



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

AUG 20 2024

DIVISION MEMORANDUM

No. 335 s. 2024

**CAPACITY BUILDING FOR ENHANCED TEAM ABILITY AND PRODUCTIVITY
OF OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT PERSONNEL**

To: Assistant Schools Division Superintendent
Administrative Officer V
Administrative Officer IV
Administrative Officer II
Administrative Assistant III, II
Administrative Aide VI, IV, I
Security Guard I
All Others Concerned

1. This Office reminds all concerned regarding the **"CAPACITY BUILDING FOR ENHANCED TEAM ABILITY AND PRODUCTIVITY OF OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT PERSONNEL"** on **August 21-22, 2024**, at Freeport Mansion Leisure Corporation, Subic Bay Freeport Zone, (Mansion Garden Hotel).
2. This Memorandum shall also serve as the Travel Authority of the participants (*see Enclosure*).
3. Immediate dissemination of and strict compliance with this Memorandum is enjoined.


CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent

Perpetual Index under the following subject:
HUMAN RESOURCE DEVELOPMENT



Republic of the Philippines
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Enclosure:

PARTICIPANTS:

Office of the Schools Division Superintendent

CAROLINA S. VIOLETA, EdD, CESO V - Schools Division Superintendent
CHARITO DE GUZMAN - Administrative Assistant III
ADIELYN MORCILLA - Administrative Aide I
DENNIS BERGONIA - Driver

Office of the Assistant Schools Division Superintendent and BAC

ARMANDO C. CAPILI, EdD - Asst Schools Div. Superintendent
ARLENE OLIVERIA - Administrative Aide VI

Administrative Unit

PILAR C. IGNACIO - Administrative Officer V

Records Unit

LORENA L. INLONG - Administrative Officer IV
SARAH GRACE DELA ROSA - Administrative Aide I
RICO D. CALMA - Administrative Aide IV

Cash Unit

MAY CHARLOTTE PANTALEON - Administrative Aide VI
LUZVIMINDA CANASA - Administrative Aide IV

Supply Unit

ETHEL JOYCE T. BARTOLOME - Administrative Officer IV
JAMES PAUL P. GATDULA - Administrative Aide I
MARY MARLAINE V. RODRIGUEZ - Administrative Aide IV
MARLON B. SAN DIEGO - Administrative Asst II

ICT Unit

RICHARD M. ALBORO - Division ITO
MARK ANTHONY SOBREVÍÑAS - Administrative Aide IV
NICKO MANALANSAN - PSB Clerk



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Personnel

Security Guard:

MELVIN ASIDERA	- Security Guard
ALVIN REYES	- Security Guard
RAYMUND OCAMPO	- Security Guard
RENANTE BEDERIO	- Security Guard

DRIVER:

ARMANDO EUGENIO JR	- Driver
RANNEL GATDULA	- Driver
ART FERIA	- Driver

UTILITY:

ARVIN ASIDERA	- PSB Clerk
ARIEL MANGABAT	- Administrative Aide I
RONALD ANDAYA	- Administrative Aide I
JOSEPHINE GUITTIEREZ	- Administrative Aide I
MELANIE CRISOLO	- Administrative Aide I

NURSE

RACHELLE ANN CUDIA	- Nurse On Duty
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