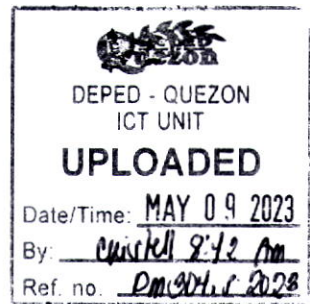




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



8 May 2023

**DIVISION MEMORANDUM**  
DM No. 304, s. 2023

**DIVISION ORIENTATION AND PROVISION OF TECHNICAL ASSISTANCE IN THE 2023  
GUIDELINES ON RECRUITMENT, SELECTION AND APPOINTMENT OF SELECTED  
ADMINISTRATIVE OFFICERS II, SCHOOL HEADS AND PUBLIC SCHOOL  
DISTRICT SUPERVISORS**

**To: Assistant Schools Division Superintendent  
Chief, Curriculum Implementation Division  
Chief, Schools Governance Operation Division  
HRMPSB-Chairman, Members and Secretariat  
Public Schools District Supervisor  
Elementary and Secondary School Heads  
All Concerned**

1. Pursuant to DepEd Order No. 7, s. 2023, this Division will conduct an orientation and technical simulation of selected Administrative Officers II, School Heads, all Public Schools District Supervisor (PSDS) who sit as member of Division HRMPSB Committee and Sub-Committee on the Guidelines, Recruitment, Selection and Appointment of the Department of Education on May 10-11, 2023 9:00 am onwards. Day 0 may be allocated for travel time for the participants coming from far flung or remote stations (See attached enclosure).
2. The objective of the said activity is to orient all the participants on the provisions of DepEd Order No. 7 s. 2023 and to capacitate them on the guidelines for the Selection, Recruitment and Appointment for Teacher I.
3. Participants are expected to be at the venue thirty (30) minutes before the scheduled orientation.
4. To ensure the implementation of health and safety protocols amidst the COVID – 19 pandemic, the conduct of this activity shall comply with the existing guidelines and policies of the IATF.

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5. Travel Expenses shall be charged to the respective school/office MOOE of the participants subject to the usual accounting and auditing rules and regulations. Please refer to DM 910 s. 2022 for clarifications on travel guidelines.
  
6. Immediate dissemination of this Memorandum is earnestly desired.

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

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**CLUSTER 1 – REAL SUB-OFFICE**  
**(REAL, GENERAL NAKAR I, GENERAL NAKAR II, INFANTA, JOMALIG, PANUKULAN,  
PATNANUNGAN, POLILLO, BURDEOS)**

**FACILITATORS**

NAME	POSITION
EDWARD D. GARCIA	OIC-ASDS
WALTER F. GALAROSA	EPS
JEE-ANN O. BORINES	EPS
REYLAN RANILLO	ADAS II

**PARTICIPANTS**

NAME	POSITION
1. MARIBEL SANTILICES	PSDS
2. MELINDA R. CAMACHO	PSDS
3. ARIS S. BARRAGO	OIC-PSDS
4. LEONORA T. MOPERA	PSDS
5. MICHELLE O. SOLIS	P-I
6. ROSALIE A. SALGO	P-III
7. MARNITA G. BANDERADA	P-II
8. GINA A. AVELLANADA	P-I
9. OFELIA C. CASTILLO	P-II
10. DIANNE T. TOLENTINO	AO II
11. CAYELYN BULALACAO	AO II
12. PRINCESS MARI JOY R. DELA CARZAA	AO II
13. IRENE LUCES	AO II
14. MONALYN M. ORTILLANO	AO II
15. LUZVIMINDA T. BUERANO	PSDS
16. JAYBERT R. SARON	PSDS
17. FRANCISCO D. OBLEA	PSDS
18. IREEN O. AVENO	PSDS
19. RHEINALD V. RIVERA	P-I
20. LILIAN L. COLOMA	P-II
21. CALIXTO S. BLAZO	P-IV
22. ANNA LIZA C. ROMANTICO	P-I
23. RUEL A. SUNGDUAN	AO-II
24. RIZZA JAN P. DEL VALLE	AO-II
25. JADE MAY Q. PADERAGAO	AO-II
26. DESSERTY R. MAUHAY	AO-II
27. ANNA CARINA BAUTISTA	AO-II

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**CLUSTER 2 – GUMACA SUB OFFICE**

**(ALABAT, PEREZ, QUEZON, ATIMONAN I, ATIMONAN II, GUMACA EAST, GUMACA WEST, PLARIDEL, CALAUAG EAST, CALAUAG WEST, LOPEZ EAST, LOPEZ WEST, GUINAYANGAN NORTH, GUINAYANGAN SOUTH, TAGKAWAYAN 1, TAGKAWAYAN 2)**

**FACILITATORS**

NAME	POSITION
GREGORIO T. MUECO	ASDS
WENNIE O. GAELA	AO IV/ HRMO II
CARMELA EZCEL A. OROGO	EPS
MA. DYLIN GARCIA	EPS

**PARTICIPANTS**

NAME	POSITION
1. SHARON VILLAVERDE	PSDS
2. JAIME F. ZARA JR.	PSDS
3. SYLVIA H. BULFANE	PSDS
4. JOSEPH C. HINANAY	P-IV
5. SIGHLIE M. REGODON	P-II
6. ANTONIO O. LUNA	P-III
7. LIZA T. RODILLAS	P-I
8. HELEN MARANAN	AO-II
9. JANINE ROMPE	AO-II
10. MARIA CARMELA O. CAPARROS	AO-II
11. KYZL V. AVISTADO	AO-II
12. ALBERT F. MASCARINA	AO-II
13. SUSANA P. NERA	PSDS
14. CARIDAD C. GRIMALDO	PSDS
15. ORLANDO D. SERDON	PSDS
16. MARLON M. RANESES	PSDS
17. LOURDES M. TAN	PSDS
18. ARMINDA D. RED	P-I
19. GERRY A. GRIMALDO	P-III
20. RENE L. PORTADES	P-IV
21. TEODOSIO F. LAKIAN	P-IV
22. CARINA P. JAMILANO	P-I
23. REXTER J. ANDA	P-II
24. ROSVYL CLAUDIA E. ESPOSO	AO-II
25. ARLENE CARINA A. RICO	AO-II
26. MA. CRISELA O. MORENO	AO-II
27. PAUL HARVEY M. MARTINEZ	AO -II

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28. LERNA A. MAPAYE	AO-II
29. HELEN R. ESTERNON	PSDS
30. CARMELO EUSEBIO P. ALTAMIRA	PSDS
31. REJULIOS M. VILLENES	PSDS
32. MEILANI L ADAN	PSDS
33. BERNARDO CRISTINO P. ALTAMIRA	P-III
34. ROSSANO P. BERNAL	P-I
35. JEAN H. VILLELA	P-II
36. ARLINE A. SAMSON	P-I
37. LORENZA HAZEL T. RUIZ	P-IV
38. DONATO J. MARQUESES	P-I
39. ROSELEA C. ARENAL	AO-II
40. MARIZELLE LUNA	AO-II
41. LOREZA T. ARANO	AO-II
42. BRYAN JOSHUA A. MERJUDIO	AO-II
43. JAYMER A. SAMSON	AO-II
44. ROSALDO ADAN	PSDS
45. DARWIN L. VILLAFLOR	PSDS
46. EDNA R. SORIANO	P-II
47. LEILANI A. PREGELLANA	P-III
48. LEONARDO T. MENDOZA	P-III
49. JACKIELO L. CORTEZ	P-I
50. MADONNA M. NICOLAS	AO-II
51. JOEL PILLE	AO-II
52. ISAGANI H. MATIBAG	PSDS
53. ALICIA V. GONZALES	PSDS
54. GELYN D. DE CASTRO	P-III
55. THELMA A. MANALO	P-III
56. EDELTH M. CORTEZ	P-I
57. GILBERT O. GRATUITO	P-I
58. EVA CANACO	AO-II
59. BEEJAY M. ZABALA	AO-II
60. MARY ROSE L. PABUSTAN	AO-II
61. LUISITO SAN DIEGO	AO-II

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**CLUSTER 3 – CATANAUAN SUB OFFICE**  
**(BUENAVISTA I, BUENAVISTA II, SAN ANRES, SAN NARICSO I, SAN NARCISO 2,**  
**CATANAUAN I, CATANAUAN 2, GENERAL LUNA, MACALELON, MULANAY I, MULANAY**  
**2, SAN FRANCISO I, SAN FRANCISCO 2)**

**FACILITATOR**

NAME	POSITION
HERBERT D. PEREZ	ASDS
CELESTINA M. ALBA	EPS
FERDINAND T. SENO	EPS
ANNA JEAN M. OGERIO	AO-II

**PARTICIPANTS**

NAME	POSITION
1. ISIDRO P. DELOS REYES	PSDS
2. CARLA CARANDANG	PSDS
3. MERCEDITA G. LORREDO	PSDS
4. FERDINAND T. GLOR	PSDS
5. GILBERT ALVA	PSDS
6. ELIAS E. DE CASTRO	P-III
7. CARMEN F. VALDORIA	P-III
8. LEONARDO (JOHNNY) C. RAVALO JR	P-II
9. ELENITA BESABE	SHS P-II
10. MARY JOYCE S. ZAMORA	AO-II
11. PAOLA MAE CEJANE	AO-II
12. ZHAIRRA MAE E. ARGUELLES	AO-II
13. MAYCHELL TE	AO-II
14. MINETTE R. MENDEVIL	AO-II
15. CHONA D. ANDRADE	PSDS
16. ANGELITO A. OLVIDA	PSDS
17. ANABELLE F. EMPLEO	PSDS
18. NOLAN SANTOALLA	PSDS
19. MARILOU T. BANAL	P-III
20. CHERRY R. PELOBELLO	P-IV
21. JOSEPH PRESLY R. LABAGUEZ	P-IV
22. AIRNE IDEA	P-I
23. CHERIE ROSE A. ARANZA	AO-II
24. CRISTINE C. CABANGON	AO-II
25. MARIANNE A. FORBES	AO-II
26. AMEICEL A. HUTALLA	AO-II
27. OLIRIC TRINIDAD	AO-II

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28. REBIE A. MARCIANO	PSDS
29. MARIA CARLA M. CARAAN	PSDS
30. LAARNI A. GLORIA	PSDS
31. EUTIQUIO A. EMPLEO	PSDS
32. BENEDICT C. ABELLO	P-I
33. LORES M. MAGALLON	P-I
34. GRACE U. SALVATUS	P-I
35. ADELINA A. GONZALES	P-I
36. JAYPEE M. ROBLES	AO-II
37. ARVIN ZETA	AO-II
38. BRYAN FERNANDEZ	AO-II
39. GENIEVIVE MARIN	AO-II
40. JUN RODNEY LANDICHO	AO-II

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**CLUSTER 4 – SDO TRAINING CENTER (DIVISION OFFICE)**  
**(LUCBAN, PAGBILAO I, PAGBILAO II, MAUBAN NORTH, MAUBAN SOUTH, SAMPALOC, CANDELARIA EAST, CANDELARIA WEST, SARIAYA EAST, SARIAYA WEST, DOLORES, SAN ANTONIO, TIAONG I, TIAONG 2, AGDANGAN, PADRE BURGOS, PITOGO, UNISAN)**

**FACILITATOR**

NAME	POSITION
LORENA S. WALANGSUMBAT	CID CHIEF
ELIZABETH M. DE VILLA	SGOD CHIEF
RAUL A. AGARAN	EPS
MARIA DOLORES D. ATIENZA	AO V
JOAN ALEJAIDA A. MAUHAY	EPS
JUANITO A. MERLE	EPS
AKIMI THERESE M. ASANO	ADAS III

**PARTICIPANTS**

NAME	POSITION
1. LILIOSA B. DIASANTA	PSDS
2. AUREA J. GANDIA	PSDS
3. ELENAR B. OPENA	PSDS
4. JAIME L. MARTINEZ JR.	P-II
5. MARIO A. GUEVARRA	P-III
6. JOY L. BARRAGO	P-I
7. STELLA M. CASTILLO	P-III
8. RIZA S. LALUNIO	AO-II
9. NOVIE ODASCO	AO-II
10. ABEGAIL Q. CADAG	AO-II
11. MARY GOLD S. CHAVEZ	AO-II
12. NATHANIEL LAPUZ	AO-II
13. CATALINO L. PORTA	PSDS
14. DESIDERIA P. ZAFRANCO	PSDS
15. JESSIE E. QUESEA	PSDS
16. REYNALDO V. NANONG	P-III
17. LEAH M. ROPEREZ	P-I
18. ANTONINO R. BULFA	P-II
19. LUNINGNING R. MENDOZA	P-IV
20. RAQUEL O. VENZUELA	AO-II
21. MILDRED GLORIOSO	AO-II
22. IVY DEANNE PORNOBI	AO-II
23. SHARON O. VENZUELA	AO-II
24. CZARINA GAYE J. MENDIOLA	AO-II

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25. MARIA FATIMA U. CALAYAG	PSDS
26. RAQUEL P. MARCUAP	PSDS
27. ANALYN V. ATIENZA	P-II
28. CYNTHIA J. REYROSO	P-III
29. JOSEPHINE S. ARQUIZA	P-II
30. VIOLETA T. CATAPIA	P-II
31. DANRIA PAULETTE Z. DE MESA	AO-II
32. MA. CHRISITNE JOYCE N. DUDAS	AO-II
33. UNIVERZE V. ARELLANO	AO-II
34. NICOLE PAGAYON	AO-II
35. MERRY CRIS T. PABILLAR	AO-II
36. CARLITO B. GUNAY	PSDS
37. CYNTHIA M. MARQUEZ	PSDS
38. NYMPHA L. REYES	P-II
39. JESSIE V. VASQUEZ	P-IV
40. VILMA P. QUEDILIG	P-III
41. FELIZA B. QUEVADA	P-IV
42. JENNIFER P. LICARDO	AO-II
43. MICHELLE MALIJAN	AO-II
44. RUSSELL S. RODRIGUEZ	AO-II
45. MELODY QUINTUA	AO-II
46. CLAUDINE GAYLE A. JALBUENA	AO-II
47. MARIO PABLO V. UMALI JR	PSDS
48. CELSO T. DIMACULANGAN	PSDS
49. RESTITITO M. HERNANDEZ	PSDS
50. MA. LOURDES C. CABANAG	PSDS
51. CECILIA V. RICAFORT	P-III
52. VICTOR EMMANUEL D. MADERAZO	P-IV
53. DONATA J. ANONUEVO	P-III
54. SERAFIN M. CARINGAL	P-II
55. MARREN A. BRUCAL	AO-II
56. YEZA E. BALLESTEROS	AO-II
57. LILUBETH L. CASTILLANO	AO-II
58. CHRISTINE A. BIHIS	AO-II
59. MARILYN M. PERMEJO	PSDS
60. REYVI C. FARAON	PSDS
61. MERIAM C. CAMPOSANO	PSDS
62. ROSALYN L. ZABALLERO	P-II
63. RUTH B. SON	P-I
64. CARMENCITA T. PONCE	P-II
65. RONALDO V. GARCIA	P-IV

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66. IRISH CUETO	AO-II
67. AIREEN U. MORALES	AO-II
68. ABEGAIL F. SEVILA	AO-II
69. REALLYN MORES	AO-II
70. LORENA A. NAVALTA	AO-II

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