



Republic of the Philippines
Department of Education

Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

November 24, 2022

Division MEMORANDUM

No. 152, s. 2022

To : Section Chief/Heads
Public Schools District Supervisors / District-in-Charge
Newly hired non-teaching
Division office personnel
This Division

DIVISION ORIENTATION AND ONBOARDING OF NEWLY HIRED NON-TEACHING PERSONNEL

1. Pursuant to the Quality Objectives of the Department of Education (DepEd) on quality Personnel Actions, this Division had recently hired new non-teaching employees who need to undergo and complete the Onboarding process. Thus, a Division Onboarding Program of Newly Hired Non-Teaching Personnel will be conducted.
2. The said Onboarding Activity will be conducted through face-to-face conference on November 28-29, 2022, at 8:00 AM to 5:00 PM at Provincial Social Hall, Capitol Hills, Telaje, Tandag City and will be participated by the newly hired non-teaching employees whose names are stipulated in the attachments herewith that will serve also as Travel Authority.
3. This activity specifically aims the following:
 - a. Introduce the newly hired non-teaching employees to the organization of DepEd, particularly to the Division of Surigao del Sur as regards to its Mandates, Vision, Mission, and Goal as well as its organization structure.
 - b. Help the newly hired non-teaching employees understand their new position and job requirement.
 - c. Orient the newly hired non-teaching employees on the Code of Conduct and Ethical Standards of Public Officials and Employee under RA No. 6713.
 - d. Discuss the Key Result Areas Performance Management Cycle and RPMS Policy, including planning with emphasis on LIS, EBIS and other planning reports.
 - e. Discuss the different policies on salaries, benefits and leave administration.
 - f. Discuss on Grievance and Office Conflict Resolution.





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4. Further, a mass oath-taking will be conducted and all participants should wear a presentable attire with a touch of red, green, or yellow. Strictly no leggings, sleeveless, spaghetti and see-through dresses.
5. Administrative Officers II – HR in the Districts are hereby instructed to inform the newly hired non-teaching employees assigned in their respect Districts the compulsory attendance to this activity.
6. Immediate and widest dissemination of this Memorandum is desired.

JOSITA B. CARMEN, CESO V
Schools Division Superintendent

*By the Authority of the Schools
Division Superintendent*


ELVIRA S. URBIZTONDO, PhD.

SGOD Chief
(o i c)

11/24/22

Encl.: (1) List of Participants

Reference/s: None

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

RSP HRD L&D CPD ONBOARDING

JDP//DM- DIVISION ORIENTATION AND ONBOARDING OF NEWLY HIRED NON-TEACHING

752/November 24, 2022





Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

DIVISION MEMO NO. 752 S. 2022

ENCLOSURE NO. 1 - DIVISION ORIENTATION AND ONBOARDING OF NEWLY HIRED NON-TEACHING PERSONNEL

LIST OF PARTICIPANTS

Count	Fullname	Position	Vice	Status
1	ABACAJAN, EVA L.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
2	ABINER, NIKKI ANNE D.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
3	ALEJADO, SWEENEY C.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
4	ALFREDO M. NOVO, JR.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
5	ALMEDA, ANNA THERESA	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
6	ALTIZO, CHERRY R.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
7	ALZATE, RUTCHILL P.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
8	AMARILLA, EMIE ANGELI N.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
9	ANG, ALICE L.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
10	ANINO, ORLYN T.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
11	LUPAS, CARL JETHER A.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
12	ARQUIZA, JESSIE JOHN A.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
13	ASIS, IRISH G.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
14	BADANG, JOSIE CRISTIE L.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
15	BAGOOD, JUNREY C.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
16	BAHATAN, BLESIE S.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
17	BANLUTA, GABRIEL S.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
18	BATALUNA, ROSELY L.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
19	BAUSIN, SARAH T.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
20	BLASQUEZ, CHARLIE P.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
21	BRAZIL, LORENA M.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
22	BREVIESCAS, ROBERT M.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT



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23	BRUZON, JANISE S.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
24	BULASO, TRESHIA MAE C.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
25	BURLAS, JELAIDA C.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
26	BUTULAN, GRACE VILLA C.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
27	CALNEA, PAMELA MIA S.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
28	CAÑO, MARY GRACE S.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
29	CANOTE, CHERIL H	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
30	CARSIDO, ANNIE E.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
31	CASINGINAN, RONA C.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
32	CLOR, LEIZLE A.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
33	CORALAT, HOMER A.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
34	CORVERA, PSYKIE C.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
35	RADA, JESSIE ANN C.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
36	CORVERA, SAIRA G.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
37	COSMIANO, ADELINA G.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
38	COTARES, RANIROSE P.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
39	CRUIZ, ROBERT A.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
40	CUAJAO, SHIANEN E.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
41	CUBERO, GENELVIE F.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
42	CURAMBAO, EMERLITA J.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
43	DAGASAAN, JANICE J.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
44	DALMAN, JELLY C.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
45	DE HONOR, MARIE TISHE S.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
46	DELA PEÑA, NOREEN A.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
47	DELOS SANTOS, AMALIA	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT



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48	DESTAJO, YUL DRAZEN D.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
49	DIENDO, RHONAMAE T.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
50	DOLLANO, ALCEF O.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
51	DUMAGO, REA MARIE B.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
52	DUMALAGAN, HONEYBERTH G.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
53	DUMANON, YVONNE FAYE R.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
54	DUMPA, RONALD	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
55	RUBI, THERESE DIOVE GLEA M.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
56	ESCABAL, EVELYN P	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
57	EVANGELIO, LEO P.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
58	GUINGUING, FLORY JOHN G.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
59	GALVEZ, LESLY A.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
60	GAWAT, JOMARIE Y.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
61	GO, EMMANUEL T.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
62	GUILLEN II, LIEU GEE KEESHIA C.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
63	HINAMPAS, GIOVANNI A.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
64	JAGUPIT, EDGARDO JR.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
65	JAMORA, DAISY JANE D.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
66	JECCEL MONTI-EL	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
67	JUNELAH L. MORENO	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
68	LACORTE, RUBIE B.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
69	LAD, ANALIZA B.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
70	LAKAG, ARIANE S.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
71	LAMPAD, IAN B.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
72	NADUARAN, YZA MAE	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT



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73	LAURENTE, GRACE M.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
74	LAURIZA, LINDY I.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
75	LAZON, AGNES MAGBANUA	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
76	LESOY, JIMMY L.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
77	LINAZA, GLORYCEL R.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
78	LINDO, VANESSA	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
79	LIWAGON, JANCY U.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
80	LOBO, ARIEL S.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
81	LOMOLJO, CHARLIE R.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
82	LUMINARIAS, CLINT EDJAY C.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
83	LUSTIVA, MELINA LOUE A.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
84	MADELO, MELISSA E.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
85	MALAUQUE, RICHELLE V.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
86	MALIMIT, MELODY A.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
87	MALLO, CYNTHIALYN L.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
88	MANANQUIL, LOVELY PEARL G.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
89	MANGATA, MELBA A.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
90	MANGATA, REA D.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
91	MANILAG, LEYRA LYN U.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
92	MARTIN, JEMBOY C.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
93	MARTINOTE, DAISY JANE ESTRERA	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
94	MARTIZANO, JOCHEN Q.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
95	MARTIZANO, RACHALLE M.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
96	MAY JANE R. ELAGO	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
97	MENDEZ, REGIE C	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT



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98	MERASOL L. MIRALLES	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
99	MERCADER, MELODY CASURRA	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
100	MERCADO, ISRAEL B.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
101	MONTERO, VIERNONE R.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
102	MURIO, MA. TERESA D.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
103	OCLIAZO, ABIGUIL E.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
104	ORILLANEDA, FLORELYN M	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
105	PAMAD, MARITES B.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
106	PARRO, MARY GRACE M.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
107	PASCO, BILL A.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
108	PASCO, NECEL A.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
109	PEREZ, CYD T.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
110	PONTILLO, LEAH MAE T.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
111	PURACAN, ELLEN G.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
112	REALISTA, JEAN CARMEL C.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
113	REX BULATIN	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
114	RODRIGUEZ, MARY ANN I.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
115	ROSIL, COLLEN CATE R.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
116	ROZ, JASMINE G.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
117	SALEM, MARY ROSE P.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
118	SAMAR, JACKLYN R.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
119	JABIGUERO, SARAH MIGNON O.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
120	TALISAYSAY, JULIE ANN P.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
121	TELEN, CRISTINE E.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
122	TERANTE, GENA A.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT



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123	TERING, ALMAR L.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
124	TUBAY, CARMENA M.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
125	TULANG, IMIE P.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
126	SULLANO, CHRISTIAN	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
127	VICENTE, JELORD R.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
128	VILLANUEVA, JAY MAUREEN	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
129	VILLAR, ELMAR JANE F.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
130	VIRAY, JULIBETH P.	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
131	VIVIAN B. PLAZA	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
132	GALANTO, RECEL	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
133	PINEDA, JOHNHEL	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
134	ABIERA, SHELLA	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
135	GAMBALAN, LORENA	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
136	TAN CINDY	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT
137	GALLARDO, MELISSA	Administrative Officer II (Administrative Officer I)	NEWLY CREATED POSITION	PERMANENT