



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V - BICOL
TANGGAPANG PANSANGAY NG CATANDUANES

July 30, 2024

OFFICE MEMORANDUM
No. 252 s. 2024

To : Assistant Schools Division Superintendent
Chief Education Supervisor, CID and SGOD
Unit and Section Head
All Others Concerned

**PRE-ACTIVITY MEETING FOR THE DIVISION PUBLIC SERVICE CONTINUITY
PLANNING AND INCIDENT COMMAND SYSTEM EXECUTIVE COURSE FOR SDO
PERSONNEL**

1. In preparation of the conduct of Division Public Service Continuity Planning and Incident Command System Executive Course on August 12-16, 2024 at a venue to be announce on a separate issuance, this office will be having a **Pre-activity Meeting on August 2, 2024 at 2 o'clock in the afternoon** at the **SGOD Office**.
2. This meeting is intended to set the stage for ensuring that the upcoming activity is successful. The following are the three key objectives:
 - a. Ensure everyone understands the purpose and expected outcomes of the activity.
 - b. Ensure everyone knows what is expected of them in terms of participation and performance.
 - c. Provide an opportunity for participants to ask questions and clarify any concerns about the activity.
3. Participants to this meeting are **25 personnel from concerned units/sections** and the members of **Program Management team**. The list of Participants is attached as enclosures.
4. For information, guidance and compliance

CECILE C. FERRO, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

SGOD/malv
7/30/2024



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Enclosure 1 to Office Memorandum No. 252 s. 2024

LIST OF PARTICIPANTS

OSDS	SGOD	CID
Cecile C. Ferro	Mary Jean S. Romero	Rommel Petajin
Atty. Norlito JR. P. Agunday	Aroline Borja	Jezahel T. Omadto
Jennifer B. Metica	Maria Audrea L. Vivo	Niño Gerard C. Ceneta
Eva S. Tolentino	Marife B. Brequillo	Jose T. Arcilla Jr.
Liza R. Bernardo	Carol P. Gil	
Marichelle B. Llave	Rodger A. Matienzo	
Christina T. Barrameda	Rey C. Bonayon	
Cherie V. Perez	Floren Clavo	
Angelo James O. Aguinalde	Rosario B. Vegim	
	Aquilles I. Alberto	
	Amylou B. Celso	
	Jennifer Casallo	

PROGRAM MANAGEMENT TEAM

Name	Office	Tasking
Maria Audrea L. Vivo	SGOD	Program Management Head/ Safety Officer
Aquilles I. Alberto	SMNE	Monitoring and Evaluation
Ahdel Idanan	SHN	Health Monitor
Joy Suaiso	COS	Documentation
Sherryl Cambongga	COS	Secretariat



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