

Republic of the Philippines
Department of Education
Region X

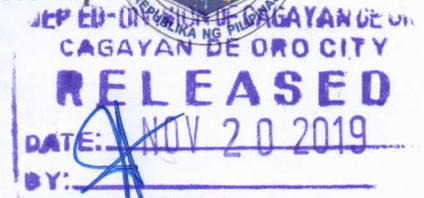
DIVISION OF CAGAYAN DE ORO CITY

Fr. William F. Masterson SJ Avenue, Upper Balulang, Cagayan de Oro City



DIVISION MEMORANDUM

No. 939 s, 2019

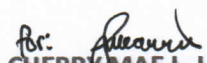


TO : ARNEL A. CALUBAG, CPA- Accountant III
ROMIEL S. VALLENTE- Administrative Officer V-Budget Officer
JEAN T. LOQUILLANO, Ph. D., - Senior Education Program Specialist
ELEANOR CONSEJO ROLLAN- Education Program Specialist II
ADMINISTRATIVE ASSISTANT II and III
This Division

SUBJECT : Two (2) Day Enhancement Seminar on Revisiting of Duties and Responsibilities
for ADAS II and III

DATE : November 18, 2019

1. To properly and effectively perform the duties and responsibilities of Admin. Assistant II and III, the field is hereby informed that there will be a Two (2) Day Enhancement Seminar on Revisiting of Duties and Responsibilities for ADAS II and III at **Hotel Conchita** on **November 26 and 27, 2019**
2. This activity aims to:
 - Revisit the duties and responsibilities of ADAS II and III in the performance of their functions
 - Discharge their duties and responsibilities effectively in line with their individual Key Result Areas
 - Update with the latest Circulars and Issuances.
3. The participants of this activity are all the **ADAS II and III** (Division and School Personnel) as per Enclosure.
4. Lunch and snacks shall be served during the period which shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
5. Compliance to this Memorandum is desired.

For: 
CHERRY MAE L. LIMBACO
Schools Division Superintendent

**List of Speakers/ Participants for the Two (2) Day Enhancement Seminar
on Revisting of Duties and Responsibilities for ADAS II and III**

ADMINISTRATIVE ASSISTANT II

- 1 ABEJO, GLYNNIS CABABA
- 2 ABEJUELA, JOCELYN ROMULO
- 3 AGPANGAN, AL-RIDZKI
- 4 ALEGADO, KRISCIA MANLOSA
- 5 AMANCE, JANICE TABUGON
- 6 AMIGO, PIO JAIME ANTIGA
- 7 ANERO, MARIA RUFEL AUMAN
- 8 AQUINO, KIMBERLEY NICOLE ARAO
- 9 ASEQUIA, JENNIFER REGIDOR
- 10 BANAAG, CHERRYFIL PARAGADOS
- 11 BEJA, ABNER BORROMEO
- 12 CABARABAN, FAITH HORA
- 13 CAÑEDA, PRINCE ROSE VILLAROZA
- 14 CARCAMO, JENNY ROA
- 15 CARIÑO, CHRISTINE HOPE TIEMPO
- 16 CERICOS, EDWIN CHUA
- 17 CLAR, LODETTE CUANAN
- 18 DALITUNAN, CHARIZA MAE ELIRON
- 19 DELA CERNA, CARLA MAY
- 20 DUMAOG, DONNA JAEI
- 21 EJERA, MELCA LADERO
- 22 ESPIRITU, MARICEL BEDUYA
- 23 FIGUEROA, AILEEN JEAN LAGUSAY
- 24 FRANCISCO, ALVIC MARIE
- 25 FRANCISCO, KARLO MISAEL NACASABOG
- 26 GOMEZ, VERGILBOB MISA
- 27 IRAN, ROSALYN BANUAG
- 28 JALA, SHARISSE LARA
- 29 LABADAN, JEANIELYN ALAURO
- 30 LACARAN, NENA BARON
- 31 LANZADERAS, ANNABEL JALA
- 32 LUMAPAS, JEANE VE ANSIN
- 33 MACALOS, ALYZZA DRAWDE MAE GABATAN
- 34 MACALOS, CLAUDINE ALILIN
- 35 MACAS, NORBERTO JR GALVO
- 36 MAESTRADO, CLEO LAPURA
- 37 MAGHANOY, LOURDES PALARCA
- 38 MANAUG, GLEVEN CHITTO BAJUYO
- 39 MERCADO, AIRENE NOBLE
- 40 MINDORO, JOSELYN BACLAYO
- 41 NEROSA, NIKKI BRIGOLI
- 42 OBEMIO, RACQUEL CANCELER
- 43 PABLO, MA. ANGIE PANUGOT
- 44 PADEN, ADELINE SADICON
- 45 PELIÑO, APRIL KRISTY AMPONG
- 46 POLIRAN, LOURENZE CALE
- 47 RANULO, KAREN CLAIRE LITUAÑAS
- 48 REVAÑO, PATRICIO GERRY SACALA
- 49 ROA, DONNA MAE QUINQUINO
- 50 RONCESVALLES, NIÑA LOPEZ
- 51 ROSABAL, AURIZ PAMELA MAESTRADO
- 52 SALCEDO, MOSES CUNAYO
- 53 SERIÑA, GEMAILE EBAJAY
- 54 SIOJO, MARIE GRACE VALLES
- 55 STA MARIA, FLORENCE MAY PEDRAJAS
- 56 TABUAN, PERCY BRIAN
- 57 TANCONGCO, DHIANARA UY
- 58 TILOS, MICHELLE VON TACBAS
- 59 TORRES, CHERYL OLEMBERIO
- 60 TUVILLA, LEDA LOZARITO
- 61 UDANG, CHARISSE COSTELO

ADMINISTRATIVE ASSISTANT III

- 1 ABROGAR, MARIFE
- 2 ALGUSO, JOHN REY
- 3 BADAL, ANNABELLE
- 4 BAHIAN, RYAM FIL
- 5 BALMORIA, MARIA FE
- 6 BANAAG, CHARLES
- 7 BANAAG, LOUIE
- 8 BEDREJO, MARION
- 9 BORJA, MARY JANE
- 10 BUDIONGAN, ROCHE
- 11 CABAÑEROS, LALLETH
- 12 CAGAANAN, ROWEL
- 13 CALFOFORO, ROWENA
- 14 CERIALES, AMOR MIA
- 15 COMPO, ARNIL
- 16 DALAUTA, LORENA
- 17 DUETES, MITOS TESSA
- 18 ERNACIO, DONNACELLE
- 19 EULLARAN, RUTH
- 20 FACTURA, JACKELOU
- 21 GABO, SONNY BOY
- 22 GOCELA, JULIE ANN
- 23 JAGOS, CASSANDRA JUNE A
- 24 JANDAYAN, DARLINITA
- 25 LABUANAN, MITHUSCELA
- 26 LANZADERAS, JOSETTE
- 27 LARGO, NANETH
- 28 LOFRANCO, IRENE
- 29 LOQUILLANO, CLARISA
- 30 MACALOS, ALEI
- 31 MADRIA, KRISTIAN WILFRELYN
- 32 NAVAJA, GODOFREDO C. II
- 33 ONG, MA. CRISTINA
- 34 PALAMINE, DARLENE
- 35 PALER, JESSICA
- 36 PATUNGCAL, CATHERINE
- 37 PIEDAD, MARRIDEL
- 38 PRADIA, GINA
- 39 SABANAL, RICKIM
- 40 SACUPAYO, RACHEL ANN
- 41 SALAVARIA, SHERWIN
- 42 SAMODAL, LLOYD MICHAEL
- 43 TANCONGCO, APRIL ANN
- 44 VASALLO, JANE
- 45 VILLANUEVA, KAREN
- 46 YABA, MELANIE