



Republic of the Philippines
Department of Education
Region III
Schools Division of Angeles City

RELEASED
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November 29, 2019

DIVISION MEMORANDUM

No. 489 S. 2019

**CAPACITY BUILDING FOR THE NEWLY HIRED NON – TEACHING PERSONNEL
AND ADMINISTRATIVE ASSISTANTS**

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

1. This is to announce the conduct of the Capacity Building for the Newly Hired Non-Teaching Personnel and Administrative Assistants on the specified schedules below at Azurro Hotel, Balibago, Angeles City.

Date	Personnel Involved
December 9-11, 2019	Newly Hired Non- Teaching Personnel
December 11, 2019	Selected Administrative Assistant

2. The objectives of the activity are as follows;
- Orient the participants with the vision, mission, goals and objectives of the department and employees 'benefits.
 - Strengthen employees' relationships to the clientele and co-workers to lead them to high work performance and commitment to work.
 - Provide the necessary skills on office management procedures.
 - Equip the participants with the use of ICT Productivity Tools
3. Attached is the list of identified participants per school.
4. Expenses on meals, supplies, materials and other incidental expenses shall be charged to HRD Funds subject to the usual accounting and auditing rules and regulations.
5. The participants shall be entitled to Compensatory Time Off (CTO) in accordance with Civil Service Commission (CSC) and Department of Budget Management (DBM) Joint Circular No. 2 s.2004 on Non- Monetary Remuneration for Overtime Service Rendered.
6. Immediate dissemination of and compliance with this Memorandum is earnestly desired.

LYN V. LANSANGAN EdD

Chief, School Governance and Operations Division
Officer-in-Charge





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Enclosure No .1 To Division Memorandum No. ____s. 2019

CAPACITY BUILDING FOR THE NEWLY HIRED NON- TEACHING PERSONNEL
December 9-11,2019

TIME	Day 1	Day 2	Day 3
7:00 -8:30	Registration	Management of Learning	
8:30-9:00	Opening Program		
9:00 -10:00	DepEd Vision and Mission SDO Angeles City Organizational Structure	Financial Literacy Education Program of DepED	ICT Productivity Tools
10:00 -10:15	Healthy Break	Healthy Break	
10:15 – 12:00	Customer Care	Employees' Welfare Benefits	
12:00 – 1:00	Lunch Break	Lunch Break	
1:00 2:00	DepEd Manual of Style (DMOS)	Office Management Procedures	
2:00 – 3:15			
3:15-3:30	DepEd Visual Identity and Service Marks (DVISM)	"KAPIHAN sa NTIP"	
3:30-5:00			





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Enclosure No 2. Division Memorandum No. ____s. 2019

Participants for December 9-11,2019
List of Newly Hired Non- Teaching Personnel

No	SCHOOL/ OFFICE	NAME	POSITION
1	FGNMHS	Joan B. Pamintuan	ADAS II
2	STO. DOMINGO	Jessa S. Policarpio	ADAS II
3	ACNTS	Philip Ceasar Tuazon Dela Cruz	ADAS II
4	Division Office	Maria Ly-Ann Ramos Batir	AA VI
5	Division Office	Katrina Icban Pangilinan	AA VI
6	BVRHS	Sheila Garcia Munoz	ADAS II
7	GRILLS	Marjorie Vergara Jaime	ADAS II
8	Division Office	Art Adrian Canlas Garcia	AA VI
9	SBNHS	Christian Munoz Deang	ADAS III
10	SBNHS	Zaira Mae Fernandez Yumul	ADAS II
11	Division Office	Maria Corazon Tongol Sagum	ADA VI
12	Division Office	John Angel Quito Reyes	ADAS II
13	Division Office	Rose Tayag Bayonito	AA VI
14	AES	Liza Sicat Pamintuan	ADAS
15	Division Office	Delma Christle Calalang David	AA VI
16	Division Office	Karl David Maghuyop	ADAS II
17	AC Sr. HS	Lady Charmaine Carreon Calaguas	ADAS II
18	Division Office	Ramon Joaquin Cao Garcia	ADAS II
19	Division Office	Genesis Orolfo Cadag	ADAS III
20	ACSCI H.S.	Marjorie Payab Ayenza	ADAS II
21	STO. DOMINGO IS	Bernadette Buza Esquillo	ADAS III
22	Northville IS	Anna Renea V. Garcia	ADAS III
23	STO. DOMINGO IS	Jessa S. Policarpio	ADAS III
24	SBNHS	Jonathan Velasquez	
25	STATES	Mary Angeline Isabelle Velasquez	
26	SRES	Abigail Samaniego	
27	GRILLS	Elyza Samonte	
28	Liza Pamintuan	AES	
29	Christine Joy Esguerra	Clemendes	





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Participants for December 11, 2019
SELECTED ADMINISTRATIVE PARTICIPANTS

1	MAGO	GINA LOUISE	CAUDEL	ACNHS NON-TEACHING
2	MEDINA	JANE SHALLIMAR	GABRILLO	AC SCIENCE HS
3	RESCO	GERARDO	CABRITO	ACNTS
4	BALCOBERO	LOLITA	NAVARRETE	ACNTS
5	TIMPUG	LUCILA	PANLILIO	BVRHS
6	IGLESIAS	ELLAINE	DE GUZMAN	FGNMHS
7	BALTAZAR	JOYCE ANN	CORTEZ	RLLMHS
8	VELASQUEZ	JONATHAN	REYES	SBNHS
9	FRASCO	RODRIGO	DE ASIS	CUTCUT ES
10	VILLANUEVA	ENER	FLORES	JOSE P. DIZON ES
11	CASTRO	ARMANDO	DIZON	LOURDES NORTHWEST ES
12	BOGNOT	REYNALDO	CADIANG	M.NEPOMUCENO ES
13	REYES	EDILBERTO	FRASCO	SALAPUNGAN ES
14	NACPIL	NINO	MANALOTO	STA. TERESITA ES
15	RODRIGUEZ	ESMERALDA	DELOS REYES	AC- SENIOR HS - NON-TEACHING
16	ZATA	MARY ANN	LANSANGAN	ACNHS- SHS - NON-TEACHING
17	GARCIA	RAMON JOAQUIN	CAO	ACNTS- SHS -NON -TEACHING
18	CORTEZ	JOSEPHINE	CABRERA	ACSCI HS- SHS - NON TEACHING
19	MUÑOZ	SHEILA	G	BVRHS SHS - NON TEACHING
20	PARAS	EDNA	MENESES	RLLMHS SHS - NON-TEACHING
21	YUMUL	ZAIRA MAE	F	SBNHS SHS NON-TEACHING

