

DepEd - Division of Catanduanes  
RECORDS SECTION  
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BY: *[Signature]* No: 275  
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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V - BICOL

**TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES**

March 19, 2025

DIVISION MEMORANDUM  
No. 275, s. 2025

**DIVISION STAFF ORIENTATION WORKSHOP (DSOW) ON DIGITAL SKILLS TO ELEVATE COMPETENCE AND CUSTOMER ENGAGEMENT OF THE NON-TEACHING PERSONNEL**

To: OIC-Assistant Schools Division Superintendent  
Chief Education Supervisors  
OSDS Unit Heads  
Public School Heads  
Non-Teaching Personnel  
All Others Concerned

1. This is to inform the Program Management Team members and Resource Persons that the conduct of **Division Staff Orientation Workshop (DSOW)** for the Training Workshop on Digital Skills to elevate Competence and Customer Engagement will be on March 26, 2025, at **Rhaj Executive Inn, Gogon Virac, Catanduanes.**

2. The following are the expected participants:

NAME	POSITION	ROLE
Mary Jean S. Romero	SGOD Chief	DPDC Co-Chairperson
Romel G. Petajen	CID Chief	DPDC Co-Chairperson
Eva S. Tolentino	Administrative Officer V	DPDC Member/Resource Person
Carol P. Gil	SEPS- HRD	Program Lead/Secretariat
Elizabeth S. Urbano	EPS-II HRD	Asst.Program Lead/Documenter
Jennifer Metica	ITO-I	Resource Person
Atty. Norlito Jr. P. Agunday	Legal Officer III	Resource Person
Nino Joshua Balbin	Teacher III (B-cool Scholar)	Resource Person
Jaycee Gonzales	Teacher III(B-cool Scholar)	Resource Person
Jessa F. Purcil	Teacher III (B-cool scholar)	Resource Person
Rodel Tayo	School Principal I	Resource Person
Maybelle V. Rubio	School Principal III	Resource Person

3. Meals and other training expenses shall be charged from the Division OPDNTF Continuing Fund while travel expenses may be charged to local funds subject to usual accounting and auditing rules and regulations.

4. For information, guidance, and compliance of all concerned.

By Authority of the OIC- Schools Division Superintendent:

**DELFIN A. BONDAD, PhD** *[Signature]*  
Public Schools District Supervisor  
OIC- Assistant Schools Division Superintendent