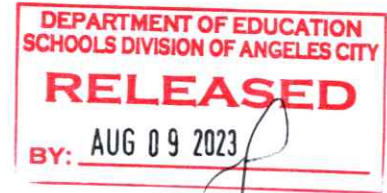




Republic of the Philippines  
**Department of Education**  
Region III  
Schools Division Office of Angeles City



9 August 2023

**DIVISION MEMORANDUM**

No. 290s. 2023

**CONDUCT OF DIVISION TRAINING FOR ADMINISTRATIVE OFFICERS II ON EFFICIENT PERSONNEL ADMINISTRATION**

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. This is to announce the Conduct of Division Training for Administrative Officers II on Efficient Personnel Administration on August 10-11, 2023 at Teachers Camp, Baguio City.
2. The objective of the seminar is to enhance the capacity of Administrative Officers II and Administrative Assistants 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. The participants are Administrative Officer II and select Administrative Assistants assigned in public elementary and secondary schools.
4. Expenses relative to the conduct of this activity amounting to Php 5,000 each shall be charged to Division MOOE Funds for the division technical working group and School MOOE/ Local Funds for the Administrative Officer II and select Administrative Assistants, subject to the usual accounting, auditing and procurement procedures, rules and regulations.
6. Attached are the list of participants and schedule of activities.
7. This memorandum serves as the travel order of the participants.
8. For information, guidance, and compliance.

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



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

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

SCHOOLS    SEMINARS

mcs/aov/  
Aug. 9, 2023

**CONDUCT OF DIVISION TRAINING FOR ADMINISTRATIVE OFFICERS II  
ON EFFICIENT PERSONNEL ADMINISTRATION  
August 10-11, 2023**

<b>No.</b>	<b>SCHOOL</b>	<b>NAME</b>	<b>POSITION</b>
1	ABELARDO G. TINIO ES	MUÑOZ, SHEILA G.	AO II
2	AIR FORCE CITY ES	TORRES, CHARISSA JOY T.	ADAS 2
3	ALBERTO G. PABALAN ES/ STA. MARIA ES	RUIZ, QUENNIE CAMILLE V.	AO II
4	AMSIC IS	DE LA ROSA, MICHAEL ANGELO C.	AO II
5	ANGELES ES	TORRES, ANGELICA S.	AO II
6	ANUNAS ES	MANIO, NADINE ROSE S.	AO II
7	ANUNAS ES	AUSTRIA, VENESA MARIE C.	ADAS 2
8	APUNG GUIDANG NEPO. ES	ZATA, JUDITH C.	AO II
9	BELEN HOMESITE ES	OCAMPO, CAMILLE Y.	AO II
10	CUAYAN ES	MORALES, JOCELYN D.	AO II
11	CUTCUT ES	CABUYAO, MARY GRACE M.	AO II
12	CUTUD ES	GARCIA, RAMON JOAQUIN C.	AO II
13	DON AMBROCIO MENDIOLA ES	PAGUINTO, ERLIZ M.	ADAS 2
14	DON PEPE HENSON MEM. SCHOO	MIGUEL, CHRISTIAN VICTOR C.	AO II
15	DR. CLEMENTE N. DAYRIT SR. ES	ESTEBAN, CHRISTIANNE D.	AO II
16	ENRICA SANDICO ES	PUNZALAN, ARNIE S.	AO II
17	EPZA RESSETLEMENT ES	PEROCHE, PATRICIA LOIS O.	AO II
18	GOV. RAFAEL L. LAZATIN IS	SAMONTE, ELYZA G.	AO II
19	GUECO BALIBAGO ES	DEANG, CHRISTIAN M.	AO II
20	JOSE P. DIZON ES	ESGUERRA, CHRISTINE JOY E.	AO II
21	JOSE P. DIZON ES	CUNANAN. HAYDEE D.	ADAS 2
22	LEONCIA VILLAGE ES	CAYANAN, ARSENIA Y.	AO II
23	LOURDES NORTHWEST ES	CONCEPCION, IMELDA K.	ADAS 2
24	MALABANIAS IS	BAUTISTA, SAM JOSHUA C.	AO II
25	MARISOL BLISS ES	DELA CRUZ, ROSALIND I.	AO II
26	MINING ES	CORPUZ, AIRA M.	AO II
27	NORTHVILLE 15 IS	GARCIA, ANNA RENEVA V.	AO II
28	PAMPANG ES	GONZALES, ARIELLE JUSTINE C.	AO II
29	PINEDA-GUTIERREZ ES	GARCIA, ART ADRIAN C.	AO II
30	PULUNG CACUTUD ES	TOLENTINO, LALAINE MAE M.	AO II
31	PULUNGBULU ES	VALENCIA, PRINCESS P.	AO II
32	SALAPUNGAN ES	CAPATI, EDNA E.	AO II
33	SAN IGNACIO ES	TIMPUG, LUCILA P.	AO II
34	SAPALIBUTAD ES	CADAG, GENESIS O.	AO II
35	SAPANG BATO ES	CORTEZ, ROJEN S.	AO II
36	SITIO PADER ES	PUNZALAN, CAREN G.	AO II
37	SITIO TARGET ES	PANGILINAN, NIKKO LOUIS N.	ADAS 2
38	STA. TERESITA ES	VELASQUEZ, MARY ANGELINE ISABELLE C.	AO II
39	STA. TERESITA ES	YANGA, JOHN KEVIN T.	ADAS 3
40	STA. TERESITA ES	NACPIL, NINO M.	ADA 1
41	STO. DOMINGO IS	MERCADO, LIZA P.	AO II
42	STO. ROSARIO ES	RACOMA, JUNEMAR P.	ADAS 3
43	TACONDO ES	FLORES, PEEJAY M.	AO II
44	TEODORO P. TINIO ES	DELA CRUZ, PHILIP CEASAR T.	AO II

45	VIRGEN DELOS REMEDIOS ES	DELA CRUZ, LOVELY JOY B.	AO II
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**SECONDARY AND SENIOR HIGH SCHOOL**

46	SAPANG BATO NAT'L HS	TEVES, MAUREEN S.	ADAS 3
47	SAPANG BATO NAT'L HS	VELASQUEZ, JONATHAN	ADAS 2
48	SAPANG BATO NAT'L HS - SHS	YUMUL, ZAIRA MAE F.	ADAS 2
49	CLARO M. RECTO	LACSON-MANABAT, WILMA	ADAS 3
50	ACNTS JHS	ALIMURUNG, ROSE-BELL C.	ADAS 3
51	ACNTS JHS	RIVERA, DOMINGA A.	ADAS 2
52	ACNTS SHS	MATIC, WYNONA KIM P.	AO II
53	ACNHS JHS	SORIANO, CORAZON A.	ADAS 3
54	ACNHS JHS	ALFONSO, GRACE	ADA I
55	ACNHS SHS	ZATA, MARY ANN L.	ADAS 2
56	ACSCI JHS	MEDINA, JANE SHALLIMAR	ADAS 2
57	ACSCI SHS	CORTEZ, JOSEPHINE C.	ADAS 2
58	FGNMHS JHS	VILLAR, CHRISTINE EDUVIJES D.	ADAS 2
59	RLLMHS JHS	MENDOZA, LORMARIE	ADAS 2
60	RLLMHS SHS	PARAS, EDNA M.	ADAS 2
61	BVRHS JHS	FIGUEROA, DELIA	ADAS 3
62	BVRHS SHS	RUIZ, JANET	ADAS 2
63	CLEMENTE HS	MAGHUYOP, KARL D.	ADAS 2
64	STAND ALONE SHS	CALAGUAS, LADY CHARMAINE C.	ADAS 2
65	DR. CLEMENTE N. DAYIT E.S	BARIN, LANCELOT JUSTINE V.	ADAS 2

**DIVISION OFFICE**

66	SDS	POZON, RONALDO A.	SDS
67	ASDS	OTCHENGCO, FERNANDINA P.	ASDS
68	SGOD	MANABAT, EDGAR L.	CHIEF
69	SGOD	OTCHENGCO, ALBERTO	SEPS
70	SGOD	GARCIA, ARCELY G.	SEPS
71	CID	YUTUC, AMANDO	OIC-CHIEF
72	ADMIN.	SARMIENTO, MARIA CRISTINA S.	AO V
73	PERSONNEL	MONTES, CAROLINE L.	AO IV
74	PERSONNEL	DAVID, DELMA CHRISTLE C.	AO II
75	PERSONNEL	CALMA, MYLA N.	ADAS 3
76	PERSONNEL	CHIN, ROSALIE G.	ADAS 3
77	PERSONNEL	JOVEN, RIAN C.	ADAS 3
78	PERSONNEL	QUILALA MERRY CHRIS D.	ADA 6



Republic of the Philippines  
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**Schedule of Activities**

Day 1 – August 10, 2023

<b>Time</b>	<b>Activities</b>
4:00 -5:00 a.m	Assembly
5:00 a.m	Departure
5:00 -9:00 a.m.	Travel to Baguio
9:00- 10:00	Registration
10:00 – 11:00	Opening Program
11:00 -12:00	Professionalism for DepEd Personnel  <b>Fernandina P. Otchengco PhD, CESE</b> <i>Assistant Schools Division Superintendent</i>
10:00 -12:00	Opening Program
12:00 -1:00	Lunch Break
1:00 -2:00	Personnel in Action <b>Carol L. Montes</b> <i>Administrative Officer IV- Personnel</i>
2:00 -3:00	Revisiting Do 2, S. 2015 – Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (Rpms) in the Department of Education  <b>Maria Cristina S. Sarmiento</b> <i>Administrative Officer V</i>
3:00-4:00	Streamlined Guidelines on Basic Education Research, Action Research, and Innovation  <b>Alberto M. Otchengco Jr.</b> <i>SEPS- Research</i>
4:00 -5:00	Q and A

Day 2 – August 11, 2023

<b>Time</b>	<b>Activities</b>
7:00- 8:00	Morning Exercise Zumba
8:00 – 9:00	Breakfast
9:00 -10:00	Management of Learning
10:00 -12:00	Closing Program Wrap -up Activity Ways froward Closing Remarks
12:00 -1:00	Lunch Break
1:00 -2:00	Check -out of Participants
2:00 -5:00	Travel Time/ Home Sweet Home