



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

**Office of the Schools Division  
Superintendent**

05 NOV 2021

DIVISION MEMORANDUM  
No. 964, s. 2021

**TWO-DAY SEMINAR- WORKSHOP ON THE INDUCTION PROGRAM FOR NON-  
TEACHING PERSONNEL (IPNTP)**

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 November 24-25, 2021. Venue will be announced on a separate memorandum.
2. Participants to this seminar are newly hired Administrative Assistants-II & III, Administrative Officer-II, Registrar-I 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 November 23, 2021 at 1:00 P.M. 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. All participants are required to attend the opening program on November 24, 2021 at 8:00 in the morning.
6. This Division Memorandum also serves as Travel Order for resource speakers, technical working group and management team.
7. Widest dissemination of this division memorandum is desired.

**SENEN PRISCILLO P. PAULIN, CESO V**  
Schools Division Superintendent

SPP/MKP-JMA-NLR/SGOD/RBP/dpa  
September 29, 2021



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<b>No.</b>	<b>Name of Participant</b>	<b>District</b>	<b>Position Title</b>
1	Abines, Rowina A.	Dauin	Administrative Officer II
2	Academia, Rachelle Mae L.	Manjuyod II	Administrative Assistant III
3	Alabata, Sigred Jan F.	Siaton IV	Administrative Assistant II
4	Alatan, Germelina V.	Siaton I	Administrative Officer II
5	Alcala, Marie Stephanie A.	Division Office	Administrative Assistant I
6	Amor, Andre P.	Division Office	Administrative Assistant II
7	Baco, Lyziel Joy J.	Tayasan I	Administrative Assistant III
8	Bais, Maria Lourdes T.	Sta. Catalina III	Administrative Assistant II
9	Bangalando, Liezl B.	Zamboanguita II	Administrative Officer II
10	Belen, Irish Mae B.	Division Office	Administrative Assistant III
11	Broce, Genbe B.	Sibulan I	Administrative Officer II
12	Buganas, Ria M.	Mabinay I	Administrative Assistant III
13	Cadiente, Jennilene G.	Division Office	Administrative Officer II
14	Calumpang, Dafodel M.	Ayungon I	Administrative Assistant III
15	Camacho, Christin F.	Division Office	Administrative Assistant II
16	Cuevas, Glecel C.	Jimalalud I	Administrative Assistant II
17	De Asis, Marivic S.	Jimalalud I	Administrative Assistant II
18	Delos Reyes, Hamizah S.	Sta. Catalina II	Administrative Assistant II
19	Diego, Ben Jofil B.	Division Office	Education Program Specialist II
20	Ege, Joy Ann T.	Ayungon II	Administrative Assistant III
21	Elemia, Ma. Irene Cecilia A.	Division Office	Administrative Assistant III
22	Elnar, Jon Kirby B.	Zamboanguita I	Administrative Assistant II
23	Enopia, Florecita G.	Division Office	Administrative Officer II
24	Enopia, Florecita G.	Division Office	Administrative Officer II
25	Faburada, Honeylyn D.	Ayungon II	Administrative Officer II
26	Fermiza, Jason A.	Division Office	Administrative Officer II
27	Ferrer, Jorgielyn R.	Bacong	Administrative Assistant III
28	Gaddi, Janet C.	Division Office	Nurse I
29	Gigataras, Glenn A.	Mabinay I	Administrative Assistant II
30	Gorecho, Jose Milan A.	Mabinay III	Administrative Assistant II
31	Gorecho, Jubby Lyn M.	Mabinay III	Administrative Assistant III
32	Herrera, Clarise E.	Sibulan I	Administrative Officer II
33	Laspiñas, Rhealy E.	Bacong	Administrative Assistant II
34	Luague, Maria Rowena S.	Canlaon I	Administrative Officer II
35	Macias, Crizza Marie K.	Siaton II	Administrative Assistant III
36	Mangroban, Josephine Elvie R	Division Office	Administrative Assistant III
37	Mira, Kenneth B.	Mabinay I	Administrative Assistant II
38	Mongcopa, Daisymi A.	Division Office	Administrative Officer II
39	Monion, Marife F.	Jimalalud I	Administrative Officer II
40	Nocos, Joy Mae G.	Sta. Catalina I	Administrative Assistant II
41	Ogabang, Ivy Rose A.	Division Office	Administrative Officer II
42	Omnos, Dianne Eve C.	Sta. Catalina I	Administrative Assistant III
43	Paalan, Mauricio	Division Office	Administrative Assistant II
44	Pada, Clenton T.	Sibulan II	Administrative Assistant III
45	Pagasian, Jesse John E.	Division Office	Administrative Assistant III
46	Palpita, Metchel S.	La Libertad II	Administrative Assistant II
47	Ponce, Rhea S.	Tayasan I	Administrative Assistant III
48	Quilope, Elgie R.	Mabinay I	Administrative Assistant III
49	Rabuya, Marlon M.	Ayungon I	Administrative Assistant II
50	Radones, Tiffany P.	Siaton III	Administrative Assistant III
51	Repasa, Rubelyn Q.	Siaton II	Administrative Officer II
52	Repollo, Luralei G.	Siaton III	Administrative Officer II
53	Requina, Nonnet C.	San Jose	Administrative Assistant II
54	Retes, Michael O.	Canlaon I	Administrative Assistant II

55	Saga, Analou G.	Division Office	Administrative Officer II
56	Sagal, Maria Rhodora S.	Sta. Catalina III	Administrative Officer II
57	Sagolili, Phoebe Jean A.	Division Office	Administrative Aide VI
58	Saldua, Valerie G.	Division Office	Administrative Officer II
59	Santillan, Avegail C.	Sta. Catalina III	Administrative Assistant II
60	Saycon, Ireen P.	Division Office	Administrative Officer II
61	Suasin, Mae Ann A.	Division Office	Administrative Officer II
62	Sun, Jechrro S.	Division Office	Administrative Assistant III
63	Tabal, Ma. Victoria M.	Siaton II	Administrative Assistant II
64	Tabujara, Madel P.	Sta. Catalina III	Registrar I
65	Taguibulosan, Jaime F.	Mabinay II	Administrative Officer II
66	Tilos, Pacita C.	Valencia	Administrative Officer II
67	Tindoc, Rex Rodrigo T.	Bacong	Administrative Officer II
68	Tubat, Sarah Mae M.	Siaton IV	Administrative Assistant II
69	Vailoces, Lorelie T.	Ayungon II	Administrative Assistant II
70	Valencia, Lizbeth R.	Division Office	Administrative Officer II
71	Ventura, Lorefe S.	Division Office	Administrative Officer II
72	Villan, Jessica G.	Sta. Catalina I	Administrative Officer II
73	Villarejo, Gemmalyn B.	Division Office	Administrative Officer II
74	Visagas, Vorn Vincent V.	Mabinay IV	Administrative Assistant II
75	Zerna, Vigil C.	Mabinay I	Administrative Assistant II