



**RELEASED**

DepEd, Division of Catanduanes  
RECORDS SECTION  
Date: JUL 04 2017  
Time: 8:30 AM  
Initial/Signature: [Signature]

Division Memorandum  
No. 109

To : **Chiefs, SGOD & CID**  
**Public Schools District Supervisors**  
**Section Chiefs/ Heads**  
**All Regular Permanent Employees of SDO**

From : *[Signature]*  
**SOCORRO V. DELA ROSA, CESO VI**  
Schools Division Superintendent

Subject: : **WORKSHOP ON IPCRF/ OPCRf CRAFTING and LEARNING AND DEVELOPMENT PLANNING**

Date : **July 3, 2017**

1. In order to ensure that all SDO Personnel in our division focus their work efforts in achieving DepEd's Vision, Mission and Core Values (VMC) for continuous and consistent work improvement and individual growth, this division will conduct a **WORKSHOP ON CRAFTING AN INDIVIDUAL PERFORMANCE AND REVIEW FORM (IPCRF) AND OFFICE PERFORMANCE AND COMMITMENT FORM (OPCRF) AND LEARNING & DEVELOPMENT PLANNING** which will be facilitated by the General Services Office and HRD Unit on **July 19-20, 2017, 8:00 A. M. at SDO- Hall A.**
2. After the workshop, participants are expected to craft their IPCRF/OPCRF for CY 2017-2018.
3. Expected participants to this workshop are all SDO Regular Permanent Employees.
4. Meals and other expenses relative to this activity shall be charged against Division HRTD Fund.
4. To ensure that transactions in the division office will be not paralyzed, participants will be grouped into 2 batches (please see attached).
5. For your information, guidance and compliance.

**Enclosure A****List of Participants**

Batch 1 July 19, 2017

<b>Name of Employees</b>	<b>Office</b>
1. Gregorio Almojuela	OSDS
2. Chanda Soliveres	OASDS
3. Roma Angelee Soleybar	Admin- GS
4. Rudy S. Tomagan	Admin- GS
5. Mario V. Arcilla	Admin GS
6. Nestor Gianan	Admin Aide III
7. Jose T. Tabo Jr.	Admin Aide 1
8. Jerry D. Bonavente	Admin Aide 1
9. Ma. Neda P. Timbal	Admin Aide 1
10. Carol V. Lim	Admin Aide V1
11. Linda A. Icaranom	Personnel
12. Ross Ann T. Punzalan	Personnel
13. Ma. Lourdes Sorra	Personnel
14. Cristy S. De Leon	Supply
15. Roderick C. Geromo	Supply
16. Elizabeth R. Ifurung	Supply
17. Rey C. Aldea	Records
18. Helen R. Soledad	Accounting
19. Carmela C. Molod	Accounting
20. Mary Ann T. Obo	Accounting
21. Julie Ann R. Gonzales	Accounting
22. Emily C. Agosto	Accounting
23. Pearl P. Sarmiento	Accounting
24. Mario D. Alvea	Accounting
25. Vilma S. Benavidez	Accounting
26. Senica P. Zafe	Budget
27. Maria Imelda S. Abejo	SGOD

28. Marife Brequillo	SGOD
29. Maria Audrea L. Vivo	SGOD
30. Raquel L. Pahuyo	SGOD
31. Rey C. Bonayon	SGOD
32. Rosario Vegim	SGOD
33. Eva T. Carino	SGOD
34. Hidelita T. Posada	School Health& Nutrition
35. Melchor B. Tuazon	School Health & Nutrition
36. Juvy Trinidad	School Health & Nutrition
37. Ma. Theresa G. Abundo	School Heath & Nutrition
38. Jennifer S. Casallo	School Health& Nutrition
39. Emeline Francia Abrasaldo	School Health& Nutrition
40. Erma B. Pampanga	School Health& Nutrition
41. Jogene Alily San Juan	CID
42. Peachie Roshelle T. Chavez	CID
43. Roquel Bosque	Cash
44. Nelson Isorena	CID
45. Belen Tapas	CID
46. Merly Gonzales	CID
47. Cecilia V. Soneja	CID
48. Herman L. Bodota	CID
49. Edgardo Valencia	CID
50. Erlinda C. Borbe	CID
51. Elias Abundo	CID
52. Henry T. Marin	CID
53. Brenda V. Villarey	CID
54. Edgar A. Rima	CID
55. Lorena Chavez	CID
56. Atty. Tito M. Tonio III	Legal Services

**Enclosure A****List of Participants***Batch 2 July 20, 2017*

<b>Name of Employees</b>	<b>Office</b>
1. Eva S. Tolentino	Admin GS
2. Liza B. Bernardo	Cashier
3. Marichelle B. Llave	Personnel
4. Glenn C. Camacho	Personnel
5. Fatima Floranza	Personnel
6. Nimfa R. Arcilla	Personnel
7. Cristina T. Barrameda	Supply
8. Leoncia P. Tito	Records
9. Angelo James O. Aguinalde	Accounting
10. Charmaine C. Tejerero	Accounting
11. Ruel T. Balane	Accounting
12. Marinela L. Pamplona	Accounting
13. Mae D. Zafe	Accounting
14. Elaine T. Talan	Accounting
15. Hanna Althea A. Valenzuela	Accounting
16. Jennifer B. Metica	ICT
17. Ma. Cielo C. Tubale	Budget
18. Josefa V. Zape	CID
19. Gina L. Custodio	CID
20. Frankie Turalde	CID
21. Jesslyn T. Taway	CID
22. Cynthia T. Soneja	CID
23. Romel G. Petajen	CID
24. Gina B. Pantino	CID
25. Ma. Gina M. Templonuevo	CID
26. Amelia B. Cabrera	CID

27. Nelson T. Sicio	CID
28. Jezrahel T. Omadto	CID
29. Jane T. Tuplano	CID
30. Rufina M. Tabor	CID
31. Mary Jean S. Romero	SGOD
32. Sarah S. Chiong	SGOD
33. Achilles V. Alberto	SGOD
34. Aroline Borja	SGOD
35. Ma. Shionne May T. Crispino	SGOD
36. Roger Matienzo	SGOD
37. Amylou V. Celso	School Health& Nutrition
38. Myrna S. Carilimdiliman	School Health& Nutrition
39. Maribel B. Samonte	School Health& Nutrition
40. Rosita A. Tabirara	School Health& Nutrition
41. Erlinda Manlangit	School Health& Nutrition
43. Anavel M. Joso	School Health& Nutrition
44. Miguel C. Ogalinola	SGOD
45. Joselito Ruiz	SGOD
46. Nieva DJ. Tuibeo	SGOD

**Enclosure B:**

**Learning Service Providers:**

Socorro V. Dela Rosa, CESO VI  
Bernie C. Despabiladero  
Josefa V. Zape  
Miguel C. Ogalinola  
Mary Jean S. Romero  
Eva S. Tolentino  
Marichelle B. Llave  
Aroline Borja  
Raquel L. Pahuyo  
Ma. Shionne May T. Crispino  
Rey C. Bonayon

Schools Division Superintendent  
Assistant Schools Division Superintendent  
Chief, Curriculum Implementation Division  
Chief, School Governance and Operations Division  
Education Program Supervisor  
Administrative Officer V- General Services  
Administrative Officer IV- Personnel  
Senior Education Program Specialist- HRD  
Senior Education Program Specialist P & R  
Education Program Specialist II- HRD  
Planning Officer III