



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

DIVISION MEMORANDUM

No. 318 s. 2025

**ONBOARDING AND ORIENTATION PROGRAM FOR ADMINISTRATIVE
OFFICERS II, PROJECT DEVELOPMENT OFFICERS, AND ADMINISTRATIVE
ASSISTANTS**

To: Assistant Schools Division Superintendent
Chief Education Supervisor
Education Program Supervisors
Public Schools District Supervisors
Public and Private Elementary, Junior, and Senior High School Principals
All Others Concerned

1. In pursuit of strengthening institutional capacity and ensuring a smooth transition for newly appointed personnel, this Office announces the conduct of the Onboarding and Orientation Program for Administrative Officers II, Project Development Officers, and Administrative Assistants.
2. This program aims to provide newly hired non-teaching personnel with a comprehensive understanding of DepEd systems, protocols, and office procedures. It also seeks to equip them with the necessary competencies to perform their functions efficiently while fostering professionalism and commitment to public service.
3. Details of the activity are as follows:
 - **Title:** ONBOARDING AND ORIENTATION PROGRAM FOR ADMINISTRATIVE OFFICERS II, PROJECT DEVELOPMENT OFFICERS, AND ADMINISTRATIVE ASSISTANTS
 - **Date:** August 27-28, 2025
 - **Time:** 8:00 AM – 5:00 PM
 - **Venue:** To be announced on a later date
 - **Participants:** AO II, PDO I, and Administrative Assistants
4. Enclosed in this Memorandum are the following:
Enclosure 1. List of Participants
Enclosure 2. Seminar Matrix



Kabukiran, Calaylayan, Abucay 2114 Bataan
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"We Must Have"





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5. This Memorandum shall serve as the Travel Authority of the Participants.
6. Travel expenses relevant to the conduct of this activity shall be charged against Division MOOE, and other local funds subject to usual accounting and auditing procedures.
7. Immediate and wide dissemination of this Memorandum is desired.

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

To be included in the Perpetual Index
Under the following headings:

Training/Seminar

SO20/rjvm



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Enclosure 1.

**Onboarding and Orientation Program for Newly Appointed Administrative Officer II,
 Project Development Officer and Administrative Assistant**

NO	STATION	DESIGNATION	NAME
SDO-BATAAN			
1	SDO Bataan	Schools Division Superintendent	Carolina S. Violeta, EdD, CESO V
2	SDO Bataan	Assistant Schools Division Superintendent	Armando C. Capili, EdD
3	SDO Bataan	SGOD Chief Education Supervisor	Ramon C. Perez
4	SDO Bataan	CID Chief Education Supervisor	Milagros M. Peñaflor, PhD
5	Dinalupihan East District	PSDS	Ruel D. Lingad
6	Dinalupihan West District	PSDS	Ronie S. Mendoza
7	Hermosa District	PSDS	Arlene S. Carlos
8	Orani District	PSDS	Jeolfa G. Reyes
9	Samal District	PSDS	Elma P. Dizon
10	Abucay District	PSDS	Elvira R. Mina
11	Pilar District	PSDS	Minerva P. Rillo
12	Orion District	PSDS	Teresita R. Ordiales
13	Limay District	PSDS	Francisco B. Bautista
14	Mariveles District	PSDS	Rodger R. de Padua
15	Bagac District	PSDS	Jonathan B. de Guzman
16	Morong District	PSDS	Mariel M. Labandilo
17	SDO Bataan	Speaker	Myra V. Dilig
18	SDO Bataan	Speaker	Rhodora C. Ganzon
19	SDO Bataan	Speaker	Ethel Joyce Bartolome
20	SDO Bataan	Speaker	Pilar C. Ignacio
21	SDO Bataan	Speaker	Ma. Liza Manuel
22	SDO Bataan	Speaker	Harold R. Espeleta
23	SDO Bataan	Nurse	Nurse on Duty
24	SDO Bataan	Nurse	Nurse on Duty
25	SDO Bataan	Planning Officer / Secretariat	Nico M. Mangaliman
26	SDO Bataan	Senior Education Program Specialist Secretariat	Jethro M. Nocom
27	SDO Bataan	TWG (Technical Committee / ICT)	Mark Anthony M. Sobrevinas
28	SDO Bataan	Senior Education Program Specialist Secretariat	Raymond Joseph V. Mendoza



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29	SDO Bataan	Speaker	Roberto R. Pantig
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SCHOOL		ADMINISTRATIVE OFFICER II
Abucay District		
1.	Abucay North ES	Sophia Ellis M. Ramirez
2.	Bangkal ES	Relyn Manahan
3.	Capitangan ES	Rhoda Beth P. Dumalag
4.	Jose Abejar MES	Mary Ann M. Ladera
5.	Kabukiran ES	Shyrene de Guzman
6.	Mabatang ES	Catherine V. Alarcon
7.	Salian ES	Marfin Lojie R. de Jesus
8.	T. Pinpin MES	Marifer T. Visda
9.	B. Camacho NHS (SHS)	Maria Yvette F. Tria
10.	B. Camacho NHS (JHS)	Mary Ann Roxas
Bagac District		
1.	Bagac ES	Darlene Grace C. Galicia
2.	Banawang ES	Lory Jane S. Gonzales
3.	Binuangan ES	Angelica Velasco
4.	Binukawan ES	Jim Nor Cunanan
5.	Parang ES	Maria Cariza R. Pizarro
6.	E.C. Bernabe NHS	Alliza Joyce M. Bagtas
Dinalupihan East District		
1.	Bayan-Bayanan ES	Edwin M. Ocampo
2.	Pita ES	Rea C. Espiritu
3.	Daang Bago ES	Gellie del Rosario
4.	Dinalupihan ES	Edlyn P. Castro
5.	Layac IS	Leilani L. Cabigting
6.	New San Jose ES	Randy Salandanan
7.	Old San Jose ES	Jerlyn P. Paguio
8.	Pagalanggang ES	Maricel P. Baltbat
9.	Sapang Balas ES	Maria Teresa L. Rioperio
10.	San Simon ES	Fedatel T. Reyes
11.	Tucop IS	Maria Cristina D. Bucud
12.	Pentor ES	Randy Philip R. de Leon
13.	Pagalanggang NHS	Romienel Malana
Dinalupihan West District		
1.	Bangkal ES	Darrelle T. Pangilinan
2.	Colo ES	Kelvin John B. Ocampo



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3.	Jose C. Payumo Jr. ES	Ciara Kathrina D. Felicitas
4.	Luakan ES	Micha Ella M. Macaspac
5.	Magsaysay ES	Donna D. Ocampo
6.	Naparing ES	Jhona Velasquez
7.	Pinulot ES	Zharmene T. Relucano
8.	Roosevelt ES	Rhodora M. Cortez
9.	Saguing ES	Emelinda M. Basi
11.	San Pablo ES	Joyce S. Tala
12.	San Ramon ES	Mary Jane M. Santos
13.	Payangan IS	Reychell C. Cortez
14.	Luakan NHS- SHS	Helen S. Padilla
15.	Luakan NHS-JHS	Carl Kessia P. Sibulo
16.	Jose Payumo MHS-SHS	Pamela Almodia
Hermosa District		
1.	Almacen ES	Dennis P. Guinto
2.	Bacong ES	Evelyn M. Sunglao
3.	Balsik ES	Conery Beltran
4.	Casupanan ES	Eunice M. Rivera
5.	Culis ES	Rovee Mendoza
6.	Hermosa ES	Ardeth C. Belleza
7.	Mandama ES	Frances Dale N. Mendoza
8.	Mabuco ES	Marc Gail Marcelino
9.	Parapal ES	Jezza Belle P. Navarro
10.	Sumalo IS	Kevin Patrick Llaguno
11.	Tipo ES	Leslie L. Encarnacion
12.	St. Virginia Leozon MIS	MARIE ANTONETTE R. TEODORO
13.	Hermosa National HS-SHS	Herminihilda L. Macalinao
14.	Hermosa National HS-JHS	Celina Pena
15.	Pandatung ES	PATRICIA ROSSELLINNI B. GUINTO
Limay District		
1.	Alangan ES	Andrea Faye Quicho
2.	Arsenal ES	Riezel Munoz
3.	Carbon ES	Janice Francis D. Arce
4.	Bliss ES	Clariza J. Calimbias
5.	Duale ES	Mary Angelli Concepcion Santiago
6.	Gabalton ES	Alex Adonna
7.	Kinarangan IS	Ivy Joy Imperial
8.	Kitang ES	Francelle C. Tabije
9.	Lamao ES	Zephlyn Mallari
10.	Limay ES	Aleah Louis Diwa



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11.	Luz ES	Lizandro E. Lopez
12.	St Francis ES (Bacong)	Levelyn T. Cruz
13.	St Francis ES	Archie R. Bagtas
14.	Limay NHS- JHS	Claudette L. Cabal
16.	Limay NHS- SHS	Rhoda Parcon
17.	Lamao NHS-SHS	Maria Vanessa B. Oconer
Mariveles District		
1.	Alasasin Es	Roselene M. Silva
2.	Alion ES	Jerry V. Destruera
3.	AGLES	Donna N. Salcedo
4.	Balon ES	Claire E. Biare
5.	Baseco ES	Flor Clyne Mendoza
6.	Batangas 2 ES	Sherlyn N. Bautista
7.	Bayview ES	Charmaine Loise T. Dizon
8.	BEPZ ES	Lenneine O. Manayan
9.	Biaan Aeta IS	Marivie S. Peralta
10.	Cabcaben ES	Arjhon M. Reyes
11.	Ipag ES	Brexter C. Caballas
12.	Ipag NHS	Jafferson Luyo
14.	Lucanin ES	Joben Conrad Saplala
15.	Marina Bay ES	Liesel Denolgo
16.	MNHS- Camaya	Lorena R. Lacia
17.	MNHS- Malaya	Charito S. Miguel
18.	Mt. View ES	Ezekiel T. Rubric
19.	Renato L. Cayetano MES	Jeverlyn H. Villaluz
20.	Sisiman ES	Lorielyn A. Manuel
21.	Sto Nino Biaa ES	Oline Mandocdoc
22.	Townsite ES	Mary Grace P. Villanueva
23.	MNHS-Sitio Mabuhay	Elvira A. Cruz
24.	MNHS-Poblacion	Janet T. Tuyor
25.	MNHS-Cabcaben	Josephine Sarmiento
Morong District		
1.	Binaritan ES	Ma. Cristina B. Gueco
2.	Facundo MES	Febbie Yloisa B. Santos
3.	Mabayo ES	Krissa Loyola
4.	Minanga ES	Clarisse E. Minor
5.	Morong ES	Ma. Debbie S. Limongco
6.	Sampaloc IS	Jema Carmela R. Gaor
7.	Morong NHS	Lourdes V. Reyes
8.	Morong NHS-SHS	Harinaya Recosana



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Orani District		
1.	Alikabok ES	Esther Perreras
2.	Dona IS	Christian Forbes
3.	Kaparangan ES	Dianne Nicole Bautista
4.	Orani North ES	Mirasol Maniquez
5.	Orani South ES	Christine Lorenzo
6.	Pantalan Bago ES	Bessie Aroban
7.	Pantan Luma ES	Angie Marie Gavino
8.	Paraiso ES	Arlene Antonio
9.	Pulo IS	Seith Kawit
11.	Tapulao ES	Angelica Ferrera
12.	Pag-asa ES clustered Tala	Jenevie Acar
13.	Sibul ES	Lester Mojica
14.	Gov Efren Pascual SICS	Arlene Tamoro
15.	ONHS-Pagasa	Allan Kaye Legaspi
16.	ONHS-Parang-Parang	Chene Tasic
17.	ONHS-Main	Andrea Jho Hill Macalinao
Orion District		
1.	Arellano ES	Myra Isidro
2.	Bantan Es	Ma. Theresa A. Morong
3.	Bilolo Es	Jessamine Victoria M. de Jesus
4.	Calungusan ES	Donna Mabel Yumang
5.	Camachile Es	Kristel Joy de Leon
6.	Capunitan ES	Christian Michael Samonte
7.	Daan Pare Es	Pauline Joy B. Simeon
8.	Eva Aeta ES	Alicia A. Marquez
9.	General Lim ES	Jura Katrina Manla
10.	Pablo Roman ES	Arlyn V. Espiritu
11.	Puting Buhangin ES	Ivy Ethel D. Cunanan
12.	Sabatan ES	Celestina A. Lopez
13.	Sta Elena Es	Cynthia L. Agbo
14.	Sto Domingo ES	Andrew King J. Pizarro
15.	BSF	Sphero Castillo
16.	BSF-SHS	Angelita V. Quezon
17.	JEAGMHS-SHS	Bernadette L. Sacdalan
Samal District		
1.	Samal North ES	Avegail Nanasca
2.	Gugo Es	Lady Mae Esconde
3.	Lalawigan ES	Marry Conn M. Gacutan
4.	Samal South ES	Zaira Mae M. Villegas



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5.	Calaguiman ES	Lorena Q. Du
6.	Adamson ES	Ma. Cecilia B. Bernabe
7.	Asuncion Consunji ES	Marissa C. Cruz
8.	Sapa ES	Marielle C. Victoria
9.	F.C.del Rosario IS	Mary Ann O. Prianes
10.	Samal NHS-SHS	Rosalia M. Buensuceso
Pilar District		
1.	Alauli ES	Michelle T. Serran
2.	Bagumbayan ES	Maria Regina C. Salamanca
3.	Balut ES	Gelli D. Estrella
4.	Diwa ES	Perses Veadini D. Sabino-
5.	J. S. Herrera Sr. MES	Rozan A. Quisay
6.	Liyang ES	Argel Angelo D. Ignacio
7.	Nagwaling ES	Emmalyn G. Gimpes
8.	Panilao ES	Amorsolo P. Reyes
9.	Pilar ES	Ma. Concepcion C. Ronquillo
10.	Sta. Rosa ES	Sheryl P. Alonzo
11.	Wakas ES	Pauliner T. Salaveria
12.	Pablo Roman NHS-SHS	Jessica G. Dimabuyo
13.	Pablo Roman NHS-JHS	Rochelle Vi Lagman

SCHOOL	PROJECT DEVELOPMENT OFFICER
WAKAS ES BAGUMBAYAN ES PANTIGAN ES	ENRICO CRUZ
SAPA ES CALAGUIMAN ES SAMAL SOUTH ES	ROSELYN L. PUNZALAN
T.PINPIN MES ABUCAY NORTH ES SALIAN ES	MAGNOLIA M. DE LEON
SAGUING ES J.C PAYUMO MES LUAKAN ES	JENGKIE B. GONZALES



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CAPUNITAN ES ARELLANO MES PUTTING BUHANGIN ES	RICO C. CALMA
PANTALAN LUMA ES ORANI SOUTH ES PANTALAN BAGO ES	JO ANN J. ESLUZAR
LAYAC ES DAANG BAGO ES STA ISABEL ES	CHARIZ A. LINTAG
MORONG ES BINARITAN ES PANIBATUHAN ES	JIREH JOSHUA P. MINAS
SAN RAMON ES DINALUPIHAN ES KATAASAN ES	MARJORIE C. DIEGO
GABALDON ES ST FRANCIS ES (BACONG) LIMAY ES	JUDY ANNE M. TUYOR
SAN BENITO ES MAGSAYSAY ES BAMBAN ES	KATHRINA Q. CRUZ

	NAME	DESIGNATION	SCHOOL
1	Agtunong, Unselma T	Adm. Asst. II	Kanawan IS
2	Alcovendas, Ace	Adm. Asst. II	Mariveles NHS-Alion
3	Anuran, Faith F	Adm. Asst. II	Bamban ES



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4	Arceo, Rica S	Adm. Asst. II	Dr. Victoria MHS
5	Azupardo, Pholmar F	Adm. Asst. II	Mariveles NHS-Alasasin
6	Balagtas, Arvie Jane	Adm. Asst. II	Pag-asa ES (Dinalupihan)
7	Bantay, Arlene S	Adm. Asst. II	Pulo IS
8	Caisip, Jessica J	Adm. Asst. II	Ipag HS
9	Carlos, Jomel P	Adm. Asst. II	Adamson ES
10	Carreon, Margie A.	Adm. Asst. II	Bangkal Resettlement ES
11	Castillo, Andrea Joy	Adm. Asst. II	Camachile Es
12	Cunanan, Joel D	Adm. Asst. II	Pentor ES
13	Dabu, Glaiza J	Adm. Asst. II	Pandatung ES
14	De Lara, Elvie P	Adm. Asst. II	Mabiga ES
15	Dimayuga, Christian Paul	Adm. Asst. II	Happy Valley ES
16	Gesmundo, Lucky M	Adm. Asst. II	Dalao ES
17	Gonzales, Jean M	Adm. Asst. II	Saysain HS
18	Habacs, Almira B	Adm. Asst. II	Saysain ES
19	Jimenez, Joreza Ann Ria F	Adm. Asst. II	Magsaysay HS
20	Labastida, Carla Mae B	Adm. Asst. II	PEAS ES
21	Lingad, Kenneth Paolo R	Adm. Asst. II	Mambog ES
22	Llenarez, Lizbeth R	Adm. Asst. II	Nagbalayong ES
23	Macaraeg, Dan Emmnuel.B	Adm. Asst. II	Pag-asa ES(Orani)
24	Manahan, Regine V	Adm. Asst. II	Orani NHS-Main
25	Manalo, Ariel B	Adm. Asst. II	Tubo-Tubo IS
26	Mangalindan, Marjorie B	Adm. Asst. II	Mabayo HS
27	Navarro, Jessa Belle P	Adm. Asst. II	Carbon ES
28	Neypes, Abigail B	Adm. Asst. II	Palili ES
29	Nojadera, Jedelyn	Adm. Asst. II	Overland ES
30	Paguio, Ma. Jenin V	Adm. Asst. II	Panibatuhan ES
31	Paras, Mark Joseph A	Adm. Asst. II	Mariveles NHS-Batangas II
32	Ragudos, Karl M	Adm. Asst. II	F.C. Del Rosario IS
33	Iglesia, Yvonne D.	Adm. Asst. II	Abucay North ES
34	Rivera, Miguel III P	Adm. Asst. II	Maite es
35	Teodoro, Marie Antonette R	Adm. Asst. II	Kataasan ES
36	Villegas, Dianne Marie	Adm. Asst. II	Sumalo IS
37	Yumang, Cristina Elena S	Adm. Asst. II	Hermosa NHS-Annex
38	Pabro, Karille Mae T.	Adm. Asst. II	Mariveles NHS-Poblacion
39	Tala, Neil Gianne	Adm. Asst. II	J.C. Payumo NHS
40	Reyes, Judy Rue	Adm. Asst. II	Wawa ES
41	Aguilando, Elias S.	Adm. Asst. II	Payangan IS



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42	Galinato, Sonny D.	Adm. Asst. II	Bangkal HS
43	Mendoza, Argel B.A	Adm. Asst. II	Quinawan IS
44	Valenzuela, Chriss John C.	Adm. Asst. II	Udyong HS
45	Sison, Mico	Adm. Asst. II	Maligaya ES
46	Briones, Alyssa	Adm. Asst. II	Pinulot ES
47	Ryssa Mae Sucaldito	Adm. Asst. II	Hermosa ES
48	Evangelista, Anjie Rose D.	Adm. Asst. II	Pinagsumilan ES
49	Dominguez, Jerick	Adm. Asst. II	P. Rubiano ES
50	Villaruel, Francis	Adm. Asst. II	Samal NHS-Annex



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Enclosure 2

Onboarding and Orientation Program for Newly Appointed Administrative Officer II, Project Development Officer and Administrative Assistant
 August 27-28, 2025

TIME	ACTIVITY	In-Charge
DAY 01		
8:00-8:30AM	Arrival and Registration	Program Management Team
8:30-9:00AM	Opening Program	
	National Anthem Prayer DepEd Region III and Bataan Hymn	Audio-Visual Presentation
	Roll Call	Moderator
	Welcome Remarks	Armando C. Capili, EdD, <i>Assistant Schools Division Superintendent</i>
	Messages	Carolina S. Violeta, EdD, CESO V <i>Schools Division Superintendent</i>
	Orientation	Jethro M. Nocom <i>Senior Education Program Specialist – Planning and Research</i>
9:00-11:00AM	Session 1: "Understanding Core Values"	Harold R. Espeleta <i>Board Member – Chairman Education Committee</i>
10:00-10:15AM	HEALTH BREAK	
10:15 – 11:00AM	Continuation of Session 1: "Understanding Core Values"	Harold R. Espeleta
10:30 – 12:00PM	Session 2: "Procurement Protocols and Property Accountability: The Role of AO II in Supply Chain Management"	Ethel Joyce Bartolome
12:00-1:00PM	LUNCH BREAK	



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1:00-2:00PM	Session 3: "Understanding the Fiscal Landscape: Budgeting and Accounting Essentials for AO II"	Myra V. Dilig <i>Accountant III</i> Rhodora C. Ganzon <i>Budget Officer</i>
2:00-3:00PM	Session 4: "Navigating Merit Selection: Hiring and Ranking Guidelines for AO II"	Ma. Liza A. Manuel <i>Administrative Officer IV</i>
3:00-3:15PM	HEALTH BREAK	
3:15-4:00PM	Session 5: Employee Benefirs	Pilar C. Ignacio <i>Administrative Officer V</i>
4:00-5:00PM	Open Forum	Moderator
TIME	ACTIVITY	In-Charge
DAY 02		
8:00-8:30AM	Arrival and Registration	Program Management Team
8:30-9:00AM	Opening Program	
	Makabayan Song Prayer DepEd Region III and Bataan Hymn MOL	Audio-Visual Presentation Assigned District
9:00-10:00AM	Session 6: DepEd Memorandum No. 030 s. 2022	Roberto R. Pantig <i>Education Program Supervisor – English</i> Jethro M. Nocom <i>Education Program Specialist</i> Raymond Joseph V. Mendoza <i>Education Program Specialist</i>
10:00-10:15AM	HEALTH BREAK	
10:15 – 12:00AM	Continuation of Session 6: DepEd Memorandum No. 030 s. 2022	Roberto R. Pantig <i>Education Program Supervisor – English</i> Jethro M. Nocom <i>Education Program Specialist</i> Raymond Joseph V. Mendoza <i>Education Program Specialist</i>



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1:00-2:00PM	Session 3: "Understanding the Fiscal Landscape: Budgeting and Accounting Essentials for AO II"	Myra V. Dilig <i>Accountant III</i> Rhodora C. Ganzon <i>Budget Officer</i>
2:00-3:00PM	Session 4: "Navigating Merit Selection: Hiring and Ranking Guidelines for AO II"	Ma. Liza A. Manuel <i>Administrative Officer IV</i>
3:00-3:15PM	HEALTH BREAK	
3:15-4:00PM	Session 5: "Overview of Government and Institutional Employee Benefits"	Pilar C. Ignacio <i>Administrative Officer V</i>
4:00-5:00PM	Open Forum	Moderator
TIME	ACTIVITY	In-Charge
DAY 02		
8:00-8:30AM	Arrival and Registration	Program Management Team
8:30-9:00AM	Opening Program	
	Makabayan Song Prayer DepEd Region III and Bataan Hymn MOL	Audio-Visual Presentation Assigned District
9:00-10:00AM	Session 6: DepEd Memorandum No. 030 s. 2022	Roberto R. Pantig <i>Education Program Supervisor – English</i> Jethro M. Nocom <i>Education Program Specialist</i> Raymond Joseph V. Mendoza <i>Education Program Specialist</i>
10:00-10:15AM	HEALTH BREAK	
10:15 – 12:00AM	Continuation of Session 6: DepEd Memorandum No. 030 s. 2022	Roberto R. Pantig <i>Education Program Supervisor – English</i> Jethro M. Nocom <i>Education Program Specialist</i> Raymond Joseph V. Mendoza