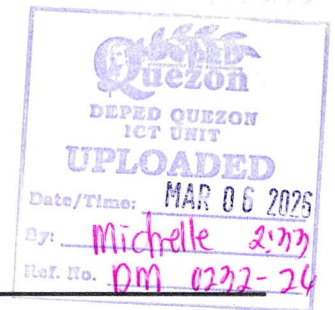




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



05 March 2026

**DIVISION MEMORANDUM**

No. 0232, s. 2026

**DIVISION TRAINING ON COMPETENCY ENHANCEMENT ON COMMUNICATION SKILLS  
FOR NON-TEACHING STAFF**

**TO:** Assistant Schools Division Superintendents  
Division Chiefs  
Public Schools District Supervisors  
Elementary and Secondary Principals  
District/Schools Non-teaching Personnel  
All Others Concerned

1. In reference to DM-OUUHROD-2024-1500 titled *Organizational and Professional Development for Non-Teaching Personnel (OPDNTP)*, this Office, through Human Resource Development Section (HRDS), announces the conduct of **Division Training on Competency Enhancement on Communication Skills for Non-teaching Staff on March 19-20, 2026**, at MI Sevillas Farm, Brgy. Domoit, Lucena City.
2. This learning and development activity aimed to assist the non-teaching staff in gaining a clearer understanding and deeper appreciation of effective communication, which is essential to the efficient delivery of services in SDO Quezon.
3. Registration will start at **7:00 A.M.**, and the Opening program will begin at **8:00 A.M.** The first meal to be served is **breakfast on Day 1** while the last meal to be served is **dinner on Day 2**. Please see the attached List of Participants and Program Management Team and Technical Working Group for reference.
4. This is a **live-in activity**. Expenses for the training venue, accommodation and meals relative to the conduct of this activity shall be charged against the **OPDNTP fund**, while travel and

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other related expenses shall be charged against the Division/School MOOE subject to budgeting, accounting, and auditing rules and regulations.

5. Immediate and widest dissemination of this Memorandum is highly desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent 

*sgodhrds/03/05/2026*

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Enclosure to DM No. 0297

**LIST OF PARTICIPANTS TO COMPETENCY ENHANCEMENT ON COMMUNICATION  
SKILLS FOR NON-TEACHING STAFF**

1	AGRAO, ARJEN ALBA	ADMINISTRATIVE ASSISTANT II
2	ALMADRONES, JENNY ROSE RAMOS	ADMINISTRATIVE ASSISTANT II
3	AMANDY, HYRACEL BARROGA	ADMINISTRATIVE ASSISTANT II
4	ANOCHE, KRISBIE ARQUIZA	ADMINISTRATIVE ASSISTANT II
5	ARTIFICIO, DIANNE VERASTIGUE	ADMINISTRATIVE ASSISTANT II
6	AVILA, FATIMA RONDERA	ADMINISTRATIVE ASSISTANT II
7	BACON, VINCENT BRIONES	ADMINISTRATIVE ASSISTANT II
8	CACAL, IRISH ANNE RAMOS	ADMINISTRATIVE ASSISTANT II
9	CANTOS, LEA MOJECO	ADMINISTRATIVE ASSISTANT II
10	CASTILLO, IAN CHRISTOPHER ABELLADA	ADMINISTRATIVE ASSISTANT II
11	COMETA, RON DANIEL HOSMILLO	ADMINISTRATIVE ASSISTANT II
12	DE ROMAS, JEZAVEN RAÑESSES	ADMINISTRATIVE ASSISTANT II
13	DELOS REYES, MARIELLE REGULTO	ADMINISTRATIVE ASSISTANT II
14	DULOT, ANELYN ALAYON	ADMINISTRATIVE ASSISTANT II
15	EMPELIS, MON CARLO GUTIERREZ	ADMINISTRATIVE ASSISTANT II
16	ESCAL, GERALDINE RUZ	ADMINISTRATIVE ASSISTANT II
17	GENEROSO, JANE LOUISE COMPAÑERO	ADMINISTRATIVE ASSISTANT II
18	LEONOR, PATRICK NORMAN SERVANTES	ADMINISTRATIVE ASSISTANT II
19	LOPEZ, REIMA BRIONES	ADMINISTRATIVE ASSISTANT II
20	MACUROY, LADYLYN CADACIO	ADMINISTRATIVE ASSISTANT II
21	MALIJAN, MICHELLE LORENA	ADMINISTRATIVE ASSISTANT II
22	MARASIGAN, SHAJIED CORDERO	ADMINISTRATIVE ASSISTANT II
23	MOISES, MARIELLE SOLLEZA	ADMINISTRATIVE ASSISTANT II
24	NIOGAN, JEMI ROSE ENCINA	ADMINISTRATIVE ASSISTANT II
25	OPONION, ANJERICA MAE PATIÑO	ADMINISTRATIVE ASSISTANT II
26	ORTADO, MARIA CYNDI JAMIRO	ADMINISTRATIVE ASSISTANT II
27	PAGBA, KRISTOPHER UY	ADMINISTRATIVE ASSISTANT II
28	PANGANIBAN, MIA KRISTEL RABANILLA	ADMINISTRATIVE ASSISTANT II
29	PEÑAFLOR, PRINCESS CAO	ADMINISTRATIVE ASSISTANT II
30	PLAZA, ANNE MARGARET CANELA	ADMINISTRATIVE ASSISTANT II
31	PORNASA, SHAIRA ANTARAN	ADMINISTRATIVE ASSISTANT II
32	RANCES, ROMMEL BAUTISTA	ADMINISTRATIVE ASSISTANT II
33	RENALES, ROSE JEAN LAURA	ADMINISTRATIVE ASSISTANT II
34	RICARO, JOHN MARK PASION	ADMINISTRATIVE ASSISTANT II

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36	RODRIGUEZ, MILA MARIE SALES	ADMINISTRATIVE ASSISTANT II
37	ROLDA, IRISH LODRONIO	ADMINISTRATIVE ASSISTANT II
38	SANCHEZ, OLIVIA DELEN	ADMINISTRATIVE ASSISTANT II
39	SIBULO, GRACE TENEPERE	ADMINISTRATIVE ASSISTANT II
40	SIGNAP, MARIA ANJANET ERNA	ADMINISTRATIVE ASSISTANT II
41	SOBIONO, RONIE ISORINA	ADMINISTRATIVE ASSISTANT II
42	SOLLESTRE, EZRA BANTUCAN	ADMINISTRATIVE ASSISTANT II
43	SOTERIO, EDERLYN PAMESA	ADMINISTRATIVE ASSISTANT II
44	TALAVERA, ANGELA SEBIAL	ADMINISTRATIVE ASSISTANT II
45	TRAIN, CHRISTIAN PAUL PACIS	ADMINISTRATIVE ASSISTANT II
46	VILLAOS, REYNALYN AMPIT	ADMINISTRATIVE ASSISTANT II
47	AGUELO, MARY ROSE FEDELINO	ADMINISTRATIVE ASSISTANT III
48	ALORRO, RIZZA MENDOZA	ADMINISTRATIVE ASSISTANT III
49	AMORADO, ARJAY LAGOS	ADMINISTRATIVE ASSISTANT III
50	BAGUI, JESSA MORENO	ADMINISTRATIVE ASSISTANT III
51	BANAL, KATHRYN AURA MENDOZA	ADMINISTRATIVE ASSISTANT III
52	BANTOLO, ICON WON MAGAS	ADMINISTRATIVE ASSISTANT III
53	CAMOÑAS, LENELYN SATARAIN	ADMINISTRATIVE ASSISTANT III
54	CASTILLO, ANTHONY MAGTIBAY	ADMINISTRATIVE ASSISTANT III
55	DE CHAVEZ, MICHELLE PEREZ	ADMINISTRATIVE ASSISTANT III
56	DE MESA, EUNICE POBLETE	ADMINISTRATIVE ASSISTANT III
57	DIMAYUGA, MICHAEL MANVI MINGOY	ADMINISTRATIVE ASSISTANT III
58	EMPLEO, MARIANNE PAULITE	ADMINISTRATIVE ASSISTANT III
59	LLANITA, RONIANTHONY ANDA	ADMINISTRATIVE ASSISTANT III
60	LORENZO, NOEMI ABISTADO	ADMINISTRATIVE ASSISTANT III
61	MAGBUJOS, JAMESON CATAPANG	ADMINISTRATIVE ASSISTANT III
62	MAGSINO, BERNADETH GARCIA	ADMINISTRATIVE ASSISTANT III
63	MANGUIAT, HASELLE ANN PATULOT	ADMINISTRATIVE ASSISTANT III
64	MIRAS, RENANTE PUJEDA	ADMINISTRATIVE ASSISTANT III
65	OLVEDA, MARIA GINA DE BORJA	ADMINISTRATIVE ASSISTANT III
66	ABDON, LORENA GONZALES	ADMINISTRATIVE OFFICER II
67	ACOMPAÑADO, MHERIAN MENDOZA	ADMINISTRATIVE OFFICER II
68	AGUILAR, REMELYN HERRERA	ADMINISTRATIVE OFFICER II
69	ALABASTRO, NOVA RAMBOYONG	ADMINISTRATIVE OFFICER II
70	ALCANTARA, AILA CURIOSO	ADMINISTRATIVE OFFICER II
71	ALMADRONES, SHEICK AMIR LIM	ADMINISTRATIVE OFFICER II
72	AMANQUITON, PRECIOUS ELAINE MAY ILAGAN	ADMINISTRATIVE OFFICER II
73	AN, REBECCA MARQUEZ	ADMINISTRATIVE OFFICER II

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76	ARRAVEZ, MELODY HUERTAS	ADMINISTRATIVE OFFICER II
77	ATENCIO, PINKY APUNTAR	ADMINISTRATIVE OFFICER II
78	ATIENZA, CHARMAINE MAE AGUIRRE	ADMINISTRATIVE OFFICER II
79	BAER , MA HELENA DE LOS REYES	ADMINISTRATIVE OFFICER II
80	BALINO, EMMA PRUDENTE	ADMINISTRATIVE OFFICER II
81	BARNEDO, JOVEN RAMOS	ADMINISTRATIVE OFFICER II
82	BARNUEVO, MHICO FLORIDO	ADMINISTRATIVE OFFICER II
83	BEATO, RIC AGUSTIN LIZANO	ADMINISTRATIVE OFFICER II
84	BUENO, MARY GRACE BENÍTEZ	ADMINISTRATIVE OFFICER II
85	CALLEJA , WILLY BEVERO	ADMINISTRATIVE OFFICER II
86	CALLEJO , JUANITA ORIGENES	ADMINISTRATIVE OFFICER II
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88	CANTEMPRATE, MAY CATAQUIZ	ADMINISTRATIVE OFFICER II
89	CAPONPON, JESSA MAE MARALIT	ADMINISTRATIVE OFFICER II
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91	CERENO, LEAFE MANINGAS	ADMINISTRATIVE OFFICER II
92	COMBALICER, MADIELENE ROSALES	ADMINISTRATIVE OFFICER II
93	CONCEPCION, MEGENA MAE GEPIGA	ADMINISTRATIVE OFFICER II
94	CORONACION, LARA JOY RUBIO	ADMINISTRATIVE OFFICER II
95	CORONEL, LENY TAYAMORA	ADMINISTRATIVE OFFICER II
96	CUANICO, SARAH JANE MANALO	ADMINISTRATIVE OFFICER II
97	CURIOSO , LOUISSE SIGRID GARCIA	ADMINISTRATIVE OFFICER II
98	DE LUNA, LOUDEMEGIE MIRANDILLA	ADMINISTRATIVE OFFICER II
99	DELA CARZADA, PRINCESS MARIE JOY RANGEL	ADMINISTRATIVE OFFICER II
100	DELLOSA, MARIE ANNE TAGUIAM	ADMINISTRATIVE OFFICER II
101	DELOS SANTOS , AYA ESPAÑO	ADMINISTRATIVE OFFICER II
102	DIMAUNAHAN, MAYCEE BRUCAL	ADMINISTRATIVE OFFICER II
103	DIZON, JOSELL LAYGO	ADMINISTRATIVE OFFICER II
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110	GONZALES, ARSHIEN DE LUNA	ADMINISTRATIVE OFFICER II
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115	JARON, ARLYN BORJA	ADMINISTRATIVE OFFICER II
116	JUCOM, MARK ALDRIN OLANDA	ADMINISTRATIVE OFFICER II
117	JUSI , ALYSSA NICOLE FONTANILLA	ADMINISTRATIVE OFFICER II
118	LADO, KAREN AUTOR	ADMINISTRATIVE OFFICER II
119	LAYLO, BEA BIANCA SICAPORE	ADMINISTRATIVE OFFICER II
120	LIMBO, OLIVER SORIZO	ADMINISTRATIVE OFFICER II
121	LOMEDA, KRISDEL FELIZCO	ADMINISTRATIVE OFFICER II
122	LUCBAN, JOHN LESTER N/A	ADMINISTRATIVE OFFICER II
123	MACATANGAY, DARWIN SANTIAGO	ADMINISTRATIVE OFFICER II
124	MANALASTAS, DANIEL XAVIER ESTABLE	ADMINISTRATIVE OFFICER II
125	MANATAD , JOSHUA YORDAN	ADMINISTRATIVE OFFICER II
126	MANLOGON , MARY ALYSSA TAPADO	ADMINISTRATIVE OFFICER II
127	MARQUEZ, JENNIFER AURIUS	ADMINISTRATIVE OFFICER II
128	MARTIREZ, ROMACRIS SAAVEDRA	ADMINISTRATIVE OFFICER II
129	MARVILLA, ERON JAVIER	ADMINISTRATIVE OFFICER II
130	MEDENILLA , JOAN RIOS	ADMINISTRATIVE OFFICER II
131	MENDIOLA, HARLENE LUNA	ADMINISTRATIVE OFFICER II
132	MENDOZA , HAZEL ANN ORIGENES	ADMINISTRATIVE OFFICER II
133	MILLARES, JAMAICA HERNANDEZ	ADMINISTRATIVE OFFICER II
134	MONTES, ERVIN GARBO	ADMINISTRATIVE OFFICER II
135	MORFE, JINIELYN N/A	ADMINISTRATIVE OFFICER II
136	NEPOMUCENO, ABEGAIL TESORIO	ADMINISTRATIVE OFFICER II
137	NERI, RONIELYN PELAGIO	ADMINISTRATIVE OFFICER II
138	NOBLE, JAKE MACASINAG	ADMINISTRATIVE OFFICER II
139	NOLLEDO, MARIA LUTHEL NERA	ADMINISTRATIVE OFFICER II
140	OBLEA, JOYLYN CINANANGCO	ADMINISTRATIVE OFFICER II
141	OCTOMAN, ARVIN CABALAG	ADMINISTRATIVE OFFICER II
142	ODASCO, NOVIE RAZALAN	ADMINISTRATIVE OFFICER II
143	OLIVEROS, RENZ LEIGHTON OBSIOMA	ADMINISTRATIVE OFFICER II
144	ONGARIA, ANAMER NOEL	ADMINISTRATIVE OFFICER II
145	ORACION , ROMMEL ROMANO	ADMINISTRATIVE OFFICER II
146	OREJOLA, JERALDINE DE CHAVEZ	ADMINISTRATIVE OFFICER II
147	OROGO, ANA LINDA MARCHAN	ADMINISTRATIVE OFFICER II
148	PATUBO, RICHARD REY	ADMINISTRATIVE OFFICER II
149	PAUNIL, CYNDEE DELA CRUZ	ADMINISTRATIVE OFFICER II
150	PAZ , MARK KENNETH ROGIL	ADMINISTRATIVE OFFICER II
151	PEÑAMANTE, KCLYN SARDEÑA	ADMINISTRATIVE OFFICER II

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154	PORTALES, KAREEN JOY AREVALO	ADMINISTRATIVE OFFICER II
155	PRE, MARY MARBBY VERDAN	ADMINISTRATIVE OFFICER II
156	PULUTAN, MARLON GASPAR	ADMINISTRATIVE OFFICER II
157	PUMARES, JOVIE ALIMANGO	ADMINISTRATIVE OFFICER II
158	PUNO, AIZALYN ARCHE	ADMINISTRATIVE OFFICER II
159	QUITORIANO, JEROME ASTRERA	ADMINISTRATIVE OFFICER II
160	RECIO, MARK ELVIS PERRY CAMACHO	ADMINISTRATIVE OFFICER II
161	REQUIRON, RIZZA NIÑA ANDAYON	ADMINISTRATIVE OFFICER II
162	RESURRECION, CATHERINE DEBLOIS	ADMINISTRATIVE OFFICER II
163	REY, PATRICIA JANE RIVERA	ADMINISTRATIVE OFFICER II
164	REYES , PAUL JERICK SAAVEDRA	ADMINISTRATIVE OFFICER II
165	REYES, ELNARDBERT SISPEREZ	ADMINISTRATIVE OFFICER II
166	RIVERA, ISMAEL VILLASAYA	ADMINISTRATIVE OFFICER II
167	ROBLES, JAIKA SARMIENTO	ADMINISTRATIVE OFFICER II
168	ROJAS, AIRENE BARCOMA	ADMINISTRATIVE OFFICER II
169	SALCEDO, PRINCESS ANN MANALO	ADMINISTRATIVE OFFICER II
170	SAN DIEGO, ROSEVEE VERDERA	ADMINISTRATIVE OFFICER II
171	SARMIENTO, TRICIA QUITO	ADMINISTRATIVE OFFICER II
172	SECO, AUSTIN LUNA	ADMINISTRATIVE OFFICER II
173	SERRANO, PATRICK ZUBIETO	ADMINISTRATIVE OFFICER II
174	SIMEON, MELINDA HERNANDEZ	ADMINISTRATIVE OFFICER II
175	SUAREZ, JERVIN RHEY REQUINTO	ADMINISTRATIVE OFFICER II
176	SUPREMO, KYLA MARIE POBLETE	ADMINISTRATIVE OFFICER II
177	SY , KATRINA ANDREA MEDENILLA	ADMINISTRATIVE OFFICER II
178	TOLENTINO, LAARNI LUNA	ADMINISTRATIVE OFFICER II
179	TORIBIO, MELIECEL JOY BERUEGA	ADMINISTRATIVE OFFICER II
180	TUDLA , ARLENE MARQUEZ	ADMINISTRATIVE OFFICER II
181	UMALI, JACQUELYN MARASIGAN	ADMINISTRATIVE OFFICER II
182	VILLANUEVA , CLIM ANTHONY FONTAMILLAS	ADMINISTRATIVE OFFICER II
183	VILLANUEVA, LYZA PEPITO	ADMINISTRATIVE OFFICER II
184	VILLAPANDO, CRISHA MALAGA	ADMINISTRATIVE OFFICER II
185	VILLARUEL , GHERMAGNE VERASTIGUE	ADMINISTRATIVE OFFICER II
186	ZATARAIN, VIVIAN ENTICO	ADMINISTRATIVE OFFICER II

187	ABARICIA, NAGIE VALEÑA	REGISTRAR I
188	ABRENCILLO, LASSIE RIOS	REGISTRAR I

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190	BEÑEGAS, ROSE ANN MONCELLER	REGISTRAR I
191	BUCTIL, ROY MARK DAÑEZ	REGISTRAR I
192	CANTILLANA, LEILA ARMIA	REGISTRAR I
193	CAPARROS, JOSEPHINE MAGTIBAY	REGISTRAR I
194	DACUBA, ARCELIE OLIVEROS	REGISTRAR I
195	DARAG, ALFREDO JR. NUNAG	REGISTRAR I
196	DEL MORO, LYKA GUIRUELA	REGISTRAR I
197	JIMENEZ, JASMIN CRUZ	REGISTRAR I
198	LEGACION, SARAH MAPULA	REGISTRAR I
199	LEONOR, GREGG NORMAN CERVANTES	REGISTRAR I
200	LUALHATI, AIREN GARCIA	REGISTRAR I
201	MALLARI, JOHN HESTER ROSALES	REGISTRAR I
202	MARQUEZ, MA EUNICE NOSITERA	REGISTRAR I
203	NOCUS, SHAYNE BATULA	REGISTRAR I
204	PEREZ, DAISYREE PRADO	REGISTRAR I
205	PLACINO, BERNADETH AYALA	REGISTRAR I
206	PUCHERO, ARNOLD URGELLES	REGISTRAR I
207	ROSALDO, JOYCE ANNE RIOS	REGISTRAR I
208	SABALBORO, LEA OBLEFIAS	REGISTRAR I
209	SOL, MARITES MANZANO	REGISTRAR I
210	VENDIOLA, GERLIE OBISPO	REGISTRAR I

**Program Management Team and Technical Working Group**

1	JUANITO A. MERLE	SGOD CHIEF	PMT Lead
2	REGINA V. MARINO	SEPS-HRD	PMT Member
3	LEAH A. PEREZ	EPSII-HRD	PMT Member
4	JHOANA MAY L. WARIZA	AO II	TWG Member
5	MICHAEL CEDRIC V. DIALA	AO II	TWG Member
6	MARK NICKO F. QUINDOZA	ADA VI	ICT

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