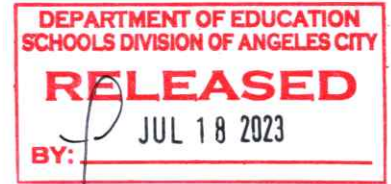




Republic of the Philippines  
**Department of Education**  
 Region III  
 Schools Division Office of Angeles City



17 July 2023

**DIVISION MEMORANDUM**  
 No 259 s. 2023

**CONDUCT OF ONLINE FOCUS GROUP DISCUSSION ON THE TRAINING NEEDS ASSESSMENT ON COMPUTER/ICT SKILLS OF THE NON-TEACHING PERSONNEL**

To: Assistant Schools Division Superintendent  
 OIC-Chief, CID and Chief, SGOD  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Heads, Public Elementary and Secondary Schools  
 All others Concerned.

1. Please be informed of the Conduct of Online Focus Group Discussion on the Training Needs Assessment in Computer/ICT Skills of the Non-Teaching Skills on **July 19,2023; 2:00 p.m.** via Microsoft Teams using this link [bit.ly/FGD-NTP](https://bit.ly/FGD-NTP).
2. The objectives of the focus group discussion are:
  - a. to identify the specific computer/ICT skills required by non-teaching personnel in their current roles;
  - b. to gather insights on the existing computer/ICT skills of non-teaching personnel and determine areas where further training is needed; and
  - c. to gather feedback and suggestion from non-teaching personnel regarding the design and implementation of computer/ ICT training program.
3. The participants are the select division and school based non-teaching personnel as specified on the list below:

No	Name	Office / School
<b>Division Personnel</b>		
1	Miranda, Analee F.	ACCOUNTING
2	Sagum, Maria Corazon T.	CASHIER
3	David, Delma Christle C.	HRMO
4	Cadag, Rose B.	ADMIN
5	Pangilinan, Katrina I.	OSDS
<b>School-Based Non-Teaching Personnel - Elementary</b>		
1	Muñoz, Sheila Garcia	ABELARDO G. TIÑO ES
2	Austria, Venesa Marie Cruz	ANUNAS ELEM. SCHOOL
3	Zata, Judith Cabanela	APUNG GUIDANG NEPO ES
4	Barin, Lancelot Justine Vitug	DR. CLEMENTE N. DAYRIT SR. ES
5	Esteban, Christianne Desmonte	DR. CLEMENTE N. DAYRIT SR. ES
<b>School Based Non -Teaching Personnel - Junior High School</b>		



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

1	Hilario, Kristofferson Cortez	ACNHS - JHS
2	Lacson-Manabat, Wilma Miranda	C.M. RECTO ICT HS
3	Teves, Maurene S.	SAPANG BATO NHS
4	Lacson-Manabat, Wilma Miranda	C.M. RECTO ICT HS
5	Tiglao, Joseph Alerre	STO. DOMINGO IS - JHS
<b>School Based Non -Teaching Personnel – Senior High School</b>		
1	Garcia, Eugene S.	AC SCIENCE HS - SHS
2	Quiambao, Roselle R	AC SENIOR HS
3	Matic, Wynona Kim P	ACNTS - SHS
4	Vidallon, Cristina Gomez	FGNMHS - SHS
5	Paras, Edna M.	RLLMHS - SHS
<b>Integrated School</b>		
1	Cordova Stephannie C	AMSIC IS
2	Samonte, Elyza Galvez	GOV. RAFAEL L. LAZATIN IS
3	Bautista, Sam Joshua C.	MALABAÑIAS IS
4	Garcia, Anna Renea Villanueva	NORTHVILLE 15 IS
5	Samonte, Elyza Galvez	GOV. RAFAEL L. LAZATIN IS

4. For information, guidance, and compliance.

*for: Ronald*  
**RONALDO A. POZON, Ph.D. CESO V**  
Schools Division Superintendent

To be indicated in the Perpetual Index  
under the following subjects:

ASSESSMENT      EMPLOYEES

agg/hrd/  
July 17, 2023