



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

JUN 23 2026

DIVISION MEMORANDUM

No. 290, s. 2026

SDO BATAAN GENDER AND DEVELOPMENT (GAD) TRAINING: BUILDING GENDER-RESPONSIVE COMMUNICATION AND SERVICE SKILLS

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Division Unit Heads
All Division Office Personnel
All Others Concerned

1. This Office announces the conduct of the **SDO BATAAN GENDER AND DEVELOPMENT (GAD) TRAINING: Building Gender-Responsive Communication and Service Skills** scheduled on **June 25-26, 2026** at Hotel Seoul, Abacan and Chico St., E. Aguinaldo, Clark Freeport Zone, Angeles City, Pampanga.
2. This activity aims to:
 - a. strengthen the awareness, knowledge, and competencies of personnel in promoting gender equality and inclusivity in the workplace;
 - b. gain better understanding of gender-sensitive communication and customer service practices that foster respect, fairness, and professionalism in dealing with clients, stakeholders, and colleagues; and
 - c. create a gender-responsive work environment where services are delivered equitably and effectively, contributing to improved organizational performance and stakeholder satisfaction.
3. Enclosed to this memorandum are the following:

Enclosure 1: List of Participants

Enclosure 2: Training Matrix



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4. Expenses relative to the conduct of this activity shall be charged against Division MOOE, and other local funds subject to usual accounting and auditing procedures.
5. Participants are hereby advised to bring their own extension cords and laptops.
6. This Memorandum shall serve as the Travel Authority of the participants.
7. Immediate dissemination of this Memorandum is enjoined.


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

References: As stated

Encls.: As stated

To be indicated in the Perpetual Index

under the following subjects: GAD Trainings and Seminar

SO11/mbdc

06/22/2026



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Enclosure No. 1 to the Division Memorandum No. _____, s. 2026

LIST OF PARTICIPANTS

No.	Name	Position
OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT		
OFFICE OF THE SDS-PROPER		
1.	Carolina S. Violeta, EdD, CESO V	Schools Division Superintendent
2.	Charito G. De Guzman	Administrative Assistant III
3.	Adelyn R. Morcilla	Administrative Aide I
4.	Dennis Birgonia	Administrative Aide III
OFFICE OF THE ASDS		
5.	Jerry Dimla Cruz, DEM, CESO VI	Assistant Schools Division Superintendent
6.	Arlene Oliveria	Administrative Aide VI
LEGAL SERVICES		
7.	Atty. Hazel G. Dilig-Carandang	Attorney III
8.	Evangeline N. Layug	COS
9.	George Aztiram M. Ramirez	COS
ICT SERVICES		
10.	Richard Alboro	Information Technology Officer I
11.	Mark Anthony M. Sobreviñas	Administrative Aide IV Casual
12.	Nicko Manalansan	Administrative Aide IV Casual/ Technical Committee
13.	Jess C. Garcia	Administrative Assistant II
ADMINISTRATIVE SERVICES		
14.	Pilar C. Ignacio	Administrative Officer V
15.	Ma. Liza A. Manuel	Administrative Officer IV
16.	Jobelle S. Antonio	Administrative Officer II
17.	Celia B. Quiroz	Administrative Assistant III
18.	Maria Patricia R. Constantino	Administrative Assistant III
19.	Richelle Ann S. Mallari	Administrative Assistant II
20.	Reynaldo A. Macalinao	Administrative Assistant II
21.	Maricon Hipolito	Administrative Assistant II
22.	Mae Ann O. Rodriguez	Administrative Assistant III
23.	Anthony Glenn P. Gacutan	Administrative Assistant III
24.	Maria Lourdes D. Mungcal	Administrative Aide VI
25.	Marlon R. Flores	Administrative Aide VI
26.	Synder H. Calderon	Administrative Aide IV Casual
27.	Heidee P. Bernal	Administrative Aide IV Casual
28.	Xander Keith De Silva	Administrative Aide IV Casual
29.	Adelene B. Galit	Administrative Aide IV Casual
30.	Ejay A. Lintag	Administrative Aide IV Casual
31.	Irene M. Ragudos	Administrative Aide III
32.	Kimberly Sheen D. Orozco	Administrative Aide I



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33.	Josephine Gutierrez	Administrative Aide I
34.	Merlisa O. Carlos	Administrative Aide I
35.	Nerissa D. Viscayno	Administrative Aide I
36.	Annaliza Suarez	Administrative Aide I
37.	Denise L. Rivera	PSB Clerk
38.	Andrea M. Buluran	PSB Clerk
39.	Alexander D. De Guia	PSB Clerk
40.	Jerymie D. Crisolo	PSB Clerk
41.	Danica L. Santos	COS Clerk
42.	Katrina N. Andres	COS Clerk
43.	Kyra Gene S. Lazarte	PSB Cler
44.	Armando B. Eugenio Jr.	Driver I
45.	Art S. Feria	Driver
46.	Melvin S. Asidera	Security Guard I
47.	Ronaldo R. Andaya	Administrative Aide I
48.	Ariel Mangabat	Administrative Aide I
49.	Melanie Crisolo	Administrative Aide I
50.	Ma. Theresa Roxas	PSB Utility
51.	Alvin P. Reyes	Security Guard I
52.	Raymond Ocampo	PSB Driver/Watchman
53.	Arvin Jay F. Asidera	PSB Utility
54.	Renante Bederio	PSB Watchman
55.	Demie Rose Caragay	Mooe Administrative Aide III/ Moderator
56.	Brian Forbes	Administrative Aide I
CASH SERVICES		
57.	Rosalie Joy G. Trinidad	Administrative Officer IV
58.	Edzelle M. Dominguez	Administrative Aide VI
59.	Luzviminda A. Canasa	Administrative Assistant II
60.	Kevin Visda	COS Clerk
61.	Noel C. Castillo	COS Clerk
SUPPLY SERVICES		
62.	Ethel Joyce T. Bartolome	Administrative Officer IV
63.	Aila Joja B. Consolacion	Administrative Aide VI
64.	James Paul Gatdula	Administrative Aide I
65.	Mary Marlaine V. Rodriguez	Administrative Aide IV Casual
66.	Marlon B. San Diego	Administrative Assistant III
RECORDS SERVICES		
67.	Lorena L. Inlong	Administrative Officer IV
68.	Gary Ang Firaza	Administrative Assistant II
69.	Vicente Llaneta	Administrative Aide I
70.	Janold Sayson	COS Clerk
FINANCE SERVICES		



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71.	Myra V. Dilig	Accountant III
72.	Ahlene Kaye M. Matilde	Administrative Assistant III
73.	Marvie Santos	Administrative Assistant III
74.	Mylene R. Alcantara	Administrative Assistant III
75.	Kristine Pagdanganan	Administrative Assistant III
76.	Maritess Sanchez	Administrative Assistant III
77.	Moonyna G. Alipio	Administrative Assistant III
78.	Mary Joy L. Quintero	Administrative Assistant III
79.	Erwin C. Cabana	Administrative Assistant II
80.	Sarah Joy M. Sioson	Administrative Aide IV Casual
81.	Mariel C. Cabutaje	Administrative Assistant III
82.	Sheryl Ann B. Jaime	Administrative Assistant III
83.	Berna Lisa O. Dagon	Administrative Aide IV Casual
84.	Hannah Grace Barata	Administrative Assistant III
85.	Anna Marie Manguin	Administrative Aide IV Casual
86.	Kimberly Icawat	Administrative Assistant III
87.	Rose Ann G. Callo	Administrative Assistant III
88.	Jerald Sunga	Administrative Aide IV Casual
89.	Mhara Esteves	Administrative Aide IV Casual
90.	Marinel D. Lintag	Administrative Aide IV Casual
PROCUREMENT SERVICES		
91.	Paul John D. Dimla	Administrative Officer IV
92.	Riezzle Muñoz	Administrative Officer II
BUDGET SERVICES		
93.	Rhodora C. Ganson	Administrative Officer V
94.	Maria Fe P. Martonito	Administrative Assistant III
95.	Louise Anne Samonte	Administrative Assistant III
96.	Christer Daves N. Salvador	Administrative Assistant I
97.	Dina C. Forbes	Administrative Aide IV Casual
98.	Laarni O. Balor	PSB Clerk
OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT		
99.	Roberto Pantig	Chief Education Supervisor
INSTRUCTIONAL SUPERVISION		
100.	Mila C. Calma	Education Program Supervisor
101.	Jacqueline C. Tuazon	Education Program Supervisor
102.	Romeo M. Layug	Education Program Supervisor
103.	Maria Teresa C. Perez	Education Program Supervisor
104.	Evelyn V. Mendoza	Education Program Supervisor
105.	Danilo C. Caysido	Education Program Supervisor
106.	Edwin R. Bermillo	Education Program Supervisor
107.	Jean A. Lintag	Education Program Supervisor
108.	Bernadette D. Bantigue	Education Program Specialist II
109.	Jeric C. Lopez	Education Program Specialist II



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110.	Marissa G. Castel	Administrative Aide I
111.	Tracy Czarina G. Trine	Administrative Aide IV Casual
DISTRICT INSTRUCTIONAL SUPERVISION		
112.	Ronie S. Mendoza	Public Schools District Supervisor
113.	Jonathan B. De Guzman	Public Schools District Supervisor
114.	Ruel D. Lingad	Public Schools District Supervisor
115.	Mariel M. Labandilo	Public Schools District Supervisor
116.	Elma P. Dizon	Public Schools District Supervisor
117.	Francisco B. Bautista	Public Schools District Supervisor
118.	Rodger R. De Padua	Public Schools District Supervisor
119.	Minerva P. Rillo	Public Schools District Supervisor
120.	Jeolfa G. Reyes	Public Schools District Supervisor
121.	Teresita R. Ordiales	Public Schools District Supervisor
122.	Elvira Mina	Public Schools District Supervisor
123.	Arlene S. Carlos	Public Schools District Supervisor
LR SECTION		
124.	Rosita P. Serrano	Librarian II
125.	Joan T. Briz	Project Development Officer II
SCHOOL GOVERNANCE AND OPERATIONS DIVISION		
126.	Ramon C. Perez	Chief Education Supervisor
127.	Mar-Elen Fe G. Reñosa	Education Program Supervisor
128.	Judylyn T. Gatdula	Administrative Aide IV Casual
LEARNER FORMATION		
129.	Kharl John Cruz	Project Development Officer I
130.	Renato Mylon N. De Guia	Project Development Officer I
131.	Jiro A. Cruz	Sports-TA I
SCHOOL MANAGEMENT M & E		
132.	Hermie G. Duran	Senior Education Program Specialist
133.	Francez Paulene T. Likwong	Education Program Specialist II
SOCIAL MOBILIZATION & NETWORKING		
134.	Jessalyn Anne M. Linsangan	Senior Education Program Specialist
135.	Evangeline D. Gallardo	Education Program Specialist II
HUMAN RESOURCE DEVELOPMENT		
136.	Raymond Joseph V. Mendoza	Senior Education Program Specialist
137.	Misty B. Dela Cruz	Education Program Specialist II
PLANNING AND RESEARCH		
138.	Nico M. Mangaliman	Planning Officer III
139.	Jethro M. Nocom	Senior Education Program Specialist
140.	Mariel E. Nuguid	Administrative Aide IV Casual/ Registration Committee
141.	Jacqueline P. Rivera	Administrative Aide I
EDUCATION FACILITIES		
142.	Johndale B. Yuzon	Casual – Engineer I
143.	Gerald A. Lingad	Project Development Officer II



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144.	Maria Amieleen DJ. Gabaya	COS - Engineer
145.	Roy Vincent A. Malicdem	COS - DRRM
SCHOOL HEALTH AND NUTRITION		
146.	Jennifer M. Alip	Dentist II
147.	Maria Lourdes Gabaya	Nurse II
148.	Emily P. Cantillano	Nurse II
149.	Michelle B. Villaflores	Nurse II
150.	Bernadette A. Compañero	Nurse II
151.	Rowena S. Vanadero	Nurse II
152.	Irene A. Velasco	Nurse II
153.	Lalaine M. Navata	Nurse II
154.	Leslie L. De Jesus	Nurse II
155.	Larah May Dela Rosa	Nurse II
156.	Nerissa Valenzuela	Nurse II
157.	Maria Lourdes M. Cruz	Nurse II
158.	Joseph Sandy Santiago	Nurse II
159.	Marlon Ramos	Administrative Aide I
160.	Mary Ann R. De Guzman	PSB – Nurse I
161.	Annie S. Galvez	PSB – Nurse I
162.	Rina D. Esconde	PSB – Nurse I
163.	Allen Fe G. Guevarra	PSB – Nurse I
164.	Michelle Calma	PSB – Nurse I
165.	Katrina Lacson	PSB – Nurse I
166.	Bernadette Halili	PSB – Nurse I
167.	Monette Gatdula	PSB – Nurse I
168.	Darlene T. Teodoro	PSB – Nurse I
169.	Rea Fatima D. Chico	PSB – Nurse I
170.	Princess P. Sotto	PSB – Nurse I
171.	Beverly B. Reyes	PSB – Nurse I
172.	Angelica V. Pantaleon	COS - Feeding
173.	Marlene Joy Aguanta	PSB – Nurse I
174.	Camille H. Edquibal	COS - Dietitian
175.	Lara Mei Lao	COS- Dietitian
176.	Juan Rafael Alberto Q. Tuazon	PSB – Nurse I
177.	Daniel Luis Hizon	PSB- Nurse I
178.	Maricris B. David	PSB – Nurse I
179.	Sheila S. Panogan	MOOE- Clerk (Philhealth)
180.	Roberto Luneta	MOOE– Medical Officer (PhilHealth)
181.	Luigi Mendoza	Medical Officer III
COA		
182.	Maricel Yap Sobrevinas	AUDITOR IV
183.	Louie Arth Reyes	AUDITOR
184.	Edna D. Tolentino	ADAS II
185.	Rosemarie Sario	ADAIV-CASUAL



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186.	Irish Joy Dongon	J.O.
187.	Mary Czarina q. Carreon	J.O.
188.	Nomolos C. Enriquez	ADAIV-CASUAL
189.	Joshua Benedict De Leon	J.O.
190.	Dr. Candida S. Punla	Speaker
191.	Dr. Ronaldo A. Punla	Speaker
192.	Dr. Mark Kevin Y. Dimaun	Speaker



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Enclosure No. 2 to the Division Memorandum No. _____, s. 2026

SDO Bataan Gender and Development Training: Building Gender-Responsive Communication and Service Skills
 June 25-26, 2026

Time	Day 1-June 25, 2026	Day 2-June 26, 2026	
8:00 AM-8:30 AM	Registration	Management of Learning Makabayan Song - AVP	
8:30 - 9:00 AM	Opening Program Preliminaries – AVP Opening Remarks – RAMON C. PEREZ (Chief ES- SGOD)	Prayer – AVP Energizer- JUDYLYN T. GATDULA/ KHARL JOHN C. CRUZ	
9:00 -10:00 AM	Message - JERRY DIMLA CRUZ, DEM, CESO VI (ASDS) Message - CAROLINA S. VIOLETA, EdD, CESO V (SDS) Roll Call – JUDYLYN T. GATDULA/ KHARL JOHN C. CRUZ Session 1 Speaker: Mood Setting DR. MARK KEVIN Y. DIMAUN PDO III, DICT-CO	Presentation of Outputs Session 3: Speaker: DR. CANDIDA S. PUNLA Associate Professor V Testimonial/ Inspirational Activities "Promoting an Inclusive, Safe, and Respectful Work Environment" DR. CANDIDA S. PUNLA Associate Professor V	<ul style="list-style-type: none"> With Games and Break-out Activities
10:00 AM -10:15 AM	Snacks	Snacks	
10:15 AM-12:00NN	Session 2 Speaker: "Gender-Responsive Communication Skills" DR. CANDIDA S. PUNLA Associate Professor V	Continuation of Training Speaker: "Promoting an Inclusive, Safe, and Respectful Work Environment" DR. CANDIDA S. PUNLA Associate Professor V	<ul style="list-style-type: none"> With Games and Break-out Activities
12:00 NN – 1:00 PM	LUNCH		
1:00 PM - 2:30 PM	Energizer Continuation of Training Session 3: "Gender-Responsive Customer Service and Client Relations" Speaker:	Continuation of Training DR. CANDIDA S. PUNLA Associate Professor V Evaluation	



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	DR. CANDIDA S. PUNLA Associate Professor V DR. RONALDO A. PUNLA SP III		
2:30 PM – 3:00 PM	Snacks		
3:00-5:00	Training Break-out sessions	Closing Program Take away Commitment Setting – SDO Personnel Closing Remarks – MAR-ELEN FE G. REÑOSA Awarding of Certificates Closing Program	
5:30 PM – 7:00 PM	DINNER		
EMCEE		DEMIE ROSE C. CARAGAY- ADAS III Moderator	



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