



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOL DIVISION OF SAN JOSE DEL MONTE CITY
KAYPIAN ELEMENTARY SCHOOL
BARANGAY KAYPIAN, SAN JOSE DEL MONTE CITY

September 12, 2023

SCHOOL MEMORANDUM
No. 054 s. 2023

COMPOSITION OF TEAMS IN VARIOUS AREAS

1. This office announces the composition of teams in various areas for **School Year 2023 – 2024**.
2. This composition of teams aims to:
 - a. Strengthen the collaboration and unity among teachers;
 - b. Make programs, projects and activities easy in the implementation, monitoring and evaluation;
 - c. Involve the teachers in the implementation phase of PPAs;
 - d. Celebrate with the team during the post-implementation phase;
3. Attached is the list of the team in various areas as enclosure number 1 of this memorandum.
4. Wide dissemination is earnestly desired.


DIANALYN A. PALAGANAS PhD
Principal III



SECUREd KaypESians
Strengthening and Ensuring
Commitment of the Unified and
Resilient Stakeholders in Achieving Quality Education



Kaypian Elementary School
School ID: 107157
Kaypian Road Barangay Kaypian, San Jose del Monte City 3023
Official Email: 107157.sjdmc@deped.gov.ph
Official Website: www.kaypes.weebly.com





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Enclosure number 1 of the School Memorandum No. 053 s. 2023

List of Members

SCHOOL-BASED MANAGEMENT (SBM):

Coordinator: Erly Joy N. Flores

Leadership & Governance
Chairperson: Marivic C. Panopio

Curriculum & Learning
Chairperson: Mylene P. Ogardo

Accountability & Continuous Improvement
Chairperson: Rhea DV. Sabit

Management of Resources
Chairperson: Maria Cindy P. Rodriguez

SCHOOL PLANNING TEAM (SPT):

Chairperson: Dianalyn A. Palaganas PhD
Members: Erly Joy N. Flores
Mariefe I. Baltazar
Arlene T. Cruz
Noreen A. Sagun
Rennil S. Rodriguez
Carlito A. Buco III
Melinda A. Lorenzo
Chelsea Gail T. Nicolas
Joe Joe R. Rañada
Zosimo B. Lorenzo
Ruby Rosa S. Parico
Sammy Lyn Alvarez

SCHOOL IMPROVEMENT PLAN (SIP)/ANNUAL IMPLEMENTATION PLAN (AIP):

Chairperson: Erly Joy N. Flores
Members: Mariefe I. Baltazar
Arlene T. Cruz
Marivic C. Panopio
Rhea DV. Sabit
Lovely Anne B. Unquida

LEARNING ACTION CELL (LAC):

Chairperson: Mariefe I. Baltazar
Members: Miriam P. Yarte
Annaliza R. Pioquid



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Ronalyn D. Emeterio
Farrah Fe M. Osia
Eduard Carlo D. Fernandez
Sheryl S. Dela Mines
Sheila M. Mangabat

SCHOOL GOVERNANCE COUNCIL (SGC):

Designated Co-Chairperson: Erly Joy N. Flores
Elected Co-Chairperson: Jennelyn S. Racca
Elected Secretary: Noreen A. Sagun
Council Members: Mariefe I. Baltazar
Arlene T. Cruz
Rennil S. Rodriguez
Gerlie Rose V. Pajulas
Ruby Rosa S. Parico
Rolando P. Alcoriza
Michelle Antonette A. Leño
Lordilyn P. Ignacio
Rose Anne E. Quitain
Lovely Anne B. Unquida
Norman SM. Gotera
Chelsea T. Nicolas
Wiggy Kylie DC. Roño

SCHOOL INSPECTORATE (SIT) TEAM:

Chairperson: Eduard Carlo D. Fernandez
Members: Jerry S. Junio
Michael Y. Numpigwid
Alvin A. Tulayao

BIDS AND AWARD COMMITTEE (BAC) TEAM:

Chairperson: Erly Joy N. Flores
Vice Chairperson: Carlito A. Buco III
Members: Mariefe I. Baltazar
Arlene T. Cruz
Mylene P. Ogardo

SCHOOL INFORMATION COORDINATION (SIC) TEAM:

Chairperson: Michelle Antonette L. Leño
Alternate Chairperson: Rhea DV. Sabit
Members: Gel C. Abanador
Mary Jane P. Espina

PROJECT WATCH:

Coordinator: Krishtin P. Junio
Members: Maricris G. Herrera
Ma. Elena L. Doctor



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UPDATING OF BULLETIN AND TRANSPARENCY BOARDS:

Chairperson: Minette Joy L. Arcilla
Members: Miriam P. Yarte
 Ma. Paz G. Cantel
 Noreen A. Sagun
 Michelle Antonette L. Leaño
 Sarah T. Sy
 Marlyn B. Tabbu
 Kerchelle R. De Asis

GENDER AND DEVELOPMENT (GAD):

Coordinator: Mariefe I. Baltazar
Members: Melinda A. Lorenzo
 Annaliza R. Pioquid
 Hershey C. Suello
 Sheryl S. Dela Minez
 Mylene P. Ogardo

SCHOOL MONITORING AND ADJUSTMENT (SMEA):

Coordinator: Melinda A. Lorenzo
Alternate Coordinator: Michael Y. Numpigwid
Members: Marlyn B. Tabbu
 Marifer G. Paynado
 Ronalyn D. Emeterio
 Eden P. Carungay
 Jane B. Antonio
 Sheryl S. Dela Minez
 Sheila M. Mangabat

DISASTER AND RISK REDUCTION MANAGEMENT:

Chairperson: Rennil S. Rodriguez
Co-Chairperson: Jerry S. Junio
Members:

MAIN AREA	ANNEX AREA
Maricel C. Abauag	Rolando P. Alcoriza
Minette Joy L. Arcilla	Eden P. Crungay
Lolita B. Salacup	Noni L. Villanueva
Michelle Antonette A. Leano	Alvin A. Tulayao
Larie Ann D. Bautista	Jordan B. Yonque
Nelson A. Lorenzo	Rose Anne E. Quitain
Michael Y. Numpigwid	Althea C. Netro
Brigitte C. Cristobal	Jennelyn P. Garbo
Ma. Paz G. Cantel	Claribel E. Palsario
Eduard Carlo D. Fernandez	Norman SM. Gotera
Marifer G. Paynado	Carlito A. Buco III
Ronalyn D. Emeterio	Mary Jane P. Espina





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OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF) TEAM:

Chairperson:	Dianalyn A. Palaganas PhD
Assist. Chairperson:	Melinda A. Lorenzo
KRA 1:	Arlene T. Cruz Lovely Anne B. Unquida Jordan B. Yonque
KRA 2:	Carlito A. Bucu III Rennil S. Rodriguez Mylene P. Ogardo
KRA 3:	Erly Joy N. Flores Everlita D. Numpigwid Michelle Antonette A. Leaño Maricel C. Abauag Rose Anne E. Quitain
KRA 4:	Mariefe I. Baltazar Noreen A. Sagun Lordilyn P. Ignacio
KRA 5:	Marivic C. Panopio Catherine B. Sarmiento Annaliza R. Pioquid

SCHOOL RANKING:

Chairperson:	Dianalyn A. Palaganas PhD
Members:	Erly Joy N. Flores Mariefe I. Baltazar Arlene T. Cruz Blesilda G. Benjamin

MONITORING & EVALUATION (M & E):

Chairperson:	Dianalyn A. Palaganas PhD
Members:	Erly Joy N. Flores Mariefe I. Baltazar Arlene T. Cruz

Adopt-A-School Program (ASP):

Chairperson:	Maricris G. Herrera
Members:	Richelle N. Magallanes Erika Mae B. Macinas

Brigada Eskwela (BE)

Chairperson:	Catherine B. Sarmiento
Members:	Nelson A. Lorenzo Richelle N. Magallanes Erika Mae B. Macinas Noreen A. Sagun



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CHILD PROTECTION POLICY (CPP):

Coordinator: Ruby Rosa S. Parico
Co-Coordinator: Jenelyn Garbo
Members: Ma. Elena L. Doctor
Marlyn Tabbu
Mary Jane Espina
Noni Villanueva
Gel Abanador

SCHOOL PAPER ADVISER (SPA):

English Lovely Ann B. Uniquida
Jennalee F. Rodriguez
Lordilyn P. Ignacio

Filipino Marivic C. Panopio
Mariefe I. Baltazar
Arlene T. Cruz

PROJECT MANAGEMENT TEAM (PMT):

Chairperson: Erly Joy N. Flores
Members: Mariefe I. Baltazar
Blesilda G. Benjamin
Noreen A. Sagun
Arlene T. Cruz

SCHOOL QUALITY ASSURANCE:

Chairperson: Dianalyn A. Palaganas PhD
Members: Erly Joy N. Flores
Mariefe I. Baltazar
Arlene T. Cruz
Lordilyn P. Ignacio

PRAISE:

Coordinator: Lordilyn P. Ignacio
Members: Mylene P. Ogardo
Everlita D. Numpigwid
Ronaldyn D. Emeterio
Eden P. Carungay
Claribel E. Palsario

GRIEVANCE COMMITTEE:

Chairperson: Dianalyn A. Palaganas PhD
Members: Erly Joy N. Flores





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Mariefe I. Baltazar
Ruby Rosa S. Parico
Noreen A. Sagun

SCHOOL RESEARCH EVALUATOR:

Coordinator: Arlene T. Cruz
Members: Lordilyn P. Ignacio
Erly Joy N. Flores
Mariefe I. Baltazar
Marivic C. Panopio

TESTING/PEPT:

Chairperson: Krishtin P. Junio
Members: Althea C. Netro
Kerchelle R. De Asis

OK sa DepEd:

Chairperson: Alvin A. Tulayao
Members: Sarah T. Sy
Mary Jane P. Espina
Eduard Carlo D. Fernandez
Noni L. Villanueva
Marifer G. Paynado

HEALTH:

Chairperson: Ma. Paz G. Cantel
Members: Alvin Tulayao
Noni L. Villanueva
Jane B. Antobio
Erika Mae B. Macinas

SINGLE SOURCE OF TRUTH:

Chairperson: Carlito A. Bucu III
Members: Lovely Anne B. Unquida
Marivic C. Panopio
Blesilda G. Benjamin
Maria Cindy P. Rodriguez

SCHOOL CANTEEN

Manager: Claribel E. Palsario
Members: Marivic C. Panopio
Brigette C. Cristobal
Maricel C. Abauag

SCHOOL-BASED FEEDING PROGRAM (SBFP):

Coordinator: Farrah Fe M. Osia
Alternate Coordinator: Erika Mae B. Macinas
Members: Ledi Stephanie M. Sampana
Sara May A. Ibita





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WASH IN SCHOOL (WINS):

Chairperson: Daryll E. Planas
Members: Erika Mae B. Macinas
Jenelyn R. Labang

GULAYAN SA PAARALAN PROGRAM (GPP):

Coordinator: Julia A. Leano
Alternate Coordinator: Nelson A. Lorenzo
Members: Rolando P. Alcoriza
Carlito A. Bucu III
Eduard Carlo D. Fernandez
Norman SM. Gotera
Jerry S. Junio
Michael Y. Numpigwid
Rennil S. Rodriguez
Alvin S. Tulayao
Jordan B. Yonque

SCHOOL PROPERTY CUSTODIAN:

Chairperson: Blesilda G. Benjamin
Member: Carlito A. Bucu III

PHYSICAL FACILITIES:

Chairperson: Carlito A. Bucu III
Members: Eduard Carlo DD. Fernandez
Rennil S. Rodriguez
Alvin A. Tulayao
Nelson A. Lorenzo

SOLID WASTE MANAGEMENT:

Chairperson: Nelson A. Lorenzo
Alternate Coordinator: Rolando P. Alcoriza
Members: Jenalyn R. Sartorio
Gel C. Abanador
Richelle M. Ale
Alvin A. Tulayao
Rolando P. Alcoriza
Minette Joy L. Arcilla
Kerchelle R. De Asis

Philippine Informal Reading Inventory (Phil-IRI):

Chairperson: Everlita D. Numpigwid
Members: Arlene T. Cruz (Filipino)
Jennalee F. Rodriguez (English)

PRIMALS Focal Persons

Science – Mylene P. Ogardo



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English – Gerlie Rose V. Pajulas
Mathematics – Maricel C. Abauag
Filipino – Lordilyn P. Ignacio

ELLN – Noni L. Villanueva

Members: 4Ps – Michael Y. Numpigwid

Supreme Pupil Government (SPG) - Rolando P. Alcoriza

YES-O – Gel C. Abanador

Learner Information System (LIS)/Enhanced Basic Education Information System (EBEIS) – Maria Cindy P. Rodriguez

School Records – Rhea DV. Sabit

Information Communication Technology (ICT) – Norman SM. Gotera

Learning Resources Management and Development System (LRMDS) –
Lordilyn P. Ignacio

Girl Scout of the Philippines (GSP) – Sheryl S. Dela Minez
Twinkler Scout - Sarah T. Sy
Star Scout – Althea C. Netro

Boy Scout of the Philippines (BSP) - Jerry S. Junio
KAB Scout – Mary Jane P. Espina
KID Scout – Miriam SP. Punzal

School in a Garden (SIGA) – Julia A. Leaño

School Website – Jordan B. Yonque/Jennalee F. Rodriguez

Dropout Reduction Program (DORP) – Richelle N. Magallanes

FB Page – Michelle Antonette A. Leaño

Clinic Teacher - Carlito A. Buco III

National Drugs Education (NDEP) – Ma. Elena L. Doctor

Most Essential Learning Competencies (MELC) – Lovely Anne B. Unquida





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PRODUCTION TEAM:

Coordinator: Rose Anne E. Quitain
Anchor: Lovely Anne B. Unquida
Editor: Jenelyn R. Labang
Videographer: Jerry P. Junio
Writer: Eden P. Carungay

GRADE LEADERS:

Kinder: Miriam P. Yarte
Grade One: Annaliza R. Pioquid
Grade Two: Ronalyn D. Emeterio
Grade Three: Farrah Fe M. Osia
Grade Four: Eduard Carlo D. Fernandez
Grade Five: Sheryl S. Dela Minez
Grade Six: Sheila M. Mangabat

SUBJECT COORDINATORS:

Mathematics:

Coordinator: Maricel C. Abauag
Alternate Coordinator: Jordan B. Yonque
Members: Jennelyn P. Garbo
Jenilyn M. Abalos
Richelle N. Magallanes

English:

Coordinator: Eden P. Carungay
Alternate Coordinator: Jennalee F. Rodriguez
Members: Gel C. Abanador
Ma. Elena L. Doctor
Catherine B. Frias

Filipino:

Coordinator: Mariefe I. Baltazar
Members: Farrah Fe M. Osia
Ronalyn D. Emeterio
Brigette C. Cristobal

Science:

Coordinator: Mylene P. Ogardo
Alternate Coordinator: Sheryl S. Dela Minez
Members: Jane B. Antonio
Everlita D. Numpigwid

Araling Panlipunan:

Coordinator: Gerlie Rose V. Pajulas
Alternate Coordinator: Rea DV. Sabit





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Members: Michael Y. Numpigwid
Catherine B. Sarmiento
Noni L. Villanueva

EPP/TLE – Norman SM. Gotera

ESP – Ruby Rosa S. Parico

MAPEH - Rolando P. Alcoriza

MTB-MLE – Mariefe G. Paynado

SCHOOL PROJECTS CHAIRPERSON:

Project BASA (Bata'y Aangat, Sanayin Abilidad):

Chairperson: Everlita D. Numpigwid
Kinder: Kerchelle R. De Asis
Grade 1: Jenelyn R. Labang
Grade 2: Jennelyn P. Garbo
Grade 3: Everlita D. Numpigwid
Grade 4: Michael D. Numpigwid
Grade 5: Rose Anne E. Quitain
Grade 6: Erly Joy N. Flores

Project BFE (Building and Facilities Enhancement) - Carlito A. Buco III

Project COLAB M4-6 (Concentration on Lowest Achievers in Basic Facts-Multiplication Grades 4-6) - Erly Joy N. Flores

CI TEAM - Mariefe I. Baltazar
Lordilyn P. Ignacio
Lovely Anne B. Unquida
Sheila M. Mangabat

Project COLAB NS (Concentration on Lowest Achievers in Basic Numeracy Skills) - Maricel C. Abuaug

Project CMEP (Cleaning and Monitoring Each Phase):
- Erika Mae B. Macinas

Project CSDS (Collect, Sell and Disseminate Supplies):
- Jenilyn M. Abalos

Project SCI-Galing (Science Class Intervention):
- Mylene P. Ogardo



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Project W.A.T.C.H (We Advocate Time Consciousness and Honesty):

- Krishtin P. Junio

Project MUTE (Minimizing Unnecessary Teacher's Expenses):

- Loida F. Grefalda
- Hershey C. Suello

Project HEART (Habitual Enhancement of Abilities through Reading and Technology):

- Arlene T. Cruz

Project GLAD (Guide the Learners in Assessing their Learning Development):

- Althea C. Netro

Project SMART (Systematic Measures and Approaches in Research and Tent Construction):

- Arlene T. Cruz

Project AS (All Safe):

- Rennil S. Rodriguez

Project AHEAD (Aim High in English Proficiency to Achieve Developed Teachers and Learners):

- Eden P. Carungay

Project DATE (Development of Assessment Tools for Evaluation):

- Mariefe I. Baltazar
- Lordilyn P. Ignacio
- Erly Joy N. Flores
- Arlene T. Cruz

Project MR. WOOPS (Mastery in Reading Words, Phrases, Sentences Short Stories):

- Maricris G. Herrera

Project PATALAS (Pagbasa'y Pagyamanin: Tunog At Letra Ay Sanayin):

- Marlyn Tabbu

Project I-RiSLE ((Intensified Remedial Intervention for Struggling Learners))

Key Stage 1

Coordinator: Krishtin P. Junio
Members: Sarah T. Sy
Larie Ann D. Bautista





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Ma. Elena L. Doctor
Ledi Stephanie M. Sampana

Key Stage 2

Coordinator: Daryll E. Planas
Members: Jane B. Antonio
Alvin A. Tulayao
Gerlie Rose V. Pajulas

Project Kapwa Ko, Mahal Ko (DORP Measure) – Jenalyn Satorio

Project PAT Advocacy (Professional Advancement for Teachers):

- Noreen A. Sagun

Stakeholders+School=Batang KaypESians – Mary Jane P. Espina

Learning Tutorials Focal Persons:

Everlita D. Numpigwid – Reading

Maricel C. Abauag – Numeracy



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