



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

UNNUMBERED MEMORANDUM

TO: OICs, Assistant Schools Division Superintendent, Section/Unit Heads,
Utility Personnel and Staff of Administrative/General Services and All Other
Concerned

FROM: ELIAS A. ALICAYA, JR.
Assistant Schools Division Superintendent
Officer-in-Charge
Schools Division Superintendent

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

DATE : February 4, 2021

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 **February 10-11, 2021 at M. I. Sevilla Resort Brgy. Domoit Lucena City.**

Participants are expected to at the venue before 8:00 a.m. Food expenses and accomodation shall be charged against the HRTD funds while travel expenses of the participants shall be charge againts MOOEI local funds subject to the usual accounting and auditing rules and procedures.

Please be advised to strictly follow and observe the IATF guidelines on safety and health protocols.

Attendance is a must. For strict compliance.

Admam2/4/2021

DEPEDQUEZON-TM-SDS-04-010-003



"Creating Possibilities, Inspiring Innovations"

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DEPED - QUEZON ICT UNIT
UPLOADED
Date/Time: 02/5/2021
By: Rommel
Ref. no: UP135.5.2021



Registration Number:
QAC/R63/0216



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SCHOOLS DIVISION OF QUEZON PROVINCE

CAPACITY BUILDING ON ENHANCEMENT OF BASIC SKILLS OF JOB ORDERS, UTILITY PERSONNEL AND OTHER STAFF OF ADMINISTRATIVE/GENERAL SERVICES
February 10-11, 2021 at M. I. Sevilla Resort Brgy. Domoit Lucena City.

No.	Participants	Designation
1	ELIAS A. ALICAYA JR.	OIC-SDS
2	HERBERT D. PEREZ	OIC-ASDS
3	MARIA DOLORES D. ATIENZA	AO-V
4	RAMIR ARBOLENTE	ENGINEER
5	NORVIC VILLANIA	AO-II
6	ARLENE TOLENTINO	AO-II
7	CLARK CADIZ	JOB ORDER
8	EDWIN SIGNO	JOB ORDER
9	RAYMOND NIEVA	JOB ORDER
10	LIONEL AUDINE	JOB ORDER/UTILITY PERSONNEL
11	ETOINEL ETINO	JOB ORDER/UTILITY PERSONNEL
12	RONALDO MERANO	JOB ORDER/UTILITY PERSONNEL
13	MARIANITO RABINA JR	JOB ORDER/UTILITY PERSONNEL
14	NORMAN ARENAS	JOB ORDER/COA
15	ERMELITA ALAN	JOB ORDER/COA
16	GENEBYRD FLANCIA	JOB ORDER
17	DONATO ALTOVAR	UTILITY PERSONNEL
18	MILO ALTOVAR	UTILITY PERSONNEL
19	EDWIN FORMALEJO	UTILITY PERSONNEL
20	NICANOR DELLOSA	UTILITY PERSONNEL
21	CRISPULO AYALA	DRIVER
22	ROSALIO FLANCIA JR.	DRIVER
23	WILLIAM SERDON	SECURITY GUARD
24	WARREN INOY	SECURITY GUARD
25	PABLO PERIDA JR	SECURITY GUARD
26	ARNEL ADORMEO	SECURITY GUARD
27	LEXTER AUDINE	JOB ORDER/UTILITY PERSONNEL

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