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

06 Oct 2026

DIVISION MEMORANDUM
No. 383 , s. 2026

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
School Heads (Public Elementary and Secondary)
All Others Concerned

IMPLEMENTATION OF SKELETAL WORKFORCE DURING THE CONDUCT OF THE DIVISION SEMINAR ON STRENGTHENING GENDER SENSITIVITY PRACTICES IN THE WORKPLACE FOR DIVISION OFFICE PERSONNEL

1. In line with the conduct of the Division Seminar on Strengthening Gender Sensitivity Practices in the Workplace for Division Office Personnel, scheduled on **October 7-9,2026** at **Ignacio-Toliongco Farm Resort, San Esteban, Rizal, Nueva Ecija**, a **Skeleton Workforce** is hereby implemented to report on-site to ensure the continuous and uninterrupted delivery of essential administrative, technical, and frontline services of the Schools Division Office.

2. In this regard, the following division personnel have been identified per functional division unit to ensure the continuity of operations and efficient delivery of public services during the seminar:

NAME	FUNCTIONAL DIVISION UNITS
1.De Luna, Joshua P.	OSDS
2.Gonzales, Raymond I.	OSDS
3.Chin, Rosalie G.	OSDS
4.Montes, Caroline L.	OSDS
5.Dela Cruz, Lovely Joy B.	OSDS
6.David, Delma Christle C.	OSDS
7.Aronce, Sherwin C.	OSDS
8.Torres, Jayson S.	CID
9.Batul Donna Mae S.	SGOD
10. Jenny Figueroa	SGOD

3. The identified division personnel shall perform the following duties and responsibilities:

- Receive, process, route, and monitor incoming and outgoing official communications, documents, and requests;

- Provide immediate assistance to clients, stakeholders, and personnel and attend to essential frontline transactions and inquiries;
- Facilitate and monitor urgent office transactions requiring immediate action;
- Coordinate with the concerned Functional Division/Unit and the Program Management Team on urgent operational matters that may arise during the conduct of the seminar; and
- Perform other related duties necessary to ensure the continuous delivery of essential office services.

5. Immediate and wide dissemination of this Memorandum is earnestly desired.

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Digitally signed by Edgard C. Domingo
Date: 2026.10.07 20:34:44 +08'00'

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

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

PERSONNEL SEMINAR
GENDER AND DEVELOPMENT

AGG/SEPS/Oct.6, 2026