



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

DEPARTMENT OF EDUCATION
SCHOOLS DIVISION OF ANGELES CITY

RELEASED

BY:  NOV 17 2022

November 16, 2022

DIVISION MEMORANDUM

No. 419 s. 2022

ROLL-OUT OF THE REGIONAL TRAINING OF TRAINERS FOR ADMINISTRATIVE OFFICERS II ON EFFICIENT PERSONNEL ADMINISTRATION

To: Assistant Schools Division Superintendent
OIC-Chief ES of Curriculum Implementation Division
Chief ES of School Governance and Operations Division
Unit Heads
Heads of Public Elementary and Secondary Schools

1. Please be informed of the conduct of the Roll-Out of The Regional Training of Trainers for Administrative Officers II on Efficient Personnel Administration on November 21-22, 2022, 8:00AM – 5:00PM at Prime City Hotel, Angeles City.
2. The main objective of the training-workshop is to enhance the capacity of Administrative Officers II on efficient personnel administration in terms of recruitment and selection, personnel actions, compensation and benefits, record keeping and disposal, other HR-related functions, property custodianship, and general administrative support.
3. Participants in this training are the Administrative Officers II and select School Administrative Assistants (See Enclosure No.1).
4. Enclosed are the List of Participants, List of Learning Facilitators, the List of the Program Management Team and the Training Matrix for reference.
5. Expenses on meals and venue shall be charged to Division INSET funds subject to accounting procedures and auditing rules and regulations.
6. Immediate dissemination of and compliance with the contents of this Memorandum is desired.


MA. IRELYN P. TAMAYO PhD, CESO V
Schools Division Superintendent

Encl.: As stated
To be indicated in the Perpetual Index
under the following subjects:

SEMINAR
TRAINING

PROGRAM
TEACHERS

MCS/HRMO/November 16, 2022

Jesus St., Brgy. Pulungbulu, Angeles City 2009/(045) 322-4106/angeles.city@deped.gov.ph



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November 21, 2022	Time		
	7:30	Arrival/Registration of Participants	HRD Unit
	8:30-9:00	Opening Program	
	9:00-9:15	Health Break	
	9:30-11:30	Session 1: Personnel Actions Part 1	Christine Joy E. Esguerra Administrative Officer II Jose P. Dizon ES
	11:30-12:00	Open Forum/ Other Matters and Updates	Maria Cristina S. Sarmiento Administrative Officer IV
	12:00-1:00	Lunch Break	
	1:00-2:30	Personnel Actions Part 2	Mary Angeline Isabelle C. Velasquez Administrative Officer II Sta. Teresita ES
	2:30	Working Health Break	
	2:30-4:00	Personnel Actions Part 3	Christianne D. Esteban Administrative Officer II Dr. Clemente N. Dayrit Sr. ES
	4:00-4:30	Open Forum	
	4:30-5:00	Closing Program	
November 22, 2022	8:00-8:30	Arrival/Registration of Participants	HRD Unit
	8:30-9:00	Management of Learning (MOL)	
	9:00	Health Break	
	9:00-10:30	RA 6713	Atty. Paul Nikon T. Alcayro Legal Officer
		Open Forum	
	10:45-12:00	Records Inventory	Edna T. Canlas Administrative Officer IV Records Officer
	12:00-1:00	Lunch Break	
	1:00-2:30	Compensation and Benefits	Delma Christle C. David Administrative Officer II
	2:30-2:45	Open Forum	
	2:45-3:00	Health Break	
	3:00-4:30	Asset Management and Procurement	Armin M. Tayag Administrative Officer IV Supply Officer
	4:30-5:00	Closing Program	

ENCLOSURE NO.1: LIST OF PARTICIPANTS

SCHOOL	EMP NAME	EMP NAME
ABELARDO G. TIÑO ES	MUÑOZ, SHEILA G.	
AMSIK IS	ESCOTO, ANNIE P	
ANUNAS ELEM. SCHOOL	MANIO, NADINE ROSE S.	
APUNG GUIDANG NEPO ES	ZATA, JUDITH C.	
BELEN HOMESITE ES	TIMPUG, LUCILA P.	
CUAYAN ES	MORALES, JOCELYN D.	
CUTCUT ES	CABUYAO, MARY GRACE M.	
DON AMBROCIO MENDIOLA IS	CORPUZ, AIRA PATRICIA M.	
DR. CLEMENTE N. DAYRIT SR. ES	ESTEBAN, CHRISTIANNE D.	
ENRICA SANDICO ES	GARCIA, RAMON JOAQUIN C	
EPZA RESETTLEMENT ES	PEROCHE, PATRICIA LOIS O.	
GOV. RAFAEL L. LAZATIN IS	SAMONTE, ELYZA G.	
GUECO BALIBAGO ES	DEANG, CHRISTIAN M.	
JOSE P. DIZON ES	ESGUERRA, CHRISTINE JOY E.	
LOURDES NORTHWEST ES	ORDOÑEZ, LAURENCE Y.	
M. NEPOMUCENO ES	BATIR, MARIA LY-ANN R.	
MALABAÑIAS IS	BAUTISTA, SAM JOSHUA C.	
MARISOL BLISS ES	DELA CRUZ, ROSALIND I.	
NORTHVILLE 15 IS	GARCIA, ANNA RENE V.	
PAMPANG ES	RUIZ, QUEENIE CAMILLE V.	
PINEDA-GUTIERREZ ES	GARCIA, ART ADRIAN C.	
PULUNG CACUTUD ES	TOLENTINO, LALAINE MAE M.	
PULUNGBULU ES	VALENCIA, PRINCESS P.	
SALAPUNGAN ES	CAPATI, EDNA E.	
SAPALIBUTAD ES	CADAG, GENESIS O.	
SAPANG BATO ES	CORTEZ, ROJEN S	
SITIO PADER ES	PUNZALAN, CAREN G.	
STA. MARIA ES	BONDOC, PRINCESS JEREMY S.	
STA. TERESITA ES	VELASQUEZ, MARY ANGELINE ISABELLE C.	
STO. ROSARIO ES	QUINTO, MARY ANNE F.	
STO. DOMINGO IS	PAMINTUAN, LIZA S.	
TACONDO ES	FLORES, PEEJAY M.	
TEODORO P. TIÑO ES	DELA CRUZ, PHILIP CEASAR T.	
VIRGEN DELOS REMEDIOS ES	DELA CRUZ, LOVELY JOY B	
ACNHS - JHS	SORIANO, CORAZON A.	
ACSCI HS - JHS	VITAL, RHODA R.	
C.M. RECTO ICT HS	LOPEZ, JAN EMMANUEL P.	
DR. CLEMENTE N. DAYRIT SR. MHS	DELA CRUZ, ANGELA MA. P.	
FGNMHS - JHS	PAMINTUAN, JOAN B.	
RLLMHS - JHS	BALTAZAR, JOYCE ANN C.	
SAPANG BATO NHS	TEVES, MAURENE S.	
SITIO TARGET IS - JHS	RACOMA, JUNEMAR P.	
ACNTS	VILLAMER, KRISVINE S.	
ACNTS	ARGETE, CHRISTINE L.	
AC SCIENCE HS - SHS	CORTEZ, JOSEPHINE C.	
AC SENIOR HS	CALAGUAS, LADY CHARMAINE C	
ACNHS - SHS	ZATA, MARY ANN L.	
BVRHS - SHS	RUIZ, JANET N.	
FGNMHS - SHS	VIDALLON, CRISTINA G.	
ANGELES ES	TORRES, ANGELICA S.	
STO. ROSARIO ES	GONZALES, ARIELLE JUSTINE C.	
DIVISION PERSONNEL	CHIN, ROSALIE G.	REYES, JOHN ANGEL Q.
DIVISION PERSONNEL	MONTES, CAROLINE L.	QUILALA, MERRY CHRIS D.
TWG	GARCIA, ARCELY G.	ENCISO, VILMA T.
TWG/RESOURCE SPEAKER	SARMIENTO, MARIA CRISTINA S.	DAVID, DELMA CHRISTLE C.
RESOURCE SPEAKER	ATTY. PAUL NIKON T. ALCAYRO	TAYAG, ARMIN M.
RESOURCE SPEAKER	CANLAS, EDNA T.	