

Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region VII, Central Visayas  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
Office of the School Governance and Operations Division  
Capitol Area, Dumaguete City  
www.depednegor.net | negros.oriental@deped.gov.ph | SGOD Office (035) 225 - 6180

February 5, 2018


**DIVISION MEMORANDUM**

No. 81, s. 2018

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

TO : Division Chiefs  
Division Education Program Supervisors  
Public Schools District Supervisors/Districts-In-Charge  
Public Elementary and Secondary School Principals  
All Others Concerned

1. This is to inform the field that there will be a **"Two-Day Live-in Seminar Workshop on the Induction Program for Non-Teaching Personnel"** on March 8-9, 2018 at Plaza Maria Luisa Suites Inn, Dumaguete City.
2. Participants to this seminar workshop are Administrative Aide I, Administrative Assistants-II & III, Administrative Officer-I, Nurse II, Registrar-I and Legal Assistant I. Please see attached list of participants.
3. Learning Facilitators, Technical Working Group and Management Team will convene on March 7, 2018 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 food, board and lodging shall be charged to Division HRTD funds subject to the usual accounting and auditing rules and regulations. First meal to be served will be lunch of March 8, 2018 and the last meal will be dinner on March 9, 2018.
5. All participants are required to attend the opening program and plenary on March 8, 2018 at 8:00 in the morning.
6. This Division Memorandum also serves as Travel Order for trainers, training staff, and participants.
7. Widest dissemination of this division memorandum is desired.

  
**SALUSTIANO T. JIMENEZ**, CESO VI  
OIC Assistant Regional Director  
Concurrent Schools Division Superintendent



05 FEB 2018

**TWO-DAY SEMINAR WORKSHOP ON THE INDUCTION PROGRAM FOR NON-TEACHING PERSONNEL**  
**DIVISION OF NEGROS ORIENTAL**  
**ACTIVITY SCHEDULE**  
**CLASS 1**

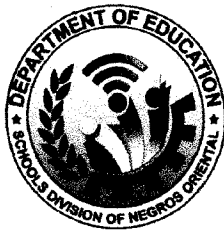
DAY 1		DAY 2	
MARCH 8, 2018		MARCH 9, 2018	
TIME	ACTIVITIES	ACTIVITIES	ACTIVITIES
7:30-8:00	Arrival/Registration	Management of Learning	
8:00-9:00	Opening Program Dr. Dan P. Alar	<i>Session 4</i> Code of Ethics and Office Protocols Dr. Rachel B. Picardal	
9:00-10:00	Levelling of Expectations Dr. Karl T. Credo		
10:00-12:00	<i>Session 1</i> Deped Vision and Mission Dr. Erlinda N. Calumpang	<i>Session 5</i> Financial Literacy Dr. Nonale Q. Resoor	
12:00-1:00		LUNCH	
1:00-3:00	<i>Session 2</i> Overview of K-12 Curriculum Dr. Nilita N. Ragay	<i>Session 6</i> Financial Issues and Concerns Mrs. Jennifer P. Piodos	
3:00-5:00	<i>Session 3</i> Understanding My Role/SHS Organizational Structure Dr. Renante A. Juanillo	<i>Session 7</i> Leave Privileges/Service/Leave Credits/Employees Welfare & Benefits Mrs. Lida P. Sarmiento	
5:00-7:00	<b>TEAMBUILDING</b> Dr. Nelita L. Ragay	<b>Closing Program</b> Iryll Mae S. Macahig and Dr. Dan P. Alar	
<b>Officer of the Day</b>	Dr. Dan P. Alar	Dr. Karl T. Credo	
<b>Process Observer</b>	Mr. Dennis Andalajao	Mrs. Regina E. Empeso	

**TWO-DAY SEMINAR-WORKSHOP ON THE INDUCTION PROGRAM FOR NON-TEACHING PERSONNEL**  
**DIVISION OF NEGROS ORIENTAL**  
**ACTIVITY SCHEDULE**  
**CLASS 2**

**DAY 1**

**DAY 2**

	<b>MARCH 8, 2018</b>	<b>March 9, 2018</b>
<b>TIME</b>	<b>ACTIVITIES</b>	<b>ACTIVITIES</b>
<b>7:30-8:00</b>	Arrival/Registration	Management of Learning
<b>8:00-9:00</b>	<b>Opening Program</b> Dr. Dan P. Alar	<b>Session 4</b> Leave Privileges/Service /Leave Credits/Employees Welfare& Benefits Mrs. Lida P. Sarmiento
<b>9:00-10:00</b>	<b>Levelling of Expectation—</b> Ms.Iryll Mae S. Macahig	
<b>10:00-12:00</b>	<b>Session 1</b> <b>Overview of K-12 Curriculum</b> Dr. Nilita N. Ragay	<b>Session 5</b> <b>Financial Issues and Concerns</b> Mrs. Jennifer P. Piodos
<b>12:00-1:00</b>	<b>LUNCH</b>	
<b>1:00-3:00</b>	<b>Session 2</b> <b>Understanding My Role/SHS Organizational Structure</b> Dr. Renante A. Juanillo	<b>Session 6</b> <b>Financial Literacy</b> Dr. Nonale Q. Resoor
<b>3:00-5:00</b>	<b>Session 3</b> <b>Deped Vision and Mission</b> Dr. Erlinda N. Calumpang	<b>Session 7</b> <b>Code of Ethics and Office Protocols</b> Dr. Rachel B. Picardal
<b>5:00-7:00</b>	<b>TEAMBUILDING</b> Dr.Karl T. Credo	<b>Closing Program</b> Iryll Mae S. Macahig and Dr. Dan P. Alar
<b>Officer of the day</b>	Dr. Dan P. Alar	Dr. Karl T. Credo
<b>Process Observer</b>	Mr. Dennis Andalajao	Mrs. Regina E. Empeso



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### **MANAGEMENT STAFF:**

**Activity Manager : Salustiano T. Jimenez , CESO VI**

**Consultants : Dr. Rachel B. Picardal  
Dr. Erlinda N. Calumpang**

**Lead Coordinator : Dr. Dan P. Alar  
Assistant : Ms. Iryll Mae S. Macahig**

**Learning Facilitators: Dr. Erlinda N. Calumpang  
Dr. Rachel B. Picardal  
Dr. Karl T. Credo  
Dr. Nilita L. Ragay  
Dr. Renante A. Juanillo  
Mrs. Jennifer P. Piodos  
Mrs. Lida S. Sarmiento  
Dr. Nonale Q. Resoor**

**Class Managers : Dr. Jeanny M. Abejero  
Dr. Andrea Luz S. Englis**

**Secretariat: Mr. Edyl Kris B. Ragay  
Ms. Izra Faye A. Saguban**

# CLASS A

4th Floor

**CLASS MANAGER: DR. JEANNY M. ABEJERO**

	<b>NAME</b>	<b>POSITION</b>
1	Agor, Joseph A.	ADAS II
2	Alanano, Maria Vigil D.	ADAS II
3	Alatan, Germelina V	REGISTRAR
4	Alcantara, Mary Joy S.	ADAS II
5	Ambos, Cordel Mark V.	ADAS II
6	Amor, Andre P.	ADA VI
7	Angel, Jayson L.	ADAS II
8	Arani, Mohammad Nassif D.	ADAS II
9	Ariza, Rutchie B.	ADAS II
10	Arquelles, Cris C.	ADAS II
11	Askin, Reagan C.	ADAS II
12	Baco, Lyziel Joy J.	ADAS II
13	Badon, Marx Lee T.	ADAS I
14	Bajar, Irish S.	ADAS II
15	Baldomar, Patric John E.	ADAS II
16	Banatanto, Norberto Jr, L.	ADAS II
17	Barliso, Liza Mae P.	ADAS II
18	Bayot, Sheena Lee R.	ADAS II
19	Belen, Irish Mae B.	ADA VI
20	Belosillo, Leovie M.	ADAS II
21	Bendijo, Danilo Q	REGISTRAR
22	Besario, Maria Nehmia	NURSE II
23	Cabaral, Autessa Marie R.	ADAS II
24	Cadiente, Jennilene G.	ADAS II
25	Calidguid, Estrellita D.	ADAS II
26	Camacho, Jan Marie S.	ADAS II
27	Campong, Lenimar R.	ADAS II
28	Casura, Roxanne G.	ADAS II
29	Catan, Lady January J.	ADAS II
30	Cati-an, Harvey B.	ADAS II
31	Cerial, Jeylene E.	ADA VI
32	Cimafranca, Rosemarie E.	ADA I
33	Corpis, Maricel C.	ADAS II
34	Cubalan, Baltazar D.	ADAS II
35	Cubalan, Karen Joy I.	ADA VI
36	Currell, Junica Stephanie N.	ADA I
37	Dagodog, Nocaber C.	ADAS II
38	Dales, Felicidad T.	ADAS II
39	Dampog, Josephine B.	ADAS II
40	Deciar, Christal Catherine T.	ADAS II
41	Diaz, Arlita R.	ADAS II
42	Dote, Reynald C.	PDO
43	Elemia, Ma. Irene Cecilia A.	ADAS II
44	Estomante, Jonalyn G.	ADAS II
45	Faustorilla, Anne Wednesday O.	ADAS II
46	Fermiza, Jason A.	ADA VI
47	Fesarit, Ana Mae C.	ADAS II
48	Gorecho, Jubby Lyn M.	ADAS II
49	Jaravelo, Leona R.	ADAS II
50	Jusayan, Conchita M.	ADAS II
51	Lajot, Novalyn M.	ADAS II
52	Lamis, Marsha M.	ADAS II
53	Madera, Gina A.	ADAS II

54	Magallanes, Esterlito B.	ADAS II
55	Manaay, Vincent A.	ADAS II
56	Manila, Lucia T.	ADAS II
57	Mendoza, Janeth B.	ADAS II
58	Mendoza, Rosanne D.	ADAS II
59	Mercado, Dauzeen Luzmarie M.	ADAS II
60	Merto, Alexandria T.	ADAS II
61	Mondeñedo, Ma. Jonalin R.	ADA I
62	Mongcopa, Daisymi A.	ADAS II
63	Noblefranca, Crismar L.	ADAS II
64	Onas, Sybel L.	ADAS II
65	Pair, Evaristo A.	ADAS II
66	Pajantoy, Dexen Novem K.	ADAS II
67	Paltingca, Casmer T.	ADAS II
68	Paray, Sarah C.	REGISTRAR
69	Partosa, Julius Paul	ADAS II
70	Patoc, Geva B.	ADAS II
71	Pinuto, Erwin C.	PDO
72	Pioquinto, Mary Grace D.	ADAS II
73	Pontifela, Maricel P.	ADAS III
74	Porcina, Marjorie D.	Legal Asst I
75	Quillope, Elgie R.	ADAS II
76	Ramirez, Rhealyn P.	ADA VI
77	Reasol, Raymundo T.	ADAS II
78	Saavedra, Aida C.	ADAS II
79	Saga, Annalou G.	ADAS II
80	Saguban, Izra Faye A.	ADAS II
81	Saldivar, May Ann P.	ADAS II
82	Samson, Kevin B.	ADAS II
83	Sayre, Felix Jr. B.	ADAS II
84	Seit, Larry E.	ADAS II
85	Siglos, Nicca R.	ADAS II
86	Sumnod, Evan Omar Y.	ADAS II
87	Sun, Jechrro S.	ADAS II
88	Tabujara, Madel P.	ADAS II
89	Tepacia, Myrna L.	ADAS II
90	Teves, Virginia C.	ADAS II
91	Tia. Mishille M.	ADAS II
92	Tinambacan, Kristal Dee Q.	ADAS II
93	Tubal, Jennifer A.	ADAS II
94	Vailoces, Fermin A.	ADAS II
95	Valencia, Lizbeth R.	ADAS III
96	Vallega, Rosalyn B	REGISTRAR
97	Veriña, Jocelyn V.	ADAS II
98	Villarejo, Gemmalyn	ADAS II
99	Villavicencio, Mary Rose T.	ADAS III
100	Visitacion, Romanito	ADAS II
101	Zambrano, Angelica G.	ADAS II
102	Zerna, Emily S.	ADAS II

# CLASS B

VICENTE HALL (2ND FLOOR)

CLASS MANAGER: DR. ANDREA LUZ I. ENGLIS

	NAMES	POSITION
1	Abequibel, Abelbeth G.	ADAS II
2	Abrio, Margie B.	ADAS II
3	Absin, Angela C.	ADAS III
4	Alaban, Marife T.	ADAS III
5	Alabastro, Ivy Mae B.	ADAS II
6	Alama, Danilo H.	ADAS II
7	Alvarez, Methuselah M.	REGISTRAR
8	Antipuesto, Ana Liza T.	ADAS II
9	Ardenia, Merle F.	ADAS III
10	Ator, Windy R.	ADAS II
11	Avila, Ma. Flori Anne D.	AO-I
12	Bacang, Karene Ivy C.	ADAS II
13	Bailado, Francis James T.	ADAS III
14	Balderas, Rushelle Dawn A.	ADAS III
15	Balneg, Klint S.	ADAS II
16	Barandog, Maria Antonia E	REGISTRAR
17	Beloira, Yolanda S.	ADAS III
18	Bucita, Rustico L.	ADAS III
19	Buganas, Ria M.	ADAS II
20	Cabual, Dan Josyl F.	ADAS II
21	Cadiente, Marydel C.	NURSE II
22	Cadinas, Roy M.	ADAS II
23	Cadivida, Jiosel D.	ADAS II
24	Cadungog, Marlou E.	ADAS II
25	Canoy, Ranillo M.	ADAS II
26	Casimiro, Catherine E.	ADAS II
27	Catubay, Maria Suzette N.	ADAS III
28	Dael, Jose Valentino J.	ADAS II
29	Dael, Runely Emerald T.	ADAS II
30	Dy, Herilyn A.	ADAS III
31	Elmido, Sherry Mae P.	ADAS II
32	Estrada, Vida A.	ADAS II
33	Faburada, Marivic S.	ADAS II
34	Gadingan, Gay Oriel T.	ADAS II
35	Gravador, Gigette G.	ADAS II
36	Guarin, Hyacinth C.	ADAS II
37	Guina, Yvette Marie L.	ADAS III
38	Herrera, Clarise E.	ADAS II
39	Iso, Karen F.	ADAS III
40	Jainar, Hansel C.	ADAS II
41	Kadusale, Juanito Jr. T.	ADAS II
42	Kilat, Fe Rizalind	ADAS III
43	Ledesma, Esmeralda T.	AO II
44	Lim, Arnel A.	ADAS II
45	Luague, Ma. Rowena S.	ADAS III
46	Luba, Jinky C.	ADAS III
47	Macatunog, Ma. Luisa C.	ADAS II
48	Macias, Crizza Marie K.	ADAS II
49	Mananquil, Jess Mark L	ADAS II
50	Mangroban, Josephine Elvie R.	ADAS II
51	Marabillo, John Idexrover P.	ADAS III
52	Mongcopa, Pia Michelle D.	ADAS II
53	Ogabang, Ivy Rose A.	ADAS II

54	Opada, Areen Rybonette	NURSE II
55	Patron, Noreen B.	ADAS III
56	Peranco, Precious S.	ADAS II
57	Pricillas, Rachel E.	ADAS III
58	Quibol, Maelen B.	ADAS III
59	Quirit, Deanne B.	NURSE II
60	Radones, Kevin Jon E.	ADAS II
61	Radones, Rahane Tes Aurefe N.	REGISTRAR
62	Raipan, Joel	ADAS II
63	Rendal, Regina Rose O.	ADAS II
64	Rivera, Jerry A.	ADAS II
65	Romano, Jessel C.	ADAS II
66	Sabillo, Joerem B.	ADAS II
67	Sagal, Maria Rhodora S.	ADAS III
68	Sagolili, Roblina Joy M.	ADAS II
69	Saguban, Jeanette S.	ADAS III
70	Saycon, Vanessa	ADAS II
71	Silvosa, Lorena C.	ADAS II
72	Tabal, Ella Flor V.	ADAS III
73	Tequillo, Kathleen Mae A.	ADAS II
74	Trasmonte, Brent John	NURSE II
75	Tuangco, Honey Shane A.	ADAS III
76	Tubat, Sophia A.	ADAS III
77	Ubag, Teofilo Jr. T.	ADAS II
78	Vasquez, Deborah Y.	ADAS II
79	Ventolero, Jennifer R.	ADAS III
80	Villacorta, Adrianne Cara B.	ADAS II
81	Villan, Jessica G.	ADAS III
82	Villanueva, Queen L.	ADAS II
83	Vincoy, Fleurdeliz S.	ADAS II
84	Ybarra, Rogelia S.	ADAS II
85	Yurong, Farren Leigh B.	NURSE II