



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

FEB 09 2023

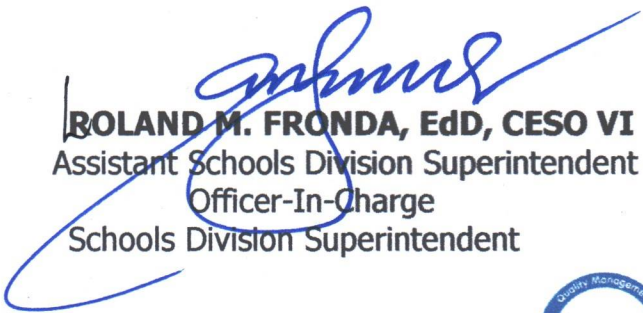
DIVISION MEMORANDUM

No. 050 s. 2023

**HANDS-ON TRAINING ON PREPARATION AND PROCESSING OF
PERSONNEL ACTIONS**

TO: Assistant Schools Division Superintendent
Public Schools District Supervisors
School Principals
All Others Concerned

1. This Office announces the conduct of hands-on training on the preparation and processing of different personnel actions on **February 23-24, 2023**, at a venue to be announced. Registration starts at 7:30 AM and the training proper will commence at 8:00 AM to 5:00 PM.
2. This activity aims to allow newly-hired Administrative Officers to acquire learnings in order to efficiently perform Personnel Action processes, by way receiving in-the-moment training.
3. In connection thereto, this Office hereby mandates the **35** Administrative Officers, **14** District Clerks, and **37** employees composing of Speakers and SDO personnel per attached List of Participants to attend the said training.
4. A registration fee of One Thousand Three Hundred Pesos (Php1,300.00) shall be collected from each participant to cover expenses for food, venue, and other incidental expenses relative to the conduct of training chargeable against school MOOE/local funds subject to the usual accounting and auditing rules and regulations.
5. The Memorandum shall serve as the travel authority of the participants.
6. Immediate dissemination of this Memorandum to all concerned is desired.


ROLAND M. FRONDA, EdD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Schools Division Superintendent



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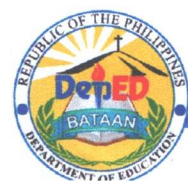
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Inclosure 1: List of Participants

NO.	DISTRICT/SCHOOL LEVEL	SCHOOL	NAMES	POSITION
1	ELEM BAGAC DIST	PARANG ES	GAITA, MARIA OFELIA M	ADMINISTRATIVE OFFICER II
2	ELEM BAGAC DIST	BINUKAWAN ES	GARCIA, MARIA MAY M	ADMINISTRATIVE OFFICER II
3	ELEM BAGAC DIST	OVERLAND ES	SANTOS, JAN KARLO L	ADMINISTRATIVE OFFICER II
4	ELEM BAGAC DIST	SAYSAIN ES	SAPLALA, JOBEN CONRAD G	ADMINISTRATIVE OFFICER II
5	ELEM DIN EAST DIST	DAANG BAGO ES	MACALINAO, JOSEPH AARON C	ADMINISTRATIVE OFFICER II
6	ELEM DIN EAST DIST	STA ISABEL ELEM SCHOOL	MALATE, PAULINE MAE	ADMINISTRATIVE OFFICER II
7	ELEM DIN EAST DIST	NEW SAN JOSE ES	SORIANO, JOANA R	ADMINISTRATIVE OFFICER II
8	ELEM DIN EAST DIST	PITA ES	CHAVEZ, REA M	ADMINISTRATIVE OFFICER II
9	ELEM DIN EAST DIST	PENTOR ES	OCAMPO, EDWIN M	ADMINISTRATIVE OFFICER II
10	ELEM DIN WEST DIST	JC PAYUMO ELEM SCHOOL	FELICITAS, CIARA KATHRINA D	ADMINISTRATIVE OFFICER II
11	ELEM DIN WEST DIST	SAN PABLO ES	TALA, JOYCE S	ADMINISTRATIVE OFFICER II
12	ELEM HERMOSA DIST	CULIS ELEM SCHOOL	DE LEON, RANDY PHILIP R	ADMINISTRATIVE OFFICER II



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13	ELEM HERMOSA DIST	MAMBOG ELEM SCHOOL	NUGUID, FRANCES DALE D	ADMINISTRAT IVE OFFICER II
14	ELEM HERMOSA DIST	ALMACEN ES	LUYO, JAFFERSON	ADMINISTRAT IVE OFFICER II
15	ELEM HERMOSA DIST	SUMALO IS	ALMARIO, HERNANDO	ADMINISTRAT IVE OFFICER II
16	ELEM HERMOSA DIST	HERMOSA ES/ALS	BELLEZA, ARDETH C	ADMINISTRAT IVE OFFICER II
17	ELEM LIMAY DIST	ARSENAL ELEM SCHOOL	DE LEON, KRISTINE JOY M	ADMINISTRAT IVE OFFICER II
18	ELEM LIMAY DIST	ST FRANCIS II ELEM SCHOOL	BAGTAS, ARCHIE R	ADMINISTRAT IVE OFFICER II
19	ELEM LIMAY DIST	KITANG ELEM SCHOOL	TABIJE, FRANCELE C.	ADMINISTRAT IVE OFFICER II
20	ELEM LIMAY DIST	BLISS	CALIMBAS, CLARIZA J	ADMINISTRAT IVE OFFICER II
21	ELEM MARIVELES DIST	BAT II ELEM SCHOOL	BAUTISTA, SHERLYN	ADMINISTRAT IVE OFFICER II
22	ELEM MARIVELES DIST	RENATO CAYETANO ES	VILLALUZ, JEVERLYN	ADMINISTRAT IVE OFFICER II
23	ELEM MARIVELES DIST	LUCANIN ES	REYES, ARJOHN M	ADMINISTRAT IVE OFFICER II
24	ELEM MARIVELES DIST	MARINA BAY ES	DENOLGO, LIZEL V	ADMINISTRAT IVE OFFICER II
25	ELEM MARIVELES DIST	BEPZ ES	MANAYAN, LENNEINE O	ADMINISTRAT IVE OFFICER II
26	ELEM MORONG DIST	NAGBALAYO NG ELEM SCHOOL	SANTOS, FEBBIE YLOISA B	ADMINISTRAT IVE OFFICER II



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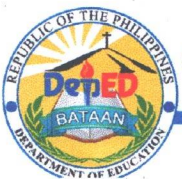


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27	ELEM MORONG DIST	PANIBATUHAN ES	MINOR, CLARISSE E	ADMINISTRATIVE OFFICER II
28	ELEM MORONG DIST	SAMPALOC IS	GAOR, JEMA CARMELA R	ADMINISTRATIVE OFFICER II
29	ELEM ORANI DIST	PULO IS	SOLOMON, JOHN ALFRED L	ADMINISTRATIVE OFFICER II
30	ELEM ORANI DIST	TAPULAO ES	FERRERA, ANGELICA T	ADMINISTRATIVE OFFICER II
31	ELEM SAMAL DIST	SAPA ELEM SCHOOL	VICTORIA, MARIELLE C	ADMINISTRATIVE OFFICER II
32	ELEM SAMAL DIST	FC DEL ROSARIO IS	DU, LORENA Q	ADMINISTRATIVE OFFICER II
33	ELEM SAMAL DIST	LALAWIGAN ES	GACUTAN, MARRY CONN M	ADMINISTRATIVE OFFICER II
34	JHS	BANGKAL HS- ABUCAY	DE JESUS, JESSAMINE VICTORIA M	ADMINISTRATIVE OFFICER II
35	SHS	MARIVELES NHS- CAMAYA SHS	LACIA, LORENA RAMOS	ADMINISTRATIVE OFFICER II
NO.	DISTRICT/SCHOOL LEVEL	SCHOOL	NAMES	POSITION
1	ELEM ABUCAY DIST	DISTRICT	VINZON, DOLORES	DISTRICT CLERK
2	ELEM BAGAC DIST	DISTRICT	NOJADERA, JENEDINE CONSORCIA T	DISTRICT CLERK
3	ELEM DIN EAST DIST	DISTRICT	REYES, REACHEL D	DISTRICT CLERK
4	ELEM DIN EAST DIST	DISTRICT	VITUG, ANNALYN	DISTRICT CLERK
5	ELEM LIMAY DIST	DISTRICT	SALAZAR, ANNELYN I.	DISTRICT CLERK
6	ELEM MARIVELES DIST	DISTRICT	MERIS, MARY GRACE	DISTRICT CLERK
7	ELEM MORONG DIST	DISTRICT	ARINO, EDITHA	DISTRICT CLERK



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8	ELEM ORANI DIST	DISTRICT	NAVARRO, FELIZA	DISTRICT CLERK
9	ELEM ORION DIST	DISTRICT	PAMINTUAN, MARY JANE B	DISTRICT CLERK
10	ELEM PILAR DIST	DISTRICT	VISCAYNO, NERISSA D	DISTRICT CLERK
11	ELEM SAMAL DIST	DISTRICT	DE CASTRO, MARIA LOURDES	DISTRICT CLERK
12	ELEM HERMOSA DIST	DISTRICT	MENDOZA, ROVEE	DISTRICT CLERK
13	ELEM DIN WEST DIST	DISTRICT	LEGASPI, NANETH F	DISTRICT CLERK
14	JHS/SHS	LUAKAN NHS-Annex	IZON, CAMILE JEAH R	CLERK

PROGRAM MANAGEMENT TEAM

NO.	NAMES	POSITION	
1	ROLAND M. FRONDA, EdD, CESO VI	OIC- SCHOOLS DIVISION SUPERINTENDENT	GUEST
2	WILLIAM RODERICK R. FALLORIN	ASST. SCHOOLS DIVISION SUPERINTENDENT	GUEST
3	VISDA, MARIFER T	ADMINISTRATIVE OFFICER II	SPEAKER
4	MANIQUEZ, MIRASOL I	ADMINISTRATIVE OFFICER II	SPEAKER
5	ANTONIO, JOBELLE S	ADMINISTRATIVE OFFICER II	SPEAKER
6	VALERIO, MEI ALJORAINE J	ADMINISTRATIVE OFFICER II	SPEAKER
7	SALCEDO, DONNA N	ADMINISTRATIVE OFFICER II	SPEAKER
8	IGNACIO, PILAR C	ADMINISTRATIVE OFFICER V	PMT
9	LEGASPI, ALLAN KAYE V	ADMINISTRATIVE OFFICER IV	PMT
10	PAGUIO, JERLYN P	ADMINISTRATIVE OFFICER II	PMT
11	DAVID, ALLYSA NICOLE C	ADMINISTRATIVE OFFICER II	PMT



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12	RAMOS, JOHN CARLOS D	ADMINISTRATIVE OFFICER II	PMT
13	QUISAY, ROZAN A	ADMINISTRATIVE OFFICER II	PMT
14	RIOPERIO, MA. TERESA L	ADMINISTRATIVE OFFICER II	PMT
15	MARIANO, DONABEL I	ADMINISTRATIVE ASSISTANT III	PMT
16	QUIROZ, CELIA B	ADMINISTRATIVE ASSISTANT III	PMT
17	CARAIG, JUMEL V	ADMINISTRATIVE ASSISTANT III	PMT
18	IMPERIAL, IVY JOY R	ADMINISTRATIVE ASSISTANT II	PMT
19	MACALINAO, REYNALDO A	ADMINISTRATIVE ASSISTANT II	PMT
20	PENA, CELINA M	ADMINISTRATIVE ASSISTANT II	PMT
21	MALLARI, RICHELLE ANNE	ADMINISTRATIVE ASSISTANT II	PMT
22	RODRIGUEZ, MAE ANN O	ADMINISTRATIVE AIDE VI	PMT
23	PUNZALAN, ROSELYN	ADMINISTRATIVE AIDE VI	PMT
24	RAGUDOS, IRENE M	ADMINISTRATIVE AIDE I	PMT
25	GATDULA, JUDYLYN T	ADMINISTRATIVE AIDE IV	PMT
26	DIMACULANGAN, ANGELICA	ADMINISTRATIVE AIDE IV	PMT
27	CALDERON, SYNDER	ADMINISTRATIVE AIDE IV	PMT
28	PIZARRO, JOSEPHINE	ADMINISTRATIVE AIDE IV	PMT
29	OROZCO, KIMBERLY SHEEN D	CLERK	PMT
30	ESLUZAR, JOANN J	ADMINISTRATIVE AIDE IV	PMT
31	PAJARIN, YVETTE	ADMINISTRATIVE AIDE IV	PMT
32	FLORES, MARLON	CLERK	PMT
33	SANGALANG, MARIA MARGARITA	ADMINISTRATIVE AIDE IV	PMT
34	SOBREVINAS, MARK	ICT	TECHNICAL ASSISTANCE



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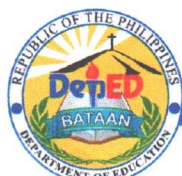
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35	NURSE	NURSE	MEDICAL
36	DRIVER	DRIVER	OSDS
37	DRIVER	DRIVER	OSDS

Inclosure 2: Training Matrix

TIME	Day 1 (February 23, 2023)	
7:30 -8:00	Registration	
8:00- 9:00	Opening Program	
	- National Anthem	AVP
	- Prayer	AVP
	- Roll Call	MC
	- Opening Remarks	PILAR C. IGNACIO Administrative Officer V
	- Message	WILLIAM RODERICK R. FALLORIN Assistant Schools Division Superintendent ROLAND M. FRONDA, PhD, CESO VI OIC- Schools Division Superintendent
9:00	Session 1: Personnel Action (Assignment and Deployment; Appointment)	Jerlyn P. Paguio (Administrative Officer II) Rozan A. Quisay (Administrative Officer II)
10:30	Health Break	
10:45	Workshop for Session 1	
12:00	Lunch Break	
1:00	Session 2: Personnel Action (Travel Abroad, ERF, Transfer, Special Order)	Marifer T. Visda (Administrative Officer II) Synder Calderon (Administrative Aide IV)
2:30	Health Break	
2:45	Workshop for Session 2	Jobelle S. Antonio
4:00-5:00	Checking and Mentoring	Personnel

TIME	Day 2 (February 24, 2023)	
7:30 -8:00	Registration	
8:00- 9:00	Opening Program	
	- Makabayan Song	AVP



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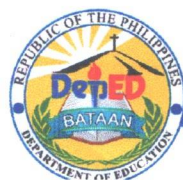


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	- Prayer	AVP
	- Roll Call	MC
	- Opening Remarks	PILAR C. IGNACIO Administrative Officer V
9:00	Session 3: Personnel Action (Form 6, Step Increment, Leave)	Mirasol I. Maniquez (Administrative Officer II) Irene M. Ragudos (Administrative Aide I)
10:30	Health Break	
10:45	Workshop for Session 3	Donna N. Salcedo
12:00	Lunch Break	
1:00	Session 4: Personnel Action (Retirement and Change of Name)	Josephine Pizarro (Administrative Aide IV) Ma. Teresa L. Rioperio (Administrative Officer II)
2:30	Health Break	
2:45	Workshop for Session 4	Mei Aljoraine Valerio (Administrative Officer II)
4:00-5:00	Checking and Mentoring	Personnel



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