



Republic of the Philippines  
Department of Education  
Region VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division Superintendent  
MEMORANDUM MLC-2025 05

**TO :** MFAT TRAINING PROGRAM MANAGEMENT TEAM ( List attached)

**FROM :** **FAY C. LUAREZ PhD, TM, CESO VI**  
ASDS, OIC-Schools Division Superintendent

**SUBJECT :** **PRE-WORK FOR THE DIVISION TRAINING OF SCHOOL HEADS ON THE USE OF MULTI-FACTORED ASSESSMENT TOOL (MFAT)**

**DATE :** **JANUARY 3, 2025**

1. In preparation for the upcoming Division Training of School Heads on the Use of Multi-factored Assessment Tool (MFAT), there will be a pre-work activity of the Program Management Team at Reynas the Haven and Gardens , Tagbilaran City of January 6, 2025 at 8:00 A.M. to 5:00 P.M.
2. Transportation and other related expenses incurred by the participants during the conduct of this activity are chargeable against School MOOE while meals and venue is chargeable against SNED PSF 2024, subject to the usual COA auditing rules and regulations.
3. This memorandum serves as **Travel Order**.
4. Immediate dissemination of, and compliance of this Memorandum is enjoined.

**PROGRAM MANAGEMENT TEAM**

No.	Name	POSITION	STATION	ROLE
1	Carmela M. Restificar	Chief-CID	SDO	Chief
2	Evelyn H. Codilla	EPSvr	SDO	Program Owner
3	Antonia S. Ranario	PSDS	Loay	Speaker/Facilitator
4	Ma. Rosanna S. Dablo	PSDS	Baclayon	Speaker/Facilitator
5	Eva Remirata	Principal	Loon North	Speaker/Facilitator
6	Analou S. Gamay	Principal	Lila	Speaker/Facilitator
7	Ma. Luisa F. Tolop	PSDS	Antequera	Speaker/Facilitator
8	Alice C. Raganas	PSDS	Maribojoc	Speaker/Facilitator
9	Ma. Mel Belano	PSDS	Tubigon West	Speaker/Facilitator
10	Vivian Samputon	Principal	Sagbayan	OD/Class Manager
11	Juvy D. Ayenza	PSDS	Danao	OD/Class Managers
12	Mercuria O. Tagapia	Principal	Jagna	OD/Class Manager
13	Jaime Quinga Jr.	Principal	Dimiao	IT/MandE
14	Jefferey Mortejo	Principal	Sagbayan	IT/MandE
15	Lorna Boc	Principal	Ubay 2	IT/MandE
16	Delia Belnas	Principal	Batuan	Process Observer
17	Rosario Galorport	Principal	Valencia	Process Observer
18	Cristina N. Apale	APSDS	Corella	Process Observer
19	Virgilia Lofranco	Principal	Danao	Secretariat/Documenter/Timer
20	Jovita Berana	Principal	Garcia-Hernandez	Secretariat/Documenter/Timer
21	Zelda Maratas	Principal	Cortes	Secretariat/Documenter/Timer



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