

c/o AO



Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

21 August 2024

DIVISION MEMORANDUM

No. 621 s.2024

ONBOARDING OF NEWLY HIRED NON-TEACHING PERSONNEL

TO: Assistant Schools Division Superintendent
Public Schools District Supervisors
All Elementary and Secondary Public School Heads and Principals
CID and SGOD Personnel
All Others Concerned

1. Pursuant to the implementation guidelines of the Civil Service Commission's Program to Institutionalize Meritocracy and Excellence in the Human Resource Management (PRIME-HRM) and in line with continuous improvement under Learning and Development, this Office shall conduct the Onboarding of Newly Hired Non-Teaching Personnel on September 9-10, 2024, 8:00 AM to 5:00 PM.

2. The activity aims to orient all newly hired non-teaching employees on the vision, mission, organizational structure, duties and responsibilities anchored on different DepEd issuances and other related rules and regulations.

3. Attached is Enclosure No. 1, List of Participants.

4. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment are accorded to all concerned regardless of age, gender, and sexual orientation, disability, religion and ethnicity.

5. For immediate dissemination.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated
Reference:

To be indicated in the Perpetual Index
under the following subjects:

ONBOARDING

RBSMB / DM – onboarding newly hired non-teaching personnel



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (08822)-8550048
Email: cagayandeoro.city@deped.gov.ph

NON TEACHING PERSONNEL		
1	ADMINISTRATIVE AIDE VI	ALSON, MARIA THERESA AURIT
2	ADMINISTRATIVE AIDE VI	BALAROTE, NOELFRED BUSTAMANTE
3	ADMINISTRATIVE AIDE VI	BUCAD, MA. ANGELINA HALLAZGO
4	ADMINISTRATIVE AIDE VI	NANGCAS, BABY JANE JUEVESANO
5	ADMINISTRATIVE AIDE VI	NENERIA, LEAH SALISE
6	ADMINISTRATIVE AIDE VI	PASIGAY, BRYAN FERNADEZ
7	ADMINISTRATIVE AIDE VI	FELISILDA, ADA MADULA
8	ADMINISTRATIVE AIDE VI	GOMEZ, ERICKA NOCHKA BARCELONA
9	ADMINISTRATIVE ASSISTANT II	CAGAS, FLORIE MAE SEBANDAL
10	ADMINISTRATIVE ASSISTANT II	PAICA, JEZIL LEGSANAN
11	ADMINISTRATIVE ASSISTANT II	TIDULA, RUBY MAE BAJAO
12	ADMINISTRATIVE ASSISTANT II	ABOT, FERROSECHER PETALCURIN
13	ADMINISTRATIVE ASSISTANT II	TENESTRANTE, QUENNIE MARTINEZ
14	ADMINISTRATIVE ASSISTANT II	PAURILLO, CHARMAINE QUILALA
15	ADMINISTRATIVE ASSISTANT II	TUMAPON, RYAN RIVERA
16	ADMINISTRATIVE ASSISTANT II	PALAMINE, MARY KATHERINE PACURIBOT
17	ADMINISTRATIVE ASSISTANT II	BACAS, KURT CELICA AMOGOD
18	ADMINISTRATIVE ASSISTANT II	BUDLONG, MARIA THERESA WASQUIN
19	ADMINISTRATIVE ASSISTANT II	SANGGOYOD, KATHRYN MAE AMOR
20	ADMINISTRATIVE ASSISTANT II	QUIÑANOLA, JASMIN ARAGON
21	ADMINISTRATIVE ASSISTANT II	DABI, JENNY ROSE BIACA
22	ADMINISTRATIVE ASSISTANT II	DELA CRUZ, JANYLL ROCHELLE SIJO
23	ADMINISTRATIVE ASSISTANT II	EDADES, ANNA KARENINA PELAYO
24	ADMINISTRATIVE ASSISTANT II	DEL PUERTO, LOUISA EDEN ARAULA
25	ADMINISTRATIVE ASSISTANT II	ENERIO, IVY JOY AGCOPRA
26	ADMINISTRATIVE ASSISTANT II	ALEGADO, AIMA MANLOSA
27	ADMINISTRATIVE ASSISTANT II	ATILLO, MENCHIE DE GUZMAN
28	ADMINISTRATIVE ASSISTANT II	GALLARDO, GRAZEL BRAVO
29	ADMINISTRATIVE ASSISTANT II	MACABINLAR, ROCHEL BORDARIO
30	ADMINISTRATIVE ASSISTANT II	CABALLERO, GINALYN QUIRINO
31	ADMINISTRATIVE ASSISTANT II	PARREÑO, IRENE MARANGUIT
32	ADMINISTRATIVE ASSISTANT II	NUÑEZ, JUDYLYN JABAGAT
33	ADMINISTRATIVE ASSISTANT II	UYAN, ODEMIL CHRISTIAN ACHAS
34	ADMINISTRATIVE ASSISTANT II	QUE, HARKIN TINGABNGAB
35	ADMINISTRATIVE ASSISTANT II	MARBAN, MARIEFE NABALE
36	ADMINISTRATIVE ASSISTANT II	ISRAEL, KATHRINE JEAN MONTECLARO
37	ADMINISTRATIVE ASSISTANT II	AGUILAR, JESSABELLE TACANDONG
38	ADMINISTRATIVE ASSISTANT II	DIOLA, JOSUE TANHAGA
39	ADMINISTRATIVE ASSISTANT II	CURTINA, HANA MAE ACERO
40	ADMINISTRATIVE ASSISTANT III	CIMACIO, MAROCHE GETUABAN
41	ADMINISTRATIVE ASSISTANT III	SALO, CHARLOTTE JEAN LLEMIT
42	ADMINISTRATIVE ASSISTANT III	NAMATA, EZIEL OBEDENCIO
43	ADMINISTRATIVE ASSISTANT III	LABIAL, ANNA MARIE LAJERA

44	ADMINISTRATIVE ASSISTANT III	USON, SHAJARA WHAVE AZARCON
45	ADMINISTRATIVE ASSISTANT III	TULAYTAY, RENAN AMPONG
46	ADMINISTRATIVE ASSISTANT III	ZAMBRANO, HAZEL JOY PERAÑO
47	ADMINISTRATIVE ASSISTANT III	LOFRANCO, NOVILLA CARMELLA MAGLANGIT
48	ADMINISTRATIVE ASSISTANT III	COLITA, KENT IAN PAJA
49	ADMINISTRATIVE ASSISTANT III	DUNQUE, GILBERT YHAP
50	ADMINISTRATIVE ASSISTANT III	BARUEL, CENISA BROSE
51	ADMINISTRATIVE ASSISTANT III	DE LA ISLA, LUCILDA GAPE
52	ADMINISTRATIVE ASSISTANT III	BORRES, KAREN BERNADETTE BAYSA
53	ADMINISTRATIVE ASSISTANT III	YAMOMO, KAREN JANE PAREJA
54	ADMINISTRATIVE ASSISTANT III	ALONZO, JEANETTE DUMO
55	ADMINISTRATIVE ASSISTANT III	DALOS, CHRISTIAN RAY DELOS REYES
56	ADMINISTRATIVE ASSISTANT III	CAPINIG, JOHN ERROL PANISAN
57	ADMINISTRATIVE ASSISTANT III	BAANG, CRISTY ABENDAÑO
58	ADMINISTRATIVE ASSISTANT III	SIDILLO, ANGELIE NACALABAN
59	ADMINISTRATIVE ASSISTANT III	LABIAL, ARABELLA GONIA
60	ADMINISTRATIVE ASSISTANT III	YABOT, ELLEN MAE MACABODBOD
61	ADMINISTRATIVE ASSISTANT III	PAASA, MA. CHRISTINE
62	ADMINISTRATIVE ASSISTANT III	PAGADOR, MARDY MAE GOLEZ
63	ADMINISTRATIVE OFFICER II	CHATTO, MA. JO-IAN ROSE PALARCA
64	ADMINISTRATIVE OFFICER II	GORRE, ZETH KAROL PANTALLANO
65	DISBURSING OFFICER II	SUCAYRE, JULIETA RAFAELA
66	DISBURSING OFFICER II	CAGAS, FRANCES SHAND MAGHANOV
67	NURSE II	ONTOY, HERLIE BADA
68	NURSE II	MABAO, YVONNE KARLA BINAYAO
69	PROJECT DEVELOPMENT OFFICER I	TACANDONG, LOREDELLE LANGAM
70	PROJECT DEVELOPMENT OFFICER I	MACARANDAN, RYAN QUIRINO
71	PROJECT DEVELOPMENT OFFICER I	MUTIA, ARIEL CASIÑO
72	PROJECT DEVELOPMENT OFFICER I	PATLUNAG, AGUSTIN FAJARDO
73	SCHOOLS DIVISION SUPERINTENDENT	ROY ANGELO E. GAZO
74	ASST. SCHOOLS DIVISION SUPERINTENDENT	AUDIE S. BORRES
75	CHIEF, SGOD	ROSALIO R. VITORILLO
76	SEPS	DERROLD MARL S. AVES
77	AOV	ROMIEL S. VALLENTE
78	ACCOUNTANT	ARNEL A. CALUBAG
79	ASST. CHIEF, SGOD	ROMEO ACLO
80	AOV	RISA BEA SOCORRO M. BORRES
81	AOIV	KRISTIAN MURILLO
82	AOIV	IGNACIO GABULE JR.
83	AOIV	MARILOU F. NAVAJA
84	AOIV	GEMMA PAJAYON
85	AOII	EFREN B. FACUN
86	AOII	PALAMINE, DARLENE
87	AOII	ALILIN, BEATRIZ G.