



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**


04 FEB 2021

DIVISION MEMORANDUM
No. 68, s. 2021

TWO-DAY SEMINAR WORKSHOP ON THE INDUCTION PROGRAM FOR NON-TEACHING PERSONNEL

To: Assistant Schools Division Superintendents
Chief, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
All Others Concerned

1. This is to inform the field that there will be a "Two-Day Seminar Workshop on the Induction Program for Non-Teaching Personnel" on February 25-26, 2021 at Plaza Maria Luisa Suites Inn, Dumaguete City.
2. Participants to this seminar are newly hired Administrative Assistants-II & III, Administrative Officer-II, Education Program Specialist -II, Project Development Officer-II, Registrar-I, Nurse-II and Administrative Aide- VI. (Please see attached list of participants, resource speakers, management team and activity schedule).
3. Learning Facilitators, Technical Working Group and Management Team will convene on February 24, 2021 at 1:00 P.M. on the venue stated above for the walkthrough of slide decks and preparation of the necessary materials needed for the training.
4. Travelling and other incidental expenses shall be charged to school MOOE/local funds while two (2) meals and two (2) snacks, shall be charged to Division HRTD funds subject to the usual accounting and auditing rules and regulations.
5. Service rendered on a holiday entitles one to receive a one (1) day Overtime Compensatory Credit for Non-Teaching Personnel.
6. All participants are required to attend the opening program on February 25, 2021 at 8:00 in the morning.
7. This Division Memorandum also serves as Travel Order for resource speakers, technical working group and management team.
8. Widest dissemination of this division memorandum is desired.


SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent

SPP/APA-FCL-NLR/SGOD/RBP/dpa
February 10, 2021



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**DIVISION INDUCTION PROGRAM FOR NON-TEACHING PERSONNEL
MANAGEMENT TEAM**

Training Director : Mr. Senen Priscillo P. Paulin, CESO V

Consultants : Dr. Faye C. Luarez
Dr. Nilita L. Ragay

Training Manager : Dr. Rachel B. Picardal

Resource Speakers/Learning Facilitators:

Dr. Fay C. Luarez
Dr. Nilita L. Ragay
Dr. Renante A. Juanillo
Dr. Karl T. Credo
Mrs. Jennifer P. Piodos
Ms. Iryll Mae S. Macahig
Mrs. Karla P. Antonio
Mrs. Dae P. Habalu

Lead Coordinator : Dr. Dan P. Alar

Class Manager : Mr. Jevie J. Gantalao
Mr. Reynald C. Dote

Support Staff : Mr. Roy N. Cadinias Mr. Regidor Patron
Mr. Edyll Kris B. Ragay Mrs. Jade T. Francisco
Mr. Lary K. Gaitera Ms. Imelda R. Ubag

Medical Staff : Mrs. Imelda K. Chiu
Mr. Brent John Trasmonte

TWO-DAY DIVISION INDUCTION PROGRAM FOR NON -TEACHING PERSONNEL
February 25-26, 2021
PLAZA MARIA LUISA SUITES INN, DUMAGUETE CITY

TIME	DAY 1		DAY 2	
	February 25, 2021		February 26, 2021	
7:30-8:00	Arrival/Registration		ACTIVITIES	
8:00-9:00	<i>Opening Program</i> Dr. Dan P. Alar <i>Levelling of Expectations</i> Ms. Iryll Mae S. Macahig		Management of Learning	
9:00-10:00			8:00-9:30	<i>Session 4</i> <i>Packaging Oneself</i> Ms. Iryll Mae S. Macahig
10:00-12:00	<i>Session 1</i> <i>Deped Mandate, Vision , Mission and Core Values</i> Dr. Fay C. Luarez		9:30-11:00	<i>Session 5</i> <i>Records Management</i> Mrs. Dae P. Habalu
			11:00-12:00	<i>Session 6</i> <i>Role Clarification</i> Dr. Karl T. Credo
12:00-1:00	LUNCH		LUNCH	
1:00-3:00	<i>Session 2</i> <i>Overview of K-12 Curriculum</i> Dr. Nilita L. Ragay		1:00-2:30	<i>Session 7</i> <i>Responding to Clients</i> Mrs. Karla P. Antonio
3:00-5:00	<i>Session 3</i> <i>DepEd Strategic Directions and SDO Negros Oriental Organizational Structure</i> Dr. Renante A. Juanillo		2:30-4:00	<i>Session 8</i> <i>Benefits and Privileges</i> Mrs. Jennifer P. Piodos
			4:00-5:00	<i>Closing Program</i> Dr. Dan P. Alar
Officer of the Day	Dr. Emma S. Mate		Mr. Dennis Charl F. Andalajao	
Process Observer	Dr. Karl T. Credo		Dr. Dan P. Alar	

NEWLY-HIRED/PROMOTED NON-TEACHING PERSONNEL

YEAR 2019 AND 2020

NO.	NAME	POSITION	STATION
ELEMENTARY			
1	ABELLAR, MARESTHEL DICEN	ADMINISTRATIVE ASSISTANT III	
2	ARANI, MUHAMMAD NASSIF DALIDIG	ADMINISTRATIVE ASSISTANT III	AYUNGON I
3	AUSTERO, MELANIE MAE ORLINA	NURSE II	DIVISION OFFICE
4	AVENIDO, GEEVIE O.	ADMINISTRATIVE AIDE VI	DIVISION OFFICE
5	CABRERA, ELMAR LANGOMES	PROJECT DEVELOPMENT OFFICER II	DIVISION OFFICE
6	CATUBO, MAILEEN C.	ADMINISTRATIVE ASSISTANT III	SIBULAN I
7	FERRER, JORGIELYN R.	ADMINISTRATIVE ASSISTANT III	STA. CATALINA III
8	HERRERA, AMABEL AMAMAG	ADMINISTRATIVE ASSISTANT II	DIVISION OFFICE
9	KILAT, FE RIZALIND SARAÑA	ADMINISTRATIVE ASSISTANT II	DIVISION OFFICE
10	LAMIS, MARSHA MALONES	ADMINISTRATIVE ASSISTANT III	
11	MANGALINDAN, JADE BONETTE L.	ADMINISTRATIVE ASSISTANT III	AMRES/STA. CATALINA II
12	MASAYON, HONEY MAY B.	ADMINISTRATIVE ASSISTANT II	
13	MECLA, SUSHILA G.	ADMINISTRATIVE AIDE VI	DIVISION OFFICE
14	NEMENZO, NORLITA BANTOTO	EDUCATION PROGRAM SPECIALIST II	DIVISION OFFICE
15	PICARDAL, FRESHTILLE ROSE DIANNE B.	ADMINISTRATIVE AIDE VI	DIVISION OFFICE
16	RAAGAS, JAN KIM N.	ADMINISTRATIVE ASSISTANT II	AMLAN
17	SAGURAN, EMMAIDA B.	ADMINISTRATIVE ASSISTANT I	DIVISION OFFICE
18	SAMSON, KEVIN BALUCAN	ADMINISTRATIVE ASSISTANT III	DIVISION OFFICE
19	TABARANZA, MARIE TERESSETT S.	ADMINISTRATIVE ASSISTANT III	TAYASAN I
20	TORRES, SHEENA LEE BAYOT	ADMINISTRATIVE ASSISTANT III	DIVISION OFFICE
21	TUBALLA, NICKO POLICARPIO	ADMINISTRATIVE ASSISTANT III	DIVISION OFFICE
22	VENDIOLA, , RODRIGO CERIALES	ADMINISTRATIVE ASSISTANT III	DIVISION OFFICE
23	VERIÑA, JOCELYN VISITACION	ADMINISTRATIVE ASSISTANT III	DIVISION OFFICE
24	VILLAFRANCA, IVONE MARIE M.	ADMINISTRATIVE AIDE VI	DIVISION OFFICE
SECONDARY			
25	ADA, RICO S.	ADMINISTRATIVE ASSISTANT 2	ZAMBOANGUITA
26	ALABATA, JANET C.	ADMINISTRATIVE ASSISTANT II	STA. CATALINA II
27	ALBINA, KAREN A.	ADMINISTRATIVE ASSISTANT 3	STA. CATALINA IV
28	ALDENESE, SHEILA T.	ADMINISTRATIVE ASSISTANT 2	DAUIN
29	ALMAIDA, ANGELO O.	ADMINISTRATIVE ASSISTANT 2	NOHS
30	AMAMAG, EDUARD A.	ADMINISTRATIVE ASSISTANT 2	AYUNGON II
31	AVISO, RODEL E.	ADMINISTRATIVE ASSISTANT 2	LA LIBERTAD I
32	BADON, MARX LEE T.	ADMINISTRATIVE ASSISTANT 2	SIATON II
33	BALDOMAR, LIDA G.	ADMINISTRATIVE ASSISTANT II	MABINAY III
34	BANCAIREN, YORADYL E.	ADMINISTRATIVE ASSISTANT II	SIBULAN II
35	BARRERA, EMERITOS M.	ADMINISTRATIVE ASSISTANT 2	JIMALALUD
36	BARTE, MARK AUGUST D.	ADMINISTRATIVE ASSISTANT II	STA. CATALINA III
37	BARTOCES, HANALYN T.	ADMINISTRATIVE ASSISTANT II	MABINAY I
38	BAYOT, NIKKI JOHN E.	ADMINISTRATIVE ASSISTANT II	SIBULAN I
39	BELLOSILLO, LEOVIE M.	ADMINISTRATIVE ASSISTANT 3	MABINAY I
40	BERGADO, MARIE ROSALIE L.	ADMINISTRATIVE ASSISTANT 2	SIATON IV
41	BERNADEZ, CHARLOTTE JOAN L.	ADMINISTRATIVE ASSISTANT II	SIBULAN I
42	BUCIO, QUENNIE B.	ADMINISTRATIVE ASSISTANT 3	MABINAY III
43	CACAS, ROWINA T.	ADMINISTRATIVE ASSISTANT 2	MANJUYOD II
44	CALIJAN, ER JOHANNE C.	ADMINISTRATIVE ASSISTANT 2	AYUNGON II
45	CAMACHO, JAN MARIE S.	ADMINISTRATIVE ASSISTANT 3	TAYASAN I
46	CAÑETE, IRENE E.	ADMINISTRATIVE ASSISTANT II	CANLAON II
47	CARTAGENA, DIONESIA S.	ADMINISTRATIVE ASSISTANT 2	CANLAON I
48	CATAN, RENAR ANN M.	ADMINISTRATIVE ASSISTANT 2	ZAMBOANGUITA
49	COMPANION, SUSAN GRACE S.	ADMINISTRATIVE ASSISTANT 3	LA LIBERTAD
50	COYOCA, JEANETTE O.	ADMINISTRATIVE ASSISTANT 2	NOHS
51	DELEGERO, SUSIE JAMES B.	ADMINISTRATIVE ASSISTANT II	LA LIBERTAD I
52	DURAN, RINA A.	ADMINISTRATIVE ASSISTANT II	STA. CATALINA I
53	EDEROSAS, VILLAZENA M.	REGISTRAR I	AYUNGON I

54	GADINGAN, MATET B.	ADMINISTRATIVE ASSISTANT 2	STA. CATALINA I
55	GANTALAO, MARLIE P.	ADMINISTRATIVE ASSISTANT II	JIMALALUD
56	GOMEZ, MAYBELLE B.	ADMINISTRATIVE ASSISTANT II	SAN JOSE
57	JABEL, MIRYLOU V.	ADMINISTRATIVE ASSISTANT II	SIBULAN I
58	KATADA, RAZEL B.	ADMINISTRATIVE ASSISTANT II	MABINAY I
59	KISKIS, ANALIZA K.	ADMINISTRATIVE ASSISTANT II	SIATON III
60	LIVA, FLORA MAE C.	ADMINISTRATIVE ASSISTANT II	CANLAON II
61	MACAHILLOS, MERRY ROSE G.	ADMINISTRATIVE ASSISTANT 2	STA. CATALINA I
62	OMANGAY, ALBERTO O.	ADMINISTRATIVE ASSISTANT 2	STA. CATALINA IV
63	PARTOSA, CLAIRE MARIE B.	ADMINISTRATIVE ASSISTANT II	STA. CATALINA III
64	PERAS, MA. FELISA M.	ADMINISTRATIVE ASSISTANT II	MABINAY IV
65	QUITOY, HYACINTH MAE T.	ADMINISTRATIVE ASSISTANT II	STA. CATALINA II
66	REGACHO, GINALYN S.	ADMINISTRATIVE ASSISTANT II	AYUNGON II
67	REVIDAD, REZALYN M.	ADMINISTRATIVE ASSISTANT 3	AYUNGON I
68	REYES, BRENDA R.	ADMINISTRATIVE ASSISTANT II	CANLAON II
69	RUBIO, J CHRISSA D.	ADMINISTRATIVE ASSISTANT 2	STA. CATALINA I
70	RUSIANA, LYNDY D.	ADMINISTRATIVE ASSISTANT 2	MABINAY III
71	SALCEDO, REGINE F.	ADMINISTRATIVE ASSISTANT 3	SAN JOSE
72	SANDOVAL, JOANAH VIC B.	ADMINISTRATIVE ASSISTANT 3	STA. CATALINA I
73	SARONO, ANGELICA P.	ADMINISTRATIVE ASSISTANT II	STA. CATALINA II
74	SOLAMILLO, CHERRIE A.	ADMINISTRATIVE ASSISTANT 2	STA. CATALINA I
75	SUMAYANG, CHRISTIAN A.	ADMINISTRATIVE ASSISTANT II	SIATON III
76	TIMONAN, MARIELLE V.	ADMINISTRATIVE ASSISTANT II	SIATON IV
77	TUBIO, LUCIANA E.	ADMINISTRATIVE ASSISTANT II	STA. CATALINA II
78	VELARDO, FAITH S.	ADMINISTRATIVE ASSISTANT 2	SAN JOSE
79	ZAMORA, PRECY MARIE A.	ADMINISTRATIVE ASSISTANT 2	BINDOY II
80	ZERNA, MAYSHIEL R.	ADMINISTRATIVE ASSISTANT 2	MABINAY I