



## SCHOOL GOVERNING BOARD

Chairman	:	MB RODELIO M. CASTILLO
Vice Chairman	:	MB JAMES S. YUMUL
Members	:	MB MACARIO P. CORONADO MB ROBERTO F. OLARTE MB ANDREW NATHANIEL G. SANTOS

The School Governing Board (SGB) primarily serves as the policy-making body of the School. The SGB determines the general policies of the school, provides direction through long-term strategic planning, ensures that the school complies with statutory laws and requirements, and fosters harmonious and coordinated efforts towards the attainment of school goals.

## SCHOOL PRINCIPAL

School Principal	:	LIEZEL AGTARAP AGUILAR
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The School Principal (SP) is the Chief Executive Officer of the School and the Educational Manager responsible for the efficient and effective management of the School and for achieving its goals and objectives. In relation to this, the SP implements plans, policies, and procedures and oversees the day-to-day operations of the school. The SP reports to the SGB and serves as rapporteur during SGB meetings.

## OFFICE HEADS (Middle Managers; Appointive Positions)

### Academic Supervisor

Pre-School Department	:	ANNELYN G. MALLARE
Grade School Department	:	PEARL CEINE F. FABREGAS
High School Department	:	RICKY C. ENRIQUEZ

Academic Supervisor is primarily responsible for the planning, control, organization, supervision, and evaluation of the teaching-learning process in a particular program area.

### School Registrar

School Registrar 2	:	KARINA L. AGREGADO
School Registrar 1	:	CORAZON T. GUEVARRA

School Registrar is primarily responsible for student admission and registration, safekeeping and administering student records, and submission of reportorial requirements to CFO-DepEd.

<b>Student Affairs Head</b>	:	MICHAEL C. ADDUCUL
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Student Affairs Head is primarily responsible in planning, directing, controlling, and evaluating the student development programs of the School particularly in learning resource provision, talent and skill development, character building, behavior management, and career path. He also serves as the prefect of discipline who ensures implementation of the Family Handbook provisions on School Discipline.

<b>Support Services Head</b>	:	DOMINGO F. FUNTILAR
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Support Services Head is primarily responsible for the maintenance and upkeep of school facilities and properties. He also supervises the transport, canteen and clinic services of the School.

<b>Finance Officer</b>	:	OMEGA FE I. APOLINARIA
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Finance officer is primarily responsible for administering the financial affairs of the School and for the accurate and timely recording and reporting of financial transactions and statements; takes custody of all monies, securities, checks, financial records and documents; and ensures that internal controls are in place, policies and procedures are adhered to, for the safeguarding of School assets and operational efficiency.

<b>Human Resource Officer</b>	:	CHRISREN G. MORATA
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Human Resource Officer is primarily responsible in administering/coordinating personnel recruitment, induction, training, development, and appraisal. He safe keeps personnel records, prepares the payroll, and ensures compliance to labor laws and Personnel Handbook.