict of schedule with or without official travel shall still sign the attendance sheet for the said activity once they fail to send a representative on his/her behalf.**
11. **Dates/schedules set for every quarter are subject to change within a particular week.**
12. Immediate and wide dissemination of this memorandum are desire.

*Sherlita A. Palma*  
**SHERLITA A. PALMA, EdD, CESO-VI**  
OIC-Schools Division Superintendent



Schools Division of Tacloban City  
Brgy 54, Real Street, Tacloban City  
Telephone Number: 053-832-9204  
Email address: [sdotaclobancity@gmail.com](mailto:sdotaclobancity@gmail.com)

