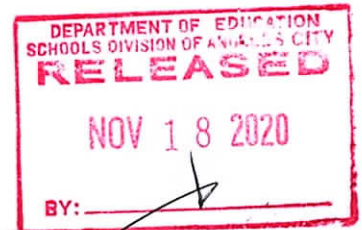




Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OF ANGELES CITY



November 18, 2020

**DIVISION MEMORANDUM**

No. 291 S. 2020

**CAPACITY BUILDING FOR THE NEWLY HIRED ADMINISTRATIVE OFFICERS II ON MANDATED DUTIES AND RESPONSIBILITIES IN ACCORDANCE WITH THE VISION, MISSION, AND CORE VALUES OF THE ORGANIZATION.**

To: Assistant Schools Division Superintendent  
Chief, Curriculum Implementation Division  
Chief, School Governance Operations Division  
Heads of All Public Elementary and Secondary Schools

1. This is to announce the conduct of the Division Capacity Building for The Newly Hired Administrative Officers II on Mandated Duties and Responsibilities In Accordance With The Vision, Mission, And Core Values Of The Organization which will be held on November 19, 2020 from 9:00 AM to 3:00 PM at the Learning Development Conference Room, Pulungbulu, Angeles City.
2. The objectives of the said activity are:
  - 2.1 Capacitate the participants to understand their duties, responsibilities, and skills required to perform as Administrative Officer II;
  - 2.2 Assist the participants on how to execute their mandated duties and responsibilities effectively and efficiently as an Administrative Officer II;
  - 2.3 Assist them on how to prepare and accomplish the different forms used in HR data management and property custodianship.
3. Attached is the list of participants.
4. Expenses to be incurred in the conduct of the said activity will be charged to Division MOOE subject to the usual accounting procedures and auditing rules and regulations.
5. Immediate dissemination of the contents of this Memorandum is earnestly desired.

*so tamayo*  
**MA. IRELYN P. TAMAYO PhD, CESE**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent



Address: Jesus Street, Pulungbulu, Angeles City  
Telephone No. (045) 322-4101



Capacity Building for The Newly Hired Administrative Officers II on Mandated Duties and Responsibilities in Accordance with the Vision, Mission, And Core Values of The Organization

Name of Participants

1. Dayrit, Patrine Claire P.
2. Manio, Nadine Rose S.
3. Timpug, Lucila P.
4. Deang, Christian M.
5. Miranda, Gino Raymond M.
6. Garcia, Anna Renea V.
7. Velasquez, Mary Angeline Isabelle C.
8. Quinto, Mary Anne F.
9. Escoto, Annie P.
10. Morales, Jocelyn D.
11. Esteban, Christianne D.
12. Esguerra, Christine Joy E.
13. Batir, Maria Ly-ann R.
14. Bautista, Sam Joshua C.
15. Samaniego, Abigail B.
16. Garcia, Art Adrian C.
17. Cadag, Genesis O.
18. Cortez, Rojen S.
19. Pamintuan, Liza S.
20. Dela Cruz, Philip Ceasar T.
21. Garcia, Art Russel C.
21. Perez, Guia Lois Q.
22. Garcia, Ramon Joaquin C.
23. Samonte, Elyza G.
24. Dela Cruz, Rosalind I.
25. Kong, Kathleen B.
26. Capati, Edna E.
27. Aurelio, Aryanna Erika D.
28. Bondoc, Princess Jeremy S.
28. Flores, Peejay M.
30. Dela Cruz, Lovely Joy B.
31. Gomez, Jonna Belle G.