



Republic of the Philippines
Department of Education
Region VII-Central Visayas
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division Superintendent

May 12, 2023

DIVISION MEMORANDUM

No. 0231 s. 2023

**SEMINAR-WORKSHOP ON HOSTING SCHOOL EVENTS AND
PROPER ETIQUETTE AND PRECEDENCE**

TO: Assistant Schools Division Superintendents
CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Principals
All Others Concerned

1. This office shall conduct a **two-day live-in Seminar-Workshop on Hosting School Events and Proper Etiquette and Precedence on June 3-4, 2023**. Venue will be announced later.
2. This activity aims to upskill our program hosts and other prospective hosts on the proper conduct of the important and formal events in the school.
3. All districts are allotted three (3) participants: 1 district English Coordinator, 1 elementary school teacher and 1 secondary school teacher (either junior or senior). **List of participants is attached.**
4. All concerned participants are expected to be at the venue on time. First meal is breakfast and last meal is afternoon snack.
5. A registration fee of **Two Thousand Two Hundred Pesos (P2,200.00)** to defray expenses for meals, snacks and accommodation of each participant shall be charged and automatically be deducted from the **school MOOE for June or July 2023**. Travel and other incidental expenses relative to this activity are likewise be charged against school MOOE and other school funds subject to the usual COA rules and regulations.
6. Seminars that fall on Saturdays and Sundays will be given service credits.
7. This memo serves as **TRAVEL ORDER**.
8. Immediate dissemination of this memorandum is desired.


EVANGEL M. LUMINARIAS PhD, CESO V
Schools Division Superintendent

SDS/ASDS/OFFICE/PDV/ifca



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**LIST OF PARTICIPANTS FOR THE SEMINAR WORKSHOP ON HOSTING SCHOOL EVENTS AND PROPER ETIQUETTE & PRECEDENCE
ON JUNE 3-4, 2023**

DISTRICT/SCHOOL	CD	ENGLISH DISTRICT COORDINATOR		HOSTING PAX (ELEMENTARY)		HOSTING PAX (SECONDARY)		
		NAME OF TEACHER	SCHOOL	NAME OF TEACHER	SCHOOL	NAME OF TEACHER	SCHOOL	
1	Albuquerque	1	LETECIA B. SIMEON	TORIL ES	ANECITA B. FORNIS	TORIL ES	ZELLA MAE BAGUIO	SAN ROQUE NHS
2	Alicia	3	JULIUS B. BUTCON	UNTAGA ES	MA. DELMA S. AYUBAN	ALICIA CES	CHRISTIAN GUMOP-AS	ALICIA TVHS
3	Anda	3	MARIANNE AURORA J. TIMA-AN	VIRGEN ES	PRUTO D. GULTIANO JR	BADIANG ES	MIKE V. AMORA	CANDABONG NHS
4	Antequera	1	CRESPULO HIBAYA	ANTEQUERA CES	CRESTEL JASMIN	BANTOLINAO ES	ROSEMARIE O. REFAMONTE	CANLAAS HS
5	Baclayon	1	RACHEL B. IGCALINOS	BACLAYON CES	CHRISTY C. LOPEZ	BACLAYON CES	OWEN MALICSE	BACLAYON NHS
6	Balilihan	1	DARIA C. MEMBREVE	BOCTOL ES	NITO FERDINAND C. CALOPE	BALILIHAN CES	JENEPIL B. REYES	CONG. PABLO MALASARTE MHS
7	Batuan	3	EVELYN REYES	LUNGSODAAN ES	ANALYN JUMAWID	STA CRUZ ES	VICTOR TUMANDA	BATUAN NHS
8	Bien Unido	2	PRAXEDES GARCIA	MAOMAWAN IS - ELEM	EFREANO ALBORES	TUBURAN ES	ABRAHAN GAVIOLA	PRES CPG TECH VOC HS
9	Bilar	3	MA. CECELIA H. CARIAS	YANAYA ES	JOEM MIRA	BONIFACIO ES	GREJOHN JOSE N. CALAMBA	BILAR NHS
10	Buenavista 1	2	LYNN E. BATILLER	LUBANG ES	HARA TESSA RENEGADO	P. TIROL ES	JENIE Q. OJENDRAS	LUBANG NHS
11	Buenavista 2	2	HELEN DANILA	CANGAWA ES	KAREN A. CRESCENCIO	DAIT NORTE ES	WILBERT TORREFIEL	CANGAWA NHS
12	Calape	1	MA. ANTONIETTE Y. ABARQUEZ	PANGANGAN ES	GERALDINE T. MIÑOZA	PANGANGAN ES	JOAN P. ROXAS	CALAPE NHS
13	Candijay	3	EMILLA CUBILLO	LA UNION ES	DEBORAH JASMIN VALLENTE	SAN ISIDRO ES	STEPHEN CORSIGA	LA UNION NHS
14	Carmen 1	3	ERLINDA ALBARAN	VILLARCAYO ES	REENA MAE P. OBREGON	TAMBOAN ES	MYRNA GUMAPAC	POLICRONIO S. DANO SR. HS
15	Carmen 2	3	VICENTINA C. ADLAON	MONTESUNTING ES	JONA R. HONTANOSAS	CARMEN 2 CES	MICHELLE C. TORREGOSA	Francisco L. Adlaon HS
16	Carmen 3	3	GLENN E. OLUDEN	BUENAVISTA ES	JOAN E. AMESTOSO	CARMEN 3 CES	MA. NOVA MAE S. BOYONAS	Ambassador Pablo R. Suarez NHS
17	Catigbian	1	Maricel Tesorio	Hagbuaya ES	ORMIDA SARAUM	CATIGBIAN CES	SERENE LACEA	CATIGBIAN NHS
18	Clarin	2	JOAN S. REMEDIO	LAJOG ES	ROGER G. AMANTE	Clarin Central ES	LUCILLE M. JOSOL	Clarin National School of Fisheries
19	Corella	1	ANALITA M. DANTE	SAMBOG ES	CHRISTIAN ARIEL P. FEMENTERA	ANISLAG ES	ELLAGERE DAQUIO	Corella NHS
20	Cortes	1	BERNADETTE T. LONGAKIT	LORETO ES	MONICA H. PILONGO	MALAYO ES	MELODY BELUAN	LOURDES HS
21	Dagohoy	2	RUBIE A. TASIC	KAGAWITAN ES	NOEMI C. OLARITA	DAGOHOY CES	MERLINA D. LANOY	San Miguel Puertos HS
22	Danao	2	MA. DAISY URCULLO	DANAO CES	LUDICITA MACALANDAG	ROWENA HEIGHTS ES	RIA LOUELLA V. BUSALANAN	TAMING NHS
23	Daus	1	MA. DELSA E. GUIMBALENA	BINGAG ES	JOCELYN P. BALTAZAR	DAUIS CES	SHIELA PASA	BIKING TVHS
24	Dimiao	3	CASIANA G. TATAD	DIMIAO CES	GRACE B. TAGASLING	DIMIAO CENTRAL ES	ANGELICA P. GAMAO	DIMIAO NHS
25	Duero	3	JOVITA C. BERANA	GUINSULARAN ES	FLORAMIE S. ALVARADE	BUAYAHAN ES	WENNIE ANN C. BUAL	GUINSULARAN NHS
26	Garcia Hernandez	3	JOCELYN PAJE	G-HERNANDEZ CES	MARLOU BERSANO	DATAG ES	MA. DIVINA MAGLENTE	CAMBUYO HS
27	Getafe 1	2	SARAH C. ABELLAR	GETAFE 1 CES	LOURDES T. CAÑETE	GETAFE 1 CES	WAE ZELL J. MA	CAMPAO ORIENTAL HS
28	Getafe 2	2	ANNALIZA T. CEMPRON	Jandayan ES	JOHNRID LOVITOS	JANDAYAN ES	JEFFRY PAVO	HANDUMON NHS
29	Guindulman	3	DIANA JANE A. VELOSO	BASDIO ES	LEO H. MALALIS	TAMBIS ES	MARJUN D. AMPO	GUINACOT NHS
30	Inabanga North	2	MA ZENA LADARAN	INABANGA NORTH IS - ELEM	ANICETA O. ANUTA	ONDOL ES	LINDA S. SENDRIJAS	SAN JOSE HS
31	Inabanga South	2	HAZEL M. PANIS	DAGOHOY ES	MARIE PAZ CENABRE	INABANGA SOUTH CES	VIRNA MELLOMIDA	INABANGA SOUTHERN HS
32	Jagna	3	LEONILA R. BULIAS	TUBOD MONTE IS -SEC	ESTELA A. AGAD	CANTAGAY ES	ELISA M. CAGULADA	JAGNA HS
33	Lila	3	ROSEMARIE M. EFONDO	LILA CES	REBECCA L. TAGANAHAN	BONKOKAN ES	JOCELYN S. LERA	LILA NHS
34	Loay	3	NILO P. SOLIS	Botoc ES	EDSIL C. LAWAGON	TAMBANGAN ES	NEMESIA T. PALMA	HINAWANAN NHS
35	Loboc	3	GINA. S. PATAYON	AGAPE ES	EMILY JALA	TRIPLE UNION ES	KHEM ALVAREZ	OY NHS
36	Loon North	1	PETER PAUL C. CUBAY	CABILAO NHS	LORNA P. COLONIA	PONDOL ES	ROWELLA S. PANCHO	SANDINGAN NHS
37	Loon South	1	BERNADETTE C. MARAMBA	LOON SOUTH CES	GEMMA F. GALLO	STO. NINO DELA PAZ ES	CHARMAINE Q. SALINAS	LOON SOUTH NHS
38	Mabini	3	NESTOR BERNADAS	CONCEPCION NHS	GECELLE V. AMPARO	MABINI CES	GODARD SALAUM	SAN ROQUE NHS
39	Maribojoc	1	PABLITO A. PETALLAR	MARIBOJOC CENTRAL ES	JELSON CORBETA	ALIGUAY ES	CARYL IVY GENCIANOS	BUSAO NHS

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			NAME OF TEACHER	SCHOOL	NAME OF TEACHER	SCHOOL	NAME OF TEACHER	SCHOOL
40	Panglao	1	REMEGIO ARANA	BOLOD ES	JANNETH L. TUMANDA	TANGNAN ES	SCARLET ROLLORATA	LOURDES NATIONAL HS
41	Pilar	3	HELEN M. BAGCAT	Pilar Central ES	RONALD REJAS	LUNDAG IS	ANALIZA QUIMPAN	Pilar Tech. Vocational HS
42	Pres CPG	2	PRINCESS CHERRYLENE A. GALO	POPOO ES	JOSEPHINE C. FERNANDEZ	TUGNAO ES	MAYETTE P. MISA	MAYOR INOCENCIO P. MENDEZ HS
43	Sagbayan	2	JOAQUINA CANINO	CANMAYA DIOT ES	CAROLYN BONGATO	SAGBAYAN SUR ES	JAYMAR DEROSAHEATO	JAPER MHS
44	San Isidro	2	ENGEL ANN P. OPTINA	CABANUGAN IS - SEC	MILDRED S. BACOLOT	CAMBANSAG ES	LY'KE THERESE BAGSAC	CABANUGAN IS - SEC
45	San Miguel	2	BETHUEL I V. NUJZ	CAMBANGAY NORTE ES	BEATRIZ B. CEBALLOS	MAHAYAG ES	MIRASOL R. LIBUT	SAN MIGUEL TVHS
46	Sevilla	3	MILA T. PAMAONG	SEVILLA CES	ANGELIE C. ORACION	CAMBAGUI ES	IMEE CONCEPCION D. SAREN	BAYAWAHAN NHS
47	Sierra Bullones	3	DOROTEA QUILO	SAN AGUSTIN ES	JAMES VISTO	ANIBONGAN ES	LIEZEL BUSLON	SIERRA BULLONES TVHS
48	Sikatuna	1	ZENONA L. CALIMPUSAN	SIKATUNA NHS	MAY L. JAMONIR	ABUCAY ES	MARK DENNIS CANDEL	SIKATUNA NHS
49	Talibon 1	2	JANICE PURICALLAN	Pres.Carlos P. Garcia MHS	ANJO B. CRESCENCIO	TALIBON 1 CES	ADELA A. BUNO	Pres.Carlos P. Garcia MHS
50	Talibon 2	2	JACINTA A. LATONIO	GUINDACPAN HS	JANELYN S. LABRADA	NOCNOCAN ES	ZARAH JANE AVENIDO	SAN JOSE NHS
51	Trinidad 1	2	JOCELYN A. SALUDAR	SOOM IS - ELEM	MYRAFLOR O. PATANPATAN	TRINIDAD 1 CES	DARREN G. MELECIO	TAGUM SUR NHS
52	Trinidad 2	2	DINDO A. MONIL	BONGBONG ES	JUDELYN J. ESCARTIN	SAN ISIDRO ES	JOHN CELO DUNGOG	KINAN-OAN HS
53	Tubigon East	1	EDNA M. PELPINOSAS	CABULIJAN ES	NEIL L. CABA	TUBIGON EAST CES	RAUL S. MIRAL	CAWAYANAN NHS
54	Tubigon West	1	MICHELLE COSGAFA	CARMEN MELIJOR PS	GAIL RESERVA	PANDAN ES	CHRISTINE MARGATE	TUBIGON WEST CENTRAL HS
55	Ubay 1	2	ROGELIO P. DURAN JR	TAPAL IS - SEC	SHEENA NYZE BULABOS	CAMAMBUGAN ES	AREL P. ROSALES	UBAY NATIONAL SCIENCE HS
56	Ubay 2	2	MA. DELILAH C. ATUP	BIABAS TRADE HS	AGEA FLOR	UBAY II CENTRAL E/S	JOEY BITUA	TIPOLO HS
57	Ubay 3	2	JESEBELIA Q. CUTANDA	HAMBABAURAN ES	RUBEN P. MORAGA	HAMBABAURAN ES	REMECITO B. CAPIN	SAN PASCUAL NAHS
58	Valencia	3	AMELIA N. LAGAT	Anas ES	GRACE M. MALABO	VALENCIA CES	MARICEL N. MONTENEGRO	VALENCIA TVHS

175 Corella	SUSANA LIMBAGO	CORELLA CES
176 Loboc	MA. BUENAVENTURADA SOCORIN	LOBOC CES
177 Catigbian	FILOMENA ALO	HAGBUAYA HS
178 SDO-EPSVR	PABLITO D. VILLALON	SDO BOHOL
179 SDO-STAFF	IRIS FINALYN ANCOG	SDO BOHOL
180 SDO-ASDS	DANILO GUDELOSASO	SDO BOHOL
181 SDO-ASDS	FAUSTINO TORADIO	SDO BOHOL
182 SDO-SDS	DR. EVANGEL M. LUMINARIAS	SDO BOHOL