

Republic of the Philippines
Department of Education

REGION X

SCHOOLS DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

CAGAYAN DE ORO CITY

RELEASED

DATE: AUG 22 2024

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 at Pearlmont Hotel, Limketkai Drive, Cagayan de Oro City.
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

	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 ASSISTANT II	CAGAS, FLORIE MAE SEBANDAL
9	ADMINISTRATIVE ASSISTANT II	PAICA, JEZIL LEGSANAN
10	ADMINISTRATIVE ASSISTANT II	TIDULA, RUBY MAE BAJAO
11	ADMINISTRATIVE ASSISTANT II	ABOT, FEROSECHEL PETALCURIN
12	ADMINISTRATIVE ASSISTANT II	TENESTRANTE, QUENNIE MARTINEZ
13	ADMINISTRATIVE ASSISTANT II	PAURILLO, CHARMAINE QUILALA
14	ADMINISTRATIVE ASSISTANT II	TUMAPON, RYAN RIVERA
15	ADMINISTRATIVE ASSISTANT II	PALAMINE, MARY KATHERINE PACURIBOT
16	ADMINISTRATIVE ASSISTANT II	BACAS, KURT CELICA AMOGOD
17	ADMINISTRATIVE ASSISTANT II	BUDLONG, MARIA THERESA WASQUIN
18	ADMINISTRATIVE ASSISTANT II	SANGGOYOD, KATHRYN MAE AMOR
19	ADMINISTRATIVE ASSISTANT II	QUIÑANOLA, JASMIN ARAGON
20	ADMINISTRATIVE ASSISTANT II	DABI, JENNY ROSE BIACA
21	ADMINISTRATIVE ASSISTANT II	DELA CRUZ, JANYLL ROCHELLE SIJO
22	ADMINISTRATIVE ASSISTANT II	EDADES, ANNA KARENINA PELAYO
23	ADMINISTRATIVE ASSISTANT II	DEL PUERTO, LOUISA EDEN ARAULA
24	ADMINISTRATIVE ASSISTANT II	ENERIO, IVY JOY AGCOPRA
25	ADMINISTRATIVE ASSISTANT II	ALEGADO, AIMA MANLOSA
26	ADMINISTRATIVE ASSISTANT II	ATILLO, MENCHIE DE GUZMAN
27	ADMINISTRATIVE ASSISTANT II	GALLARDO, GRAZEL BRAVO
28	ADMINISTRATIVE ASSISTANT II	MACABINLAR, ROCHEL BORDARIO
29	ADMINISTRATIVE ASSISTANT II	CABALLERO, GINALYN QUIRINO
30	ADMINISTRATIVE ASSISTANT II	PARREÑO, IRENE MARANGUIT
31	ADMINISTRATIVE ASSISTANT II	NUÑEZ, JUDYLYN JABAGAT
32	ADMINISTRATIVE ASSISTANT II	UYAN, ODEMIL CHRISTIAN ACHAS
33	ADMINISTRATIVE ASSISTANT II	QUE, HARKIN TINGABNGAB
34	ADMINISTRATIVE ASSISTANT II	MARBAN, MARIEFE NABALE
35	ADMINISTRATIVE ASSISTANT II	ISRAEL, KATHRINE JEAN MONTECLARO
36	ADMINISTRATIVE ASSISTANT II	AGUILAR, JESSABELLE TACANDONG
37	ADMINISTRATIVE ASSISTANT II	DIOLA, JOSUE TANHAGA
38	ADMINISTRATIVE ASSISTANT II	CURTINA, HANA MAE ACERO
39	ADMINISTRATIVE ASSISTANT III	CIMACIO, MAROCHE GETUABAN
40	ADMINISTRATIVE ASSISTANT III	SALO, CHARLOTTE JEAN LLEMIT
41	ADMINISTRATIVE ASSISTANT III	NAMATA, EZIEL OBEDENCIO
42	ADMINISTRATIVE ASSISTANT III	LABIAL, ANNA MARIE LAJERA
43	ADMINISTRATIVE ASSISTANT III	USON, SHAJARA WHAVE AZARCON

44	ADMINISTRATIVE ASSISTANT III	TULAYTAY, RENAN AMPONG
45	ADMINISTRATIVE ASSISTANT III	ZAMBRANO, HAZEL JOY PERAÑO
46	ADMINISTRATIVE ASSISTANT III	LOFRANCO, NOVILLA CARMELLA MAGLANGIT
47	ADMINISTRATIVE ASSISTANT III	COLITA, KENT IAN PAJA
48	ADMINISTRATIVE ASSISTANT III	DUNQUE, GILBERT YHAP
49	ADMINISTRATIVE ASSISTANT III	BARUEL, CENISA BROSE
50	ADMINISTRATIVE ASSISTANT III	DE LA ISLA, LUCILDA GAPE
51	ADMINISTRATIVE ASSISTANT III	BORRES, KAREN BERNADETTE BAYSA
52	ADMINISTRATIVE ASSISTANT III	YAMOMO, KAREN JANE PAREJA
53	ADMINISTRATIVE ASSISTANT III	ALONZO, JEANETTE DUMO
54	ADMINISTRATIVE ASSISTANT III	DALOS, CHRISTIAN RAY DELOS REYES
55	ADMINISTRATIVE ASSISTANT III	CAPINIG, JOHN ERROL PANISAN
56	ADMINISTRATIVE ASSISTANT III	BAANG, CRISTY ABENDAÑO
57	ADMINISTRATIVE ASSISTANT III	SIDILLO, ANGELIE NACALABAN
58	ADMINISTRATIVE ASSISTANT III	LABIAL, ARABELLA GONIA
59	ADMINISTRATIVE ASSISTANT III	YABOT, ELLEN MAE MACABODBOD
60	ADMINISTRATIVE ASSISTANT III	PAASA, MA. CHRISTINE
61	ADMINISTRATIVE ASSISTANT III	PAGADOR, MARDY MAE GOLEZ
62	ADMINISTRATIVE OFFICER II	CHATTO, MA. JO-IAN ROSE PALARCA
63	ADMINISTRATIVE OFFICER II	GORRE, ZETH KAROL PANTALLANO
64	DISBURSING OFFICER II	SUCAYRE, JULIETA RAFAELA
65	DISBURSING OFFICER II	CAGAS, FRANCES SHAND MAGHANOY
66	NURSE II	ONTOY, HERLIE BADA
67	NURSE II	MABAO, YVONNE KARLA BINAYAO
68	PROJECT DEVELOPMENT OFFICER I	TACANDONG, LOREDELLE LANGAM
69	PROJECT DEVELOPMENT OFFICER I	MACARANDAN, RYAN QUIRINO
70	PROJECT DEVELOPMENT OFFICER I	MUTIA, ARIEL CASIÑO
71	PROJECT DEVELOPMENT OFFICER I	PATLUNAG, AGUSTIN FAJARDO
72	STATISTICIAN AIDE	JOMOC, JEWILYN UBAN
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.