



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

DEPED - QUEZON
ICT UNIT
UPLOADED
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10 May 2022

DIVISION MEMORANDUM
DM No. 379, s. 2022

CAPACITY BUILDING ON HUMAN RESOURCE MANAGEMENT, SUPPLY MANAGEMENT AND FINANCIAL MANAGEMENT OF ADMINISTRATIVE OFFICER II PERSONNEL FOR ELEMENTARY SCHOOL IN DEPED QUEZON

**To: Assistant Schools Division Superintendents,
CID and SGOD Chiefs,
Public Schools District Supervisors,
Elementary School Heads/TICs/OICs,
All Others Concerned**

1. Pursuant to DM-PHROD-2020-00235, the Department of Education (Department of Education (DepEd) recognizes the need for additional non-teaching personnel at the school level to address ancillary workload distribution in schools and to unload teachers from performing tasks outside the teaching and learning process.
2. This Office will conduct a Capacity Building on Human Resource Management, Supply Management and Financial Management for the newly hired Administrative Officer II personnel for Elementary Schools on **May 13, 2022 at Sevilla's Resort, Brgy. Domoit, Lucena City.**
3. This One-day live out training program will ensure the smooth implementation of the induction and on-boarding sessions in the areas of Human Resource (HR) and Supply Management of the hired personnel. This will include provision of technical assistance from SDO-HR and Supply Officer and other resource speakers in capacitating their performance of duties and responsibilities for the position.

DEPEDQUEZON-TM-SDS-04-009-003



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4. The participants are expected to at the venue **before 8:00 a.m.** Travel expenses of the participants shall be charge against MOOE/Local funds subject to the usual accounting and auditing rules and procedures.
5. To ensure the implementation of health safety protocol amidst this COVID-19 pandemic, the conduct of this activity shall comply with the existing Inter-Agency Task Force Emerging Infectious Diseases (IATF-EID) Guidelines and Policies. The participants are requested to bring their own face mask and other paraphernalia in observing IATF safety protocols.
6. Immediate dissemination of this Memorandum is earnestly desired.

ELIAS A. ALICAYA JR. EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Admamt05/10/2022

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LIST OF PARTICIPANTS
May 13, 2022

NO.	NAME OF PARTICIPANT	POSITION
1	ELIAS A. ALICAYA JR.	OIC- SDS
2	GREGORIO A. CO JR.	ASDS
3	GREGORIO T. MUECO	ASDS
4	HERBERT D. PEREZ	ASDS
5.	CELESTINA M. ALBA	Education Program Supervisor
6	WALTER F. GALAROSA	Education Program Supervisor
7	MARIA DOLORES D. ATIENZA	Administrative Officer V
8	WENNIE O. GAELA	Administrative Officer IV
9	SHIELA E. JAVEN	Administrative Officer IV
10	EDMUNDO MARIN JR.	OIC-Accountant
11	FRANCE JOY TABURDAN	Administrative Assistant III
12	EDSEL P. PALMERO	Administrative Officer II
13	MARIA CECILIA RODRIGUEZ / MICHELLE DE MESA	Administrative Officer II / ADAS III
14	ABEGAIL F. SEVIAL	Administrative Officer II
15	ALELI SOLLANO	Administrative Officer II
16	ALONA G. CURIOSO	Administrative Officer II
17	AMY TORRES	Administrative Officer II
18	ANNA CARINA BAUTISTA	Administrative Officer II
19	ANNA JOY C. TOLOSA	Administrative Officer II
20	ARLENE CARINA A. RICO	Administrative Officer II
21	ARNOLD M. MORTIZ	Administrative Officer II
22	BEA RENILLA L. MARALIT	Administrative Officer II
23	BEEJAY ZABALA	Administrative Officer II
24	BRYAN LADINES	Administrative Officer II
25	CAR CABRERA	Administrative Officer II
26	CECILLE LLAMAS	Administrative Officer II
27	CHRISTINE JOY AVELLANO	Administrative Officer II
28	CRISTINA MACAPIA	Administrative Officer II
29	CRISTINE CASTILLO	Administrative Officer II
30	DENISE MABULAY	Administrative Officer II
31	DONALD LUISTRO	Administrative Officer II
32	DONNABELLE M. OBLEADA	Administrative Officer II
33	FAMELA FONTARUM	Administrative Officer II
34	GEO LINCON ZOLETA	Administrative Officer II

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35	GRACE MORALES	Administrative Officer II
36	IRENE LUCES	Administrative Officer II
37	JAMAICA KARIZA M. GASPAS	Administrative Officer II
38	JAYPEE ROBLES	Administrative Officer II
39	JEAN C. TIMAN	Administrative Officer II
40	JENILYN P. LICARDO	Administrative Officer II
41	JERIC G. PELOBELLO	Administrative Officer II
42	JERMALYN R. HUTAMARES	Administrative Officer II
43	JEROME JORVINA	Administrative Officer II
44	JHOANA MAY WARIZA	Administrative Officer II
45	JOANA ROSE C. DINGLASAN	Administrative Officer II
46	JOANNA SARAH C. ENVASE	Administrative Officer II
47	JOANNE DURAL	Administrative Officer II
48	JOEL PILLE	Administrative Officer II
49	JOHN BRAYNARD E. JARDIN	Administrative Officer II
50	LIWAYWAY MOISES	Administrative Officer II
51	LORENA NAVALTA	Administrative Officer II
52	LOUDEMEGIE M. DE LUNA	Administrative Officer II
53	MA. ADELA MENDOZA	Administrative Officer II
54	MA. KAREN E. DE GUZMAN	Administrative Officer II
55	MADONNA M. NICOLAS	Administrative Officer II
56	MARIAH SUSHMITA TENORIO	Administrative Officer II
57	MARIANNE A. FORBES	Administrative Officer II
58	MARIBEL MERCADO	Administrative Officer II
59	MARILYN CANEO	Administrative Officer II
60	MARJORY S. FLORA	Administrative Officer II
61	MARK CENTENO	Administrative Officer II
62	MARK JONNEL ILAGAN	Administrative Officer II
63	MARY JOYCE NADRES	Administrative Officer II
64	MARY JOYCE S. ZAMORA	Administrative Officer II
65	MARY ROSE L. PABUSTAN	Administrative Officer II
66	MARY ROSE S. AMOLAR	Administrative Officer II
67	MARYGOLD C. DE CHAVEZ	Administrative Officer II
68	MELODY C. QUINTUA	Administrative Officer II
69	MERRY CRIS T. PABILLAR	Administrative Officer II
70	MICA ANGELITA PASIA	Administrative Officer II
71	MICHELLE IGNACIO	Administrative Officer II

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72	MYLENE ESPINO	Administrative Officer II
73	NIKKOCHEA A. AYALA	Administrative Officer II
74	NORLITO M. FRIAS	Administrative Officer II
75	NOVIE ODASCO	Administrative Officer II
76	PAUL MARVIN V. SAMSON	Administrative Officer II
77	PRECIOUS GONZALES	Administrative Officer II
78	PRINCESS MARI JOY R. DELA CARZADA	Administrative Officer II
79	RAYMOND ADANTE	Administrative Officer II
80	RENIECA CAMILLE G. LLOREN	Administrative Officer II
81	REVELYN M. DE ASIS	Administrative Officer II
82	REYNALDO C. REYES	Administrative Officer II
83	RICHELLE PAREJA	Administrative Officer II
84	RONIL GILBUENA	Administrative Officer II
85	ROSELEA C. ARENAL	Administrative Officer II
86	RUBY JANE B. SOTELO	Administrative Officer II
87	SEIGFRED JAN M. AGUILAR	Administrative Officer II
88	SHARON I. OBORDO	Administrative Officer II
89	SHIELA MARIE S. MENDOZA	Administrative Officer II
90	VENUS BRIONES	Administrative Officer II
91	VINA MARIE S. ADRIANO	Administrative Officer II
92	VINCE ANGELO DEDACE	Administrative Officer II
93	ZHAIRRA MAE E. ARGUELLES	Administrative Officer II
94	ARVIN V. ZETA	Administrative Officer II
95	SARAH LYNN V. DIALA	Administrative Officer II
96	ARLENE TOLENTINO	Administrative Officer II
97	NORVIC C. VILLANIA	Administrative Officer II
98	ANNA JEAN M. OGERIO	Administrative Officer II
99	AKIMI THERESE M. ASANO	Administrative Officer II
100	GLORIA F. MAGTIBAY	Administrative Officer II
101	RODELIO M. ESMERNA JR.	Administrative Officer II
102	ELEANOR V. ROMULO	Administrative Assistant III

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