



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

DIVISION MEMORANDUM

No. 514, s. 2025

NOV 13 2025

**BUILDING COMPETENCE AND CHARACTER:
A TRAINING INTERVENTION FOR SDO BATAAN PERSONNEL**

To: Assistant Schools Division Superintendent
Chief Education Program Supervisors
Education Program Supervisors
All Others Concerned

1. This Office announces its year-end activity, titled **"Building Competence and Character: A Training Intervention for SDO Bataan Personnel"** at **Mansion Garden Hotel, Subic Bay Freeport Zone, Zambales** on **December 4-5, 2025**.
2. This training aims to provide capacity-building sessions that enhance the competencies of non-teaching personnel in carrying out essential administrative and support functions, to strengthen values formation in fostering integrity, professionalism, accountability, and teamwork among staff, to recognize the contributions of non-teaching personnel to the effective delivery of education governance and to promote unity, gratitude, and morale among personnel as they conclude the year.
3. Attached are the List of Participants and Training Matrix for reference.
4. This Memorandum shall serve as the travel authority of the participants.
5. 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 subjects:
TRAINING



SD 13/fpt
November 05, 2025



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"We Mould Heroes"





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LIST OF PARTICIPANTS

NO	NAME	NO. OF PARTICIPANTS PER UNIT
OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT		
OFFICE OF THE SDS-PROPER		
1	Carolina S. Violeta, EdD, CESO V	4
2	Charito G. De Guzman	
3	Adelyn R. Morcilla	
4	Dennis Birgonia	
OFFICE OF THE ASDS		
5	Jerry Dimla Cruz, DEM, CESO VI	2
6	Arlene Oliveria	
LEGAL SERVICES		
7	Atty. Hazel G. Dilig-Carandang	6
8	Nestor Jr. M. Pagsanhan	
9	Joshua Humirang	
10	Evangeline N. Layug	
11	George Aztiram M. Ramirez	
12	Kelvin Caesar M. Quiteles	
ICT SERVICES		
13	Richard Alboro	5
14	Anthony Glenn F. Gacutan	
15	Mark Anthony M. Sobreviñas	
16	Nicko Manalansan	
17	Jess C. Garcia	
ADMINISTRATIVE SERVICES		



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18	Ma. Liza A. Manuel	41
19	Jobelle S. Antonio	
20	Donabel I. Mariano	
21	Abraham S. Tria	
22	Celia B. Quiroz	
23	Jumel V. Caraig	
24	Maria Patricia R. Constantino	
25	Reynaldo A. Macalinao	
26	John Louise Olmo	
27	Mae Ann O. Rodriguez	
28	Andrea Faye Q. Quicho	
29	Maria Lourdes D. Mungcal	
30	Marlon R. Flores	
31	Synder H. Calderon	
32	Xander Keith De Silva	
33	Adelene B. Galit	
34	Ejay A. Lintag	
35	Josephine C. Pizarro	
36	Irene M. Ragudos	
37	Kimberly Sheen D. Orozco	
38	Josephine Gutierrez	
39	Merlisa O. Carlos	
40	Nerissa D. Viscayno	
41	Annaliza Suarez	
42	Andrea M. Buluran	



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43	Alexander D. De Guia	
44	Jerymie D. Crisolo	
45	Armando B. Eugenio Jr.	
46	Melvin S. Asidera	
47	Ronaldo R. Andaya	
48	Ariel Mangabat	
49	Melanie Crisolo	
50	Ma. Theresa Roxas	
51	Alvin P. Reyes	
52	Raymond Ocampo	
53	Arvin Jay F. Asidera	
54	Renante Bederio	
55	Danica C. Santos	
56	Katrina Andres	
57	Cherry Vidal	
58	Celina Peña	
CASHIER SERVICES		
59	Rosalie Joy G. Trinidad	4
60	Luzviminda A. Canasa	
61	Kevin Visda	
62	Noel C. Castillo	
SUPPLY SERVICES		
63	Ethel Joyce T. Bartolome	5
64	Aila Joja B. Consolacion	



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65	James Paul Gatdula	
66	Mary Marlaine V. Rodriguez	
67	Marlon B. San Diego	
RECORDS SERVICES		
68	Lorena L. Inlong	5
69	Gary Ang Firaza	
70	Sarah Grace Dela Rosa	
71	Vicente Llaneta	
72	Cid Julian O. Abubo	
FINANCE SERVICES		
73	Myra V. Dilig	22
74	Paul John D. Dimla	
75	Ahlene Kaye M. Matilde	
76	Marvie Santos	
77	Mylene R. Alcantara	
78	Diana Rose C. Bautista	
79	Pamela D. Dela Rosa	
80	Kristine Pagdanganan	
81	Maritess Sanchez	
82	Moonyna G. Alipio	
83	Mary Joy L. Quintero	
84	Jullie Anne E. Dela Rosa	
85	Erwin C. Cabana	



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86	Sarah Joy M. Sioson	
87	Mariel C. Cabutaje	
88	Sheryl Ann B. Jaime	
89	Hannah Grace Barata	
90	Anna Marie Manguin	
91	Kimberly Icawat	
92	Shaira Villanueva	
93	Rose Ann	
94	Jerald Sunga	
BUDGET SERVICES		
95	Rhodora C. Ganzon	7
96	Krizza Marie S. Lopez	
97	Maria Fe P. Martonito	
98	Louise Anne Samonte	
99	Christer Daves N. Salvador	
100	Dina C. Forbes	
101	Laarni O. Balor	
CURRICULUM IMPLEMENTATION DIVISION		
OFFICE OF THE DIVISION CHIEF		
102	Milagros M. Peñaflor	1
IM/DISTRICT INSTRUCTIONAL SUPERVISORS		
103	Mila C. Calma	14



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104	Jacqueline C. Tuazon	
105	Robert Pantig	
106	Romeo M. Layug	
107	Maria Teresa C. Perez	
108	Evelyn V. Mendoza	
109	Danilo C. Caysido	
110	Edwin R. Bermillo	
111	Jean A. Lintag	
112	Bernadette D. Bantigue	
113	Jeric C. Lopez	
114	Marissa G. Castel	
115	Kharl John Cruz	
116	Jho Andrea L. Macalinao	
PSDS		
117	Ronie S. Mendoza	12
118	Jonathan B. De Guzman	
119	Ruel D. Lingad	
120	Mariel M. Labandilo	
121	Elma P. Dizon	
122	Francisco B. Bautista	
123	Rodger R. De Padua	
124	Minerva P. Rillo	
125	Jeolfa G. Reyes	



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126	Teresita R. Ordiales	
127	Elvira Mina	
128	Arlene S. Carlos	
LEARNING RESOURCES (LR) MANAGEMENT		
129	Edgar E. Garcia	4
130	Rosita P. Serrano	
131	Joan T. Briz	
132	Jerico P. Usi	
SCHOOL GOVERNANCE & OPERATION DIVISION		
OFFICE OF THE DIVISION CHIEF		
133	Ramon C. Perez	5
134	Mar-Elen Fe G. Reñosa	
135	Judylyn T. Gatdula	
136	Edwina A. Cailang	
137	Marianne C. Gallardo	
LEARNER FORMATION SECTION (LFS)		
138	Rojomel M. Idquival	2
139	Renato Mylon N. De Guia	
SCHOOL MANAGEMENT M & E		
140	Hermie G. Duran	2
141	Francez Paulene T. Likwong	
SOCIAL MOBILIZATION & NETWORKING		



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142	Jessalyn Anne M. Linsangan	2
143	Evangeline D. Gallardo	
HUMAN RESOURCE DEVELOPMENT		
144	Raymond Joseph V. Mendoza	2
145	Misty B. Dela Cruz	
PLANNING AND RESEARCH		
146	Nico M. Mangaliman	4
147	Jethro M. Nocom	
148	Mariel E. Nuguid	
149	Jacqueline P. Rivera	
EDUCATION FACILITIES		
150	Merck Bryan A. Gragasin	5
151	Johndale B. Yuzon	
152	Gerald A. Lingad	
153	Maria Amieleen DJ. Gabaya	
154	Roy Vincent A. Malicdem	
SCHOOL HEALTH AND NUTRITION		
155	Jennifer M. Alip	20
156	Richelda Lucas	
157	Maria Lourdes Gabaya	
158	Emily P. Cantillano	



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159	Michelle B. Villaflores	
160	Bernadette A. Compañero	
161	Nona R. Mayoralgo	
162	Catherine D. Reyes	
163	Rowena S. Vanadero	
164	Irene A. Velasco	
165	Lalaine M. Navata	
166	Leslie L. De Jesus	
167	Larah May Dela Rosa	
168	Nerissa Valenzuela	
169	Maria Lourdes M. Cruz	
170	Joseph Sandy Santiago	
171	Marites C. Sinio	
172	Johnny J. Santos	
173	Marlon Ramos	
174	Wilfredo Santos	
SCHOOL HEALTH AND NUTRITION - PSB/Contractual		
175	Ma. Arnie Reyes	21
176	Mary Ann R. De Guzman	
177	Annie Serrano	
178	Rina D. Esconde	



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179	Allen Fe L. Garcia	
180	Michelle Calma	
181	Bernadette Halili	
182	Monette Gatdula	
183	Darlene T. Teodoro	
184	Rea Fatima D. Chico	
185	Princess P. Sotto	
186	Beverly B. Reyes	
187	Angelica V. Pantaleon	
188	Veronica L. Hacıñas	
189	Marlene Joy Aguanta	
190	Maricris David	
191	Margaritte Nicole B. Guzman	
192	Juan Rafael Alberto Q. Tuazon	
193	Camille Edquival	
194	Sheila Panogan	
195	Roberto Luneta	
AUDITOR OFFICE		
196	COA Staff	5
197	COA Staff	
198	Edna D. Tolentino	



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199	Rosemarie Sario	
200	Nomolos C. Enriquez	
RESOURCE SPEAKERS		
201	Mariflor Gatchalian	3
202	Ric Ernest Estrella	
203	Harold Espeleta	
TECHNICAL-WORKING GROUP/SPECIAL GUESTS		
204	Jeffrey David	4
205	Leonard Malang	
206	Pony Balderas	
207	Rodelio Samson	



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TRAINING MATRIX

Building Competence and Character:
A Training Intervention for SDO Bataan Personnel
December 4-5, 2025 | Mansion Garden Hotel, Subic Bay Freeport Zone, Zambales

Day 1 (December 4, 2025)

Time	Activity	Person-in-Charge
8:00 – 8:30	Registration	SGOD Personnel
8:30 – 9:00	Opening Program	AVP
9:00 – 11:00	Session 1: Values in Action – Applying Core Values at Work	HON. RIC ERNEST C. ESTRELLA Municipal Councilor, Abucay, Bataan
11:00 – 12:00	Group Dynamics for Session 1	HON. RIC ERNEST C. ESTRELLA Municipal Councilor, Abucay, Bataan
12:00 – 1:00	Lunch Break	
1:00 – 3:00	Session 2: Our Core Values in Public Service	HON. HAROLD R. ESPELETA Provincial Board Member
3:00 – 4:00	Group Dynamics for Session 2	HON. HAROLD R. ESPELETA Provincial Board Member
4:00 onwards	Synthesis and Closing Program	SGOD Personnel

Day 2 (December 5, 2025)

Time	Activity	Person-in-Charge
8:30 – 9:00	MOL	SGOD Personnel
9:00 – 11:00	Session 3: Workplace Wellness (Healthy Mind, Healthy Work, Happy Life)	MARIFLOR GATCHALIAN, RPsy, CSAP Chief Psychologist, Mind Care Center – Department of Psychology Perpetual Help Medical Center, Las Piñas City
11:00 – 12:00	Group Dynamics for Session 3	MARIFLOR GATCHALIAN, RPsy, CSAP Chief Psychologist, Mind Care Center – Department of Psychology Perpetual Help Medical Center, Las Piñas City
12:00 – 1:00	Lunch Break	
1:00 – 3:00	Group Reflection	SGOD Personnel
3:00 – 3:30	Snack Break	
3:30 onwards	Closing Program	SGOD Personnel