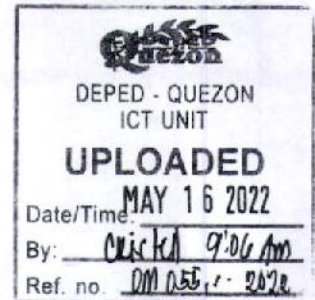




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



10 May 2022

**OFFICE MEMORANDUM**  
OM No. 055, s. 2022

**CAPACITY BUILDING ON ENHANCEMENT OF BASIC SKILLS OF JOB ORDERS, UTILITY PERSONNEL AND OTHER STAFF OF ADMINISTRATIVE/GENERAL SERVICES**

**To : General Services Staff and JO's  
All Others Concerned**

To fully implement the effectiveness and efficiency of administrative support functions particularly on basic skills, simple mechanics and carpentry in the Division, this Office will conduct a Capacity Building on Enhancement of Basic Skills of Job Orders, Utility Personnel and Other Staff of Administrative/General Services on **May 17-18, 2022 at M. I. Sevilla Resort Brgy. Domoit Lucena City.**

Participants are expected to at the venue **before 8:00 a.m.** Please be advised to strictly follow and observe the IATF guidelines on safety and health protocols.

Attendance is a must. For strict compliance.

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

Admamt5/10/2022

DEPEDQUEZON-TM-SDS-04-010-005



*"Creating Possibilities, Inspiring Innovations"*

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
Email Address: quezon@deped.gov.ph  
Website: www.depedquezon.com.ph



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

**LIST OF PARTICIPANTS**

No.	NAME	No.	NAME
1.	ELIAS A. ALICAYA JR.	19	LIONEL AUDINE
2.	GREGORIO CO JR.	20	MILO ALTOVAR
3.	GREGORIO MUECO	21	NORMAN ARENAS
4.	HERBERT PEREZ	22	RITA ALAN
5.	MARIA DOLORES ATIENZA	23	JAY SIGNO
6.	WENNIE GAELA	24	RONALDO MERANO
7.	ARLENE TOLENTINO	25	RAYMOND NIEVA
8.	NORVIC VILLANIA	26	VINCE PERIDA
9.	INSTRUCTOR 1	27	NIEL VITA
10.	INSTRUCTOR 2	28	EDWIN FORMALEJO
11.	INSTRUCTOR 3	29	DONATO ALTOVAR
12.	INSTRUCTOR 4	30	NICANOR DELLOSA
13.	INSTRUCTOR 5	31	MARK NICCO QUINDOSA
14.	INSTRUCTOR 6	32	VINCENT HABITO
15.	LEXTER AUDINE	33	ROSALIO FLANCIA
16.	GENE FLANCIA	34	PABLO PERIDA
17.	JAYSON ALCALA	35	LEO GAELA
18.	CLARK CADIZ	36	WILBERT PORTEZA

DEPEDQUEZON-TM-SDS-04-010-005



*"Creating Possibilities, Inspiring Innovations"*

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
Email Address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)  
Website: [www.depedquezon.com.ph](http://www.depedquezon.com.ph)