



Republic of the Philippines  
**Department of Education**  
REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division  
Superintendent**

**02 Dec 2024**

DIVISION MEMORANDUM  
CID No. 277, s. 2024

**PRE-WORK ON UPSKILLING AND REORIENTATION OF SCHOOL HEADS AND  
SCHOOL COORDINATORS ON THE IMPLEMENTATION OF ALTERNATIVE  
DELIVERY MODE (ADM) RESOURCE PERSONS**

To: Public Schools District Supervisors/Principals In-Charge Concerned  
Public Elementary and Secondary School Heads Concerned  
Public Elementary and Secondary School Teachers Concerned  
Division Office Personnel Concerned  
All Others Concerned

1. In line with the conduct of Upskilling and Reorientation of School Heads and School Coordinators on the Implementation of Alternative Delivery Mode (ADM), Pre-work on Upskilling and Reorientation of School Heads and School Coordinators on the Implementation of ADM shall be conducted at the Division Conference Hall, Division Office, South Cotabato Division, City of Koronadal on December 6, 2024 from 8:00 a.m to 5:00 p.m.

2. The said activity aims to:  
a. assign clear roles and topics;  
b. align activity goals and objectives;  
c. prepare slide decks and presentations;  
d. distribute specific tasks; and  
e. familiarize the flow of the activity.

3. Below are the participants in this activity who are directed to report at the said venue.

No.	Name	School	District
1	Mary Ann F. Bajar	Pob. Polomolok NHS	Polomolok West
2	Murday F. Bautista	Silway 8 NHS	Polomolok West
3	Geraldine T. Hinalao	Polomolok NHS	Polomolok West
4	Lorelie T. Padrones	Tantangan Trade NHS	Tantangan
5	Jonathan Dela Pena	Tupi NHS	Tupi South
6	Jeanrel N. Silvino	Kusan NHS	Banga North
7	Alvin Larida	Libertad NHS	Surallah South
8	Annielyn Cabilis	Polomolok NHS	Polomolok West
9	Mercedes D. Balais	Silway 8 NHS	Polomolok West



Address: Alunan Avenue, Koronadal City, South Cotabato 9506  
Telephone Number: (083)228-3801  
Email Address: [south.cotabato@deped.gov.ph](mailto:south.cotabato@deped.gov.ph)



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10	Amelia Lapus	Pob. Polomolok NHS	Polomolok West
11	Anna Liza Ochinang	Tupi NHS	Tupi South
12	Jay Ahr Dela Paz	Libertad NHS	Surallah
13	Marlon Lantawan	Tboli NHS	Tboli West
14.	Lily Rose Rafaila	Rizal 3 NHS	Banga South
15.	Hermie M. Jarra	SDOSC-CID	
16.	Marichu Jean R. Dela Cruz	SDOSC-CID	

4. Food, transportation and other incidental expenses shall be chargeable against Local Fund/School MOOE subject to the accounting and auditing rules and regulations.

4. For any inquiry, all personnel concerned are advised to contact CID Chief Education Supervisor Marichu Jean R. Dela Cruz, CID-Chief Education Supervisor through cellphone number 09467120504 and Hermie M. Jarra, EPS through cellphone number 09708928590.

5. Transportation and other incidental expenses are chargeable against Division MOOE while transportation and other incidental expenses shall be chargeable against Local Fund/School MOOE for school-based participants and Division MOOE for division office personnel subject to the accounting and auditing rules and regulations.

6. Immediate dissemination of this memorandum is directed.

**LEONARDO M. BALALA, CESO V**  
Schools Division Superintendent

**LEVI B. BUTIHEN**  
Assistant Schools Division Superintendent

Enclosure.: As stated  
Reference: None

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

LEARNING RESOURCES

TRAINING

HMJ/DM- pre-work on upskilling and reorientation of school heads and school coordinators on the implementation of alternative delivery mode (adm) resource persons

0000/December 02, 2024



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