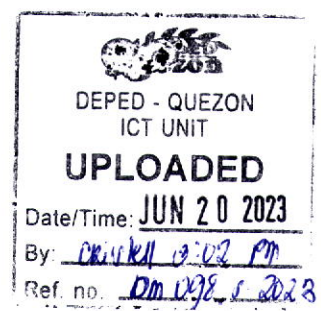




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



20 June 2023

OFFICE MEMORANDUM
OM No. 098, s. 2023

**A CAPACITY-BUILDING SEMINAR-WORKSHOP FOR NON-TEACHING PERSONNEL OF
DEPED QUEZON TO REVITALIZE PROFESSIONALISM, STRENGTHEN TEAMWORK,
AND REIGNITE PASSION FOR WORK**

TO: Assistant Schools Division Superintendents
Division Chiefs
Section/Unit Heads
SDO Personnel
All Others Concerned

In reference to Deped Order No. 40, s. 2020 titled Implementation of Learning and Development for Non-Teaching Personnel in the Department of Education in View of COVID-19 Pandemic, this Office, through School Governance and Operations Division - Human Resource Development Section, shall conduct **A Capacity-Building Seminar-Workshop for Non-teaching Personnel of DepEd Quezon to Revitalize Professionalism, Strengthen Teamwork, and Reignite Passion for Work**, on **June 26-27, 2023** at M.I. Sevilla's Resort Brgy. Domoit Lucena, City.

This activity aims to provide learning and development opportunities to its personnel to further enhance their competencies and capabilities required by their position and the office mandate, and to adapt to the new normal of working. In view of health and work crisis safety and health protocols shall be observed during the duration of the activity.

The participants are requested to bring pens and notebooks. Please see the list of participants in Enclosure No. 1 and the training matrix in Enclosure No. 2.

There will be a day zero on June 25, 2023, for participants from the sub-office. They may request for travel authority covering June 25 to June 27.

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Widest dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

hrdrum06/20/2023

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Enclosure No. 1

TRAINING MATRIX

**A CAPACITY-BUILDING SEMINAR-WORKSHOP FOR NON-TEACHING PERSONNEL OF DEPED QUEZON TO REVITALIZE PROFESSIONALISM,
 STRENGTHEN TEAMWORK, AND REIGNITE PASSION FOR WORK**

June 26-27, 2023

TIME	DAY 1	DAY 2
7:30	REGISTRATION	MANAGEMENT O LEARNING ALL AO2
8:00	OPENING PROGRAM	
8:30-10:00	Session 1 BEGIN WITH A WHY <i>Clarifying One's Purpose</i>	Session 5 DAWN IS BORN AT MIDNIGHT <i>Strategies for Resilience and Real Well-Being</i>
10:00-10:10	BREAK	BREAK
10:10-11:30	Session 2 PLOT TWIST <i>Transforming your Mindset Through Gratitude</i>	Session 6 UNSELFIE <i>Harnessing the Gift of Empathy & Compass in Today's Workplace</i>
11:30	LUNCH BREAK	LUNCH BREAK
1:30	Session 3 THE SPIRIT OF THE SQUIRREL <i>Understanding One's Role in the DepEd "Forest"</i>	Session 7 KALEIDOSCOPE WORLD: <i>Building Our Teams Through Self-Mastery</i>
3:00-3:10	Break	Break
3:10-5:00	Session 4 THE MORAL PURPOSE <i>Committing to a Moral Cause</i>	Session 8 THE GIFT OF THE GOOSE <i>Harnessing Unique Temperaments for Promoting Positive Relationships at Work</i>
5:00	END OF SESSIONS	END OF SESSIONS

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

Enclosure No. 2

List of Participants
June 26-27, 2023

		NAME	GENDER
OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT	1	Bautista, Rommel C.	M
	2	Oineza, Kristoffer O.	M
	3	Diala, Sarah Lynn V.	F
	4	Lagos, Floricel R.	F
OFFICE OF THE ASSISTANT SCHOOLS DIVISION SUPERINTENDENT	5	Garcia, Edward D.	M
	6	Mueco, Gregorio T.	M
	7	Perez, Herbert D.	M
	8	Maragay, Marissa L.	F
	9	Obmerga, Marinel I.	F
	10	Rodil, Rena R.	F
ADMINISTRATIVE SERVICES	11	Atienza, Maria Dolores D.	F
	12	Abcede, Yana Deneese G.	F
	13	Alviso, Christine A.	F
	14	Cadiz, Clark H.	M
	15	Datinggaling, Jay I.	M
	16	Dedace, Vince Angelo L.	M
	17	Evangelista, Madonna R.	F
	18	Magtangob, Layla Anna B.	F
	19	Mendoza, Sheila Marie S.	F
	20	Nadres, Proculo P.	M
	21	Palmero, Edsel P.	M
	22	Reyes, Jan Carlo S.	M
GENERAL SERVICES	23	Romulo, Eleanor V.	F
	24	Tolentino, Arlene M.	F
	25	Villania, Norvic C.	M
	26	Alan, Elmerita M.	F
	27	Alcala, Jayson P.	M
	28	Altovar, Milo M.	M
	29	Arenas, Norman S.	M
	30	Audine, Lexter R.	M
	31	Audine, Lionel R.	M
	32	Dellosa, Nicanor M.	M

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	33	Etino, Eloinel	M
	34	Flancia, Genebyrd M.	M
	35	Flancia, Rosalio C.	M
	36	Formalejo, Edwin P.	M
	37	Inoy, Warren T.	M
	38	Jardin, Ceejay	M
	39	Merano, Ronaldo I.	M
	40	Perida, Pablo L.	M
	41	Villarosa, Jonestor B. I	M
SUPPLY SECTION	42	Aguila, George D.	M
	43	Besas, Honelyn P.	F
	44	De Mesa, Michelle P.	F
	45	Frias, Norlito M.	M
	46	Laurio, Hector C.	M
	47	Rodriguez, Maria Cecilia S.	F
	48	Zaballa, Beejay C.	M
CASHIER SECTION	49	Javen, Shiela E.	F
	50	Abulencia, Connie T.	F
	51	Cantos, Ma. Gloria B.	F
	52	De Rosas, Ler P.	F
	53	Salanguit, Apollo B.	M
RECORDS SECTION	54	Pardilla, Sherelyn O.	F
	55	Baluyut, Susan M.	F
	56	Capinpin, Amador V.	M
	57	Dayahan, Epifania L.	F
	58	Flancia, Roseth M.	F
	59	Gaela, Leovigildo V.	M
	60	Mendoza, Marisyll Judee G.	F
	61	Perez, Aira May C.	F
	62	Rañeses, Angelo S.	M
	63	Quitain, Lemuel B.	M
PERSONNEL SECTION	64	Gaela, Wennie O.	F
	65	Aranilla, Caren D.	F
	66	Asano, Akimi Therese M.	F
	67	Coronacion, Resiele G.	F
	68	Esmerna, Rodelio M. Jr	M
	69	Evardome, Clinton Darwin M.	M

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	70	Fontarum, Famela B.	F
	71	Ladines, Bryan R.	M
	72	Morota, Maila T.	F
	73	Ogerio, Anna Jean M.	F
	74	Radan, Gemma R.	F
	75	Ranillo, Reylan L.	M
	76	Reyes, Therese Jeanne T.	F
	77	Romey, Rowena M.	F
	78	Salvador, Michelle J.	F
	79	Solina, Girlie F.	F
	80	Villamor, Richelle P.	F
BUDGET & FINANCE	81	Marin, Edmundo R. Jr	M
ACCOUNTING	82	Abdon, Lorena G.	F
	83	Abrigo, Monette S.	F
	84	Alcancia, Ruth R.	F
	85	Aurellana, Maria Aubrey R.	F
	86	Avila, Jerico L.	F
	87	Bacus, Maylene G.	F
	88	Billanes, Jan Pauline P.	F
	89	Carimpong, Maria Elvira M.	F
	90	Coronado, Hilariona E.	F
	91	De Los Reyes, Chaenkee C.	F
	92	De Mesa, Brandon E.	M
	93	Dinglasan, Rose Lyn C.	F
	94	Enriquez, Leopoldo P. Jr	M
	95	Ferrancullo, Noeme B.	F
	96	Fortaleza, Maricel A.	F
	97	Gordula, Mary Rose L.	F
	98	Ibal, Rosalie A.	F
	99	Logatoc, Robertson V.	M
	100	Lorredo, Gladita C.	F
	101	Lu, Marichelle A.	F
	102	Masajo, Amparo R.	F
	103	Mercado, Joanna Marie L.	F
	104	Nombrefia, Camille C.	F
	105	Oliveros, Jayzelle R.	F
	106	Peñaverde, Raymund E.	M

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	107	Ramos, Jessica C.	F
	108	Ranas, Mary Grace B.	F
	109	Salibio, Hazel B.	F
	110	Salivia, Hector C.	M
	111	Solomon, Christian Louie A.	M
	112	Vedaño, Richard E.	M
	113	Villaruel, Rowena V.	F
BUDGET	114	Pureza, Catherine A.	F
	115	Adalim, Rowena S.	F
	116	Jimenez, Maria Rafaela Miguela A.	F
	117	Maaño, Jeffrey E.	M
	118	Medenilla, Alegria O.	F
ICT SERVICES	119	Porteza, Wilbert B.	M
	120	Mangubat, Cristell Mae Dianne D. D.	F
	121	Oczon, Rommel T.	M
	122	Quindoza, Mark Nicko F.	M
LEGAL SERVICES	123	Baldeo, Rexcia Maria B.	F
	124	Nuyda, Jackqueline D.	F
	125	Aguila, Carleen D.	F
CURRICULUM IMPLEMENTATION DIVISION	126	Walangsumbat, Lorena S.	F
	127	Alba, Celestina M. Ed.	F
Instructional Management Section	128	Casaña, Clarissa G.	F
	129	Dalmacion, Dessa Marie B.	F
	130	Galarosa, Walter F. Ed.D.	M
	131	Garcia, Maria Dylin S.	F
	132	Ilao, Asuncion C.	F
	133	Jarasa, Joseph E.	M
	134	Mauhay, Joan Alejaida R.	F
	135	Merle, Juanito A.	M
	136	Nieva, Raymond Q.	M
	137	Orogo, Carmela Ezel A.	F
	138	Pureza, Abner L.	M
	139	Seño, Fernando T. DEM	M
	140	Tiñana, Rianne P.	F
	141	Vivar, Mary Joyce P.	F
	142	Zaracena, Carolina T.	F
Education Program Specialist for ALS	143	Agunias, Ananias R.	F

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	144	Buenafe, Adeline A.	F
	145	Coronado, Arlene P.	F
	146	Deza, German E.	M
	147	Grobador, Maricris M.	F
	148	Gutierrez, Laarni Rose R.	F
	149	Laurora, Frank Frederick R.	M
	150	Manongsong, Maria Cherryl J.	F
Learning Resource Management	151	Borines, Jee-Ann O.	F
	152	Basco, Joe Angelo L.	M
	153	Lanot, Mercedita C.	F
	154	Libranda, Aldren B.	M
	155	Rivera, Ronnjemelle A.	M
	156	Zaracena, Krisca Anne C.	F
SCHOOL GOVERNANCE AND OPERATION	157	De Villa, Elizabeth M.	F
	158	Agaran, Raul R.	M
	159	Garcia, Shara S.	F
Education Facilities	160	Arbolente, Ramir O.	M
	161	Cortas, Sharmaine G.	F
	162	Jaranilla, Danica May V.	F
	163	Hutamares, Daniel Jr. I.	M
	164	Pardilla, Gian Carlo O.	M
Human Resource Training Development	165	Marino, Regina V.	F
	166	Salamat, Mary Joyce	F
Mobilization & Networking	167	Marquez, Paul Clifford N.	M
	168	Verdan, Glenda	F
	169	Repaso, Arvin P.	M
Monitoring and Evaluation	170	Duma, Oscar R. Jr.	M
	171	Tupas, Maria Bernadit M.	F
	172	Camo, Hazel Ann S.	F
	173	Perez, Leah A.	F
	174	Tiusan, Mark Angelo M.	M
Planning and Research	175	Fragata, Marbin Jeramil D.	M
	176	Abejo, Lea M.	F
	177	Placino, Bernadeth A.	F
	178	Quiambao, Alma M.	F
	179	Signo, Edwin G. Jr.	M
	180	Tesalona, Marie Antoinette A.	F

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SCHOOL HEALTH AND NUTRITION PERSONNEL	181	Abella, Ma. Teresita M.	F
	182	Habito, Vincent Lawrence B.	M
	183	Patino, Jose Macario Ernie V.	M
PROCUREMENT	184	Colorado, Hilariona	F

REAL SUB-OFFICE	185	Coronacion, Lara Joy R.	F
	186	Maming, Mark Anthony P.	M
	187	Garcia, Guierson S.	M
	188	Sungduan, Ruel A.	M
	189	Lopez, Arren Joy M.	F
	190	Pano, Jammela P.	F
	191	Avellaneda, Suzzette C.	F
	192	Prohibido, Kaydee C.	F
	193	Meraña, Julius G.	M
	194	Orejola, Nenita M.	F

CATANAUAN SUB-OFFICE	195	Diola, Sheeka R.	F
	196	Cadiz, Manolito O.	M
	197	Peralta, Pejay L.	M
	198	Apolinar, Mary Keith Mignonette P.	F
	199	Aranza, Cherie Rose A.	F
	200	Cabangon, Christine R.	F
	201	Cantara, Ruth Ann A.	F
	202	Landicho, Jun Rodney R.	M
	203	Perez, Irish Q.	F
	204	Fortunado, Louis Christopher	M
	205	Martinez, April M.	F

GUMACA SUB-OFFICE	206	Valiente, Rebecca A.	F
	207	Mayormita, Kevin	M
	208	Jaron, Arlyn A.	F

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	209	Ibal, Yoninah R.	F
	210	Martinez, Paul Harvey m.	M
	211	Amolar, Mary Rose S.	F
	212	Merjudio, Bryan Joshua A.	M
	213	Moreno, Ma. Crisela O.	F
	214	Samson, Jaymar V.	M
	215	Aguilar, John Mhar J.	M
	216	Barrameda, Melissa P.	F
	217	Ronquillo, Honeylee V.	F

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