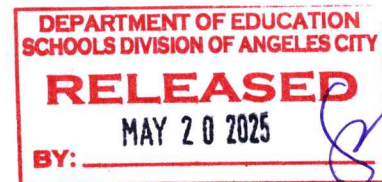




Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF ANGELES CITY



19 May 2025

DIVISION MEMORANDUM
No. 160 , s. 2025

CAPACITY BUILDING FOR NON-TEACHING PERSONNEL (ADMINISTRATIVE OFFICERS, ASSISTANTS AND AIDES) ON PROJECT TEAMS (THE ENHANCED ADMINISTRATIVE MANAGEMENT SYSTEM) CUM INDUCTION SEMINAR FOR THE NON -TEACHING PERSONNEL WITH 0-3 YEARS IN THE SERVICE

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Please be informed of the Capacity Building for Non-Teaching Personnel (Administrative Officers, Assistants and Aides) on Project TEAMS (The Enhanced Administrative Management System) Cum Induction Seminar for the Non -Teaching Personnel with 0-3 Years in the Service on **May 28-30, 2025** at Morongstar Hotel and Resort, Morong Bataan

Assembly Time 7:00 a.m. to 7:30 a.m.
Departure Time: 7:30 a.m.

2. The objectives of the activity are:
- 2.1. to familiarize themselves with key administrative policies, processes, and documentation standards relevant to their roles as non-teaching personnel;
 - 2.2. to develop essential workplace skills, including communication, records management, time management, and teamwork.
 - 2.3. to strengthen their knowledge of ethical standards, accountability, and professional conduct in public service.
 - 2.4. to promote a culture of continuous improvement and proactive support to school and division office operations.
 - 2.5. to integrate core values and the mission of the Department of Education into their daily responsibilities, reinforcing a sense of purpose and public service
3. The participants to this seminar are the school -based and division office non-teaching personnel. Attached are the list of the participants and their assigned teams and colors. They are also required to bring **laptops and extension cords**.
4. Expenses for meals, accommodation and transportation amounting to **Php 8,400.00** each shall be **charged** to Division MOOE Funds for the division office personnel and School MOOE/ Local Funds for the school -based non-teaching personnel , subject to the usual accounting, auditing and procurement procedures, rules, and regulations. Deadline of payment of schools is on or before **May 22, 2025**.



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

5. This memorandum serves as the **Authority to Travel** of the participants.
6. Immediate and wide dissemination of and strict compliance with this Memorandum are earnestly desired.

Engr. EDGARD C. DOMINGO PhD, CESO V
Schools Division Superintendent *hh*

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

CAPACITY BUILDING PERSONNEL

AGG/SEPS/May 19, 2025 *W*



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

Enclosure No. 1 to Division Memorandum No. 160 s. 2025

No	NAME OF SCHOOL	POSITION	NAME
1	AC SHS	Administrative Officer II	AYSON, BERNADETTE ESQUILLO
2	AC SHS	Administrative Assistant II	CALAGUAS, LADY CHARMAINE CARREON
3	ACNHS - JHS	Administrative Assistant II	PANGANIBAN, FREDDIE LACSON
4	ACNHS - JHS	Administrative Assistant II	NUALDA, JOHN JERRYL HIBIONADA
5	ACNHS - JHS	Administrative Aide III	TATAD, ANGELICA LACAP
6	ACNHS SHS	Administrative Assistant II	JOVEN, REENA MACAUBA
7	ACNTS SHS	Administrative Officer II	DELA PEÑA, MA. LUCIA SAGMIT
8	ACNTS SHS	Administrative Assistant II	MUSNGI, RUSSEL ESCULTOR
9	ACNTS-JHS	Administrative Assistant III	LUMBANG, MARY MICA CRISTOBAL
10	ACNTS-JHS	Administrative Aide IV	MANANSALA, HAROLD DAYRIT
11	ACNTS-JHS	Administrative Aide III	LOZANO, NEIL JOURDAN SAMSON
12	ACSCI -JHS	Administrative Assistant II	VALENCIA, MARYCHELLE CANLAS
13	ACSCI -JHS	Administrative Assistant II	AQUINO, HEIRYL LEE T. GARCIA, EUGENE SARMIENTO
14	ACSCI SHS	Administrative Officer II	TORRES, ANGELICA SALAS
15	AES	Administrative Officer II	MUNOZ, SHEILA GARCIA
16	AG TINIO ES	Administrative Officer II	RACOMA, JUNEMAR PASCUAL
17	AG TINIO ES	Administrative Assistant III	TORRES, CHARISSA JOY TURALLO
18	AIR FORCE CITY ES	Administrative Assistant II	DE LA ROSA, MICHAEL ANGELO CERERA
19	AMSIC IS	Administrative Officer II	CORDOVA, STEPHANIE CAYANAN
20	AMSIC IS	Administrative Assistant III	BALINGIT, RACHELLE PAULA GUINTO
21	ANGELES ES	Administrative Assistant III	DIZON III, JOSE AYSON
22	ANUNAS ES	Administrative Officer II	ALJECERA JAYRALF GRAJO
23	ANUNAS ES	Administrative Officer II	SALAZAR, PAOLO NUNAG
24	ANUNAS ES	Administrative Assistant II	



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

25	APUNG GUIDANG ES	Administrative Officer II	ZATA, JUDITH CABANELA
26	BELEN HOMESITE ES	Administrative Officer II	DEANG, CRISTIAN MUÑOZ
27	BVRHS - JHS	Administrative Assistant III	FIGUEROA, DELLIA MANUEL
28	BVRHS SHS	Administrative Officer II	CABRERA, ADRIAN ALLEN AYSON
29	CLEMENDES	Administrative Officer II	ESTEBAN, CHRISTIANNE DESMONTE
30	CLEMENDES	Administrative Assistant II	BARIN, LANCELOT JUSTINE VITUG
31	CLEMENTE HS	Administrative Assistant II	RIVERA, MARICON HIPOLITO
32	CM RECTO	Administrative Assistant II	LOPEZ, JAN EMMANUEL PANLICAN
33	CUAYAN ES	Administrative Officer II	MORALES, JOCELYN DELA CRUZ
34	CUTCUT ES	Administrative Officer II	CABUYAO, MARY GRACE MALLARI
35	DAMIS	Administrative Assistant II	PAGUINTO, ERLIZ MERCADO
36	ENRICA SANDICO ES	Administrative Officer II	PUNZALAN, ARNIE SAMSON
37	EPZA RESETTLEMENT ES	Administrative Officer II	PEROCHE, PATRICIA LOIS OCAMPO
38	EPZA RESETTLEMENT ES	Administrative Assistant III	NACPIL, LAWRENZE MANITI
39	FGNMHS - JHS	Administrative Assistant II	VILLAR, CHRISTINE EDUVIJES DAVID
40	FGNMHS - JHS	Administrative Assistant II	DIONICIO, JOSELYN
41	FGNMHS SHS	Administrative Assistant II	VIDALLON, CRISTINA GOMEZ
42	GRLIS - ELEM	Administrative Officer II	SAMONTE, ELYZA GALVEZ
43	GRLIS JHS	Administrative Assistant III	JAIME, MARJORIE VERGARA
44	GUECO BALIBAGO ES	Administrative Assistant III	GARCIA, GLADYS EULALIA ESGUERRA, CHRISTINE JOY ESPIRITU
45	JOSE P. DIZON ES	Administrative Officer II	
46	JOSE P. DIZON ES	Administrative Assistant II	CUNANAN, HAYDEE DAVID
47	LEONCIA VILLAGE ES	Administrative Officer II	CAYANAN, ARSENIA YUTUC
48	LOURDES NORTHWEST ES	Administrative Officer II	ORDOÑEZ, LAURENCE YABUT
49	LOURDES NORTHWEST ES	Administrative Assistant II	CONCEPCION, IMELDA KILALA



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

50	M. NEPOMUCENO ES	Administrative Officer II	BATIR, MARIA LY-ANN RAMOS
51	MALABANIAS IS	Administrative Officer II	PUNZALAN, CAREN GABAY
52	MALABAÑIAS IS	Administrative Assistant III	VIRAY, DAVEY HAROLD EVANGELISTA
53	MBLISS ES	Administrative Officer II	DELA CRUZ, ROSALIND ISLA
54	MINING ES	Administrative Officer II	CAPATI, EDNA EVARISTO
55	NORTHVILLE 15 ELEM	Administrative Officer II	GARCIA, ANNA RENE VILLANUEVA
56	NORTHVILLE 15 ELEM	Administrative Assistant III	LORIA, GARY JOEL MERCADO MIGUEL, CHRISTIAN VICTOR CHENG
57	PAMPANG ES	Administrative Officer II	
58	PAMPANG ES	Administrative Assistant II	DELA BUENA, RYAN OSABEL
59	PINEDA-GUTIERREZ ES	Administrative Officer II	GARCIA, ART ADRIAN CANLAS
60	PINEDA-GUTIERREZ ES	Administrative Assistant II	VERGARA, REYCHELLE DAVID
61	PULUNG CACUTUD ES	Administrative Officer II	QUIAZON, LALAIN MAE TOLENTINO
62	PULUNGBULU ES	Administrative Officer II	JOVEN, RIAN CANO
63	RLLMHS - JHS	Administrative Assistant III	ESPINO, PETER DAVID
64	RLLMHS - JHS	Administrative Assistant II	SABLAY, MARITES GALSIM
65	RLLMHS - JHS	Administrative Assistant II	CAYANAN, JOSEPH RAMESES GATBONTON
66	RLLMHS SHS	Administrative Assistant II	PARAS, EDNA MENESES
67	SALAPUNGAN ES	Administrative Officer II	TIMPUG, LUCILLA PANLILIO
68	SAN IGNACIO ES	Administrative Officer II	OCAMPO, CAMILLE YUTUC
69	SAPALIBUTAD ES	Administrative Officer II	CADAG, GENESIS OROLFO
70	SAPANGBATO ES	Administrative Officer II	CORTEZ, ROJEN SASANA
71	SBNHS JHS	Administrative Assistant III	ROSAL, MA. LUISA
72	SBNHS JHS	Administrative Assistant II	VELASQUEZ, JONATHAN REYES
73	SBNHS SHS	Administrative Assistant II	YUMUL, ZAIRA MAE FERNANDEZ
74	SITIO PADER ES	Administrative Officer II	BAUTISTA, SAM JOSHUA CALUSA
75	SITIO PADER ES	Administrative Officer II	ALVAREZ, ARIES VARGAS
76	SITIO TARGET JHS	Administrative Assistant II	PANGILINAN, NIKKO LOUIS NACPIL
77	STA. MARIA ES	Administrative Officer II	GUINTU, JOSE MARI SABILE



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

78	STA. TERESITA ES	Administrative Officer II	VELASQUEZ, MARY ANGELINE ISABELLE CUTIONGCO
79	STA. TERESITA ES	Administrative Assistant III	YANGA, JOHN KEVIN TADEO
80	STO. DOMINGO IS	Administrative Officer II	MERCADO, LIZA PAMINTUAN
81	STO. DOMINGO IS	Administrative Assistant III	DOCTOR, MONIRA PINGUL
82	STO. ROSARIO ES	Administrative Officer II	QUINTO, MARY ANNE FLORES
83	TACONDO ES	Administrative Officer II	BALTAZAR, JOYCE ANNE CORTEZ
84	TEODORO P. TINIO ES	Administrative Officer II	DELA CRUZ, PHILIP CEASAR TUAZON
85	VIRGEN DELOS REMEDIOS ES	Administrative Officer II	MANANSALAN, MARGIE JACINTO
86	PERSONNEL	Administrative Assistant III	DEOCAREZA, GIL MALEJANA
87	ACCOUNTING	Administrative Assistant III	VIRAY, JOSEPHINE CANLAS
88	ACCOUNTING	Administrative Assistant III	BORDON, LESLEY ANN SUAREZ
89	ADMIN OFFICE	Administrative Aide III	BALINGIT, EMILY QUEBENGCO
90	PERSONNEL	Administrative Aide IV	TOMAS, PAOLO PASCUA
91	ACCOUNTING	Administrative Aide I	VELASQUEZ, CARL ANJELLO TANGLAO
92	SGOD	Administrative Aide I	NUNAG, DIANA ROSS MAGDANGAL
93	SGOD	Administrative Aide I	MANABAT, JANESSA AYBZ GUEVARRA
94	SDS OFFICE	Administrative Aide I	NUNAG, CRISTINE FAJARDO
95	CASHIER	Administrative Aide I	OCAMPO, MHICLEY MICLAT
96	LEGAL OFFICE	Administrative Aide I	SALUNGA, ARIEL CATANGHAL
97	ACCOUNTING	Administrative Assistant II	GARCIA, CARMELA CHAN
98	ACCOUNTING	Administrative Assistant II	GALANG, JONEL SALVADOR
99	BUDGET	Administrative Assistant I	CASTRO, ROMWALD CATU
100	SUPPLY OFFICE	Administrative Aide VI	DELA PEÑA, KYRAHMAE NICDAO
101	OSDS	Administrative Aide VI	SAMPANG, GESILLE REGACHO
102	RECORDS OFFICE	Administrative Aide VI	LEMQUE, BEVERLY BALDO
103	ADMIN OFFICE	Administrative Aide VI	CASTRO, EDHELLYN DELA CRUZ
104	RECORDS OFFICE	Administrative Aide VI	PARUNGAO, DIANNE GAILE TIGLAO
105	ITO	Administrative Aide VI	HERNANDEZ, JOSELL AQUINO
106	SDS OFFICE	Administrative Aide IV	REYES, JOHN SELL SALAS
107	PERSONNEL	Administrative Aide IV	PONCE, JEFFERSON LUZUNG



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

107	PERSONNEL	Administrative Aide IV	PONCE, JEFFERSON LUZUNG
108	PERSONNEL	Administrative Assistant III	AMARO, JANET RUIZ
109	SGOD	Project Development Officer	MANIO, NADINE ROSE S.
110	SGOD	Project Development Officer	MANITI, PRINCESS T.
111	SGOD	Project Development Officer	AUSTRIA, VENESA MARIE C.
112	SGOD	Project Development Officer	PASION, EMILY M.
113	SGOD	Project Development Officer	GONZALES, AILYN S.

No	Technical Working Group	Position	Term of Reference
1	Engr. Edgard C. Domingo PhD	Schools Division Superintendent	Over-All chair
2	Edgar L. Manabat PhD	Program Owner	Program Owner
3	Arcely G. Garcia	Program Manager	Program Manager
4	Noli M. Manalo	Logistics Officer	Logistics Officer
5	Glenn P. Sarmiento	Resource Speaker	Resource Speaker
6	Engr. Maria Cristina S. Sarmiento	Program Owner	Program Owner
7	Charlon B. Omlang	Budget Officer	Facilitator
8	Aveneir V. Mendoza	ITO	Resource Speaker
9	Atty Paul Nikon Alcayro	Legal Officer	Resource Speaker
10	Gay Y. Pangilinan	Accountant III	Facilitator
11	Caroline S. Montes	AO IV- Personnel	Facilitator
12	Janet P. Ruiz	AO II	Resource Speaker
13	Ralph Michael D. Dungxa	Nurse II	Health Officer



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

160

Enclosure No. 2 to Division Memorandum No. ____ s. 2025

ASSIGNED TEAMS AND COLORS

No	Red 1	Yellow 2	Blue 3
1	AYSON, BERNADETTE ESQUILLO	CALAGUAS, LADY CHARMAINE CARREON	TATAD, ANGELICA LACAP
2	LUMBANG, MARY MICA CRISTOBAL	FIGUEROA, DELLIA MANUEL	VALENCIA, MARYCHELLE CANLAS
3	CORDOVA, STEPHANIE CAYANAN	PEROCHE, PATRICIA LOIS OCAMPO	ZATA, JUDITH CABANELA
4	MORALES, JOCELYN DELA CRUZ	CABUYAO, MARY GRACE MALLARI	PAGUINTO, ERLIZ MERCADO
5	VIDALLON, CRISTINA GOMEZ	SAMONTE, ELYZA GALVEZ	JAIME, MARJORIE VERGARA
6	CAYANAN, ARSENIA YUTUC	QUIAZON, LALAINA MAE TOLENTINO	CONCEPCION, IMELDA KILALA
7	CAPATI, EDNA EVARISTO	YUMUL, ZAIRA MAE FERNANDEZ	VERGARA, REYCHELLE DAVID
8	TIMPUG, LUCILLA PANLILIO	OCAMPO, CAMILLE YUTUC	ROSAL, MA. LUISA
9	DOCTOR, MONIRA PINGUL	QUINTO, MARY ANNE FLORES	BALTAZAR, JOYCE ANNE CORTEZ
10	BALINGIT, EMILY QUEBENGCO	LEMQUE, BEVERLY BALDO	NUNAG, CRISTINE FAJARDO
11	SAMPANG, GESILLE REGACHO	PARUNGAO, DIANNE GAILE TIGLAO	CASTRO, EDHELLYN DELA CRUZ
12	MUSNGI, RUSSEL ESCULTOR	MANANSALA, HAROLD DAYRIT	LOZANO, NEIL JOURDAN SAMSON
13	DE LA ROSA, MICHAEL ANGELO CERERA	DIZON III, JOSE AYSON	ALJECERA JAYRALF GRAJO
14	BARIN, LANCELOT JUSTINE VITUG	LOPEZ, JAN EMMANUEL PANLICAN	PUNZALAN, ARNIE SAMSON
15	MIGUEL, CHRISTIAN VICTOR CHENG	DELA BUENA, RYAN OSABEL	GARCIA, ART ADRIAN CANLAS
16	CADAG, GENESIS OROLFO	CORTEZ, ROJEN SASANA	VELASQUEZ, JONATHAN REYES
17	GUINTU, JOSE MARI SABLE	YANGA, JOHN KEVIN TADEO	DELA CRUZ, PHILIP CEASAR TUAZON
18	SALUNGA, ARIEL CATANGHAL	GALANG, JONEL SALVADOR	CASTRO, ROMWALD CATU
19	MANIO, NADINE ROSE S.	MANITI, PRINCESS T.	AUSTRIA, VENESA MARIE C.



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

No	Green 4	White 5	Violet 6
1	JOVEN, REENA MACAUBA	DELA PEÑA, MA. LUCIA SAGMIT	BALINGIT, RACHELLE PAULA GUINTO
2	TORRES, ANGELICA SALAS	MUNOZ, SHEILA GARCIA	TORRES, CHARISSA JOY TURALLO
3	DIONICIO, JOSELYN	ESTEBAN, CHRISTIANNE DESMONTE	RIVERA, MARICON HIPOLITO
4	CUNANAN, HAYDEE DAVID	VILLAR, CHRISTINE EDUVIJES DAVID	ORDOÑEZ, LAURENCE YABUT
5	GARCIA, GLADYS EULALIA	ESGUERRA, CHRISTINE JOY ESPIRITU	GARCIA, ANNA RENEA VILLANUEVA
6	BATIR, MARIA LY-ANN RAMOS	PUNZALAN, CAREN GABAY	DELA CRUZ, ROSALIND ISLA
7	MERCADO, LIZA PAMINTUAN	SABLAY, MARITES GALSIM	PARAS, EDNA MENESES
8	BORDON, LESLEY ANN SUAREZ	VELASQUEZ, MARY ANGELINE ISABELLE CUTIONGCO	NUNAG, DIANA ROSS MAGDANGAL
9	MANANSALAN, MARGIE JACINTO	VIRAY, JOSEPHINE CANLAS	MANABAT, JANESSA AYBZ GUEVARRA
10	OCAMPO, MHICLEY MICLAT	GARCIA, CARMELA CHAN	DELA PEÑA, KYRAHMAE NICDAO
11	AMARO, JANET RUIZ	PANGANIBAN, FREDDIE LACSON	NUALDA, JOHN JERRYL HIBIONADA
12	AQUINO, HEIRYL LEE T.	GARCIA, EUGENE SARMIENTO	RACOMA, JUNEMAR PASCUAL
13	SALAZAR, PAOLO NUNAG	DEANG, CRISTIAN MUÑOZ	CABRERA, ADRIAN ALLEN AYSON
14	NACPIL, LAWRENZE MANITI	VIRAY, DAVEY HAROLD EVANGELISTA	LORIA, GARY JOEL MERCADO
15	JOVEN, RIAN CANO	ESPINO, PETER DAVID	CAYANAN, JOSEPH RAMESES GATBONTON
16	BAUTISTA , SAM JOSHUA CALUSA	ALVAREZ, ARIES VARGAS	PANGILINAN, NIKKO LOUIS NACPIL
17	DEOCAREZA, GIL MALEJANA	TOMAS, PAOLO PASCUA	VELASQUEZ, CARL ANJELLO TANGLAO
18	HERNANDEZ, JOSELL AQUINO	REYES, JOHN SELL SALAS	PONCE, JEFFERSON LUZUNG
19		PASION, EMILY M.	GONZALES, AILYN S.