



Republika ng Pilipinas
Kagawaran ng Edukasyon
Rehiyon V – Bicol

TANGGAPANG PANSANGAY NG CATANDUANES

July 5, 2024

DIVISION MEMORANDUM
No. 334 s. 2024

ORIENTATION AND ONBOARDING OF NON-TEACHING PERSONNEL

TO : Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. This Office shall conduct the Orientation and Onboarding of Non-Teaching Personnel on July 15 – 19, 2024 at Raddell Inn, Virac, Catanduanes.
2. This activity aims to orient the participants with organizational policies, job roles and other information that will enable them to be effective members of the organization.
3. Attached is the list of participants.
4. Meals (AM/ PM snacks and lunch) of the participants, facilitators and resource speakers shall be charged against local funds, while travel expenses of participants shall be charged against local funds/school MOOE subject to the usual accounting, budgeting, and auditing rules and regulations.
5. Immediate dissemination and compliance of this memorandum is desired.


SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent



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LIST OF PARTICIPANTS

NO	NAME	POSITION	ASSIGNMENT
1	VICENTE, MIA MARIE D.	Administrative Aide I	Virac South
2	PINERA, YSRAEL M.	Administrative Aide I	Caramoran South
3	GARNICA, MA. FILIPINAS R.	Administrative Aide I	Virac South
4	PETAJEN, ROGEL G.	Administrative Aide I	Virac North
5	ICARANOM, MARIA ELIZA M.	Administrative Aide I	Gigmoto
6	DEL ROSARIO, SEAN HELIX O.	Security Guard I	Viga East
7	SUNGUAD, REX C.	Security Guard I	Pandan West
8	UBALDE, IRYS S.	Nurse II	Palta NHS
9	AGUIRRE, ANTHONY B.	Nurse II	SGOD
10	IBARDALOZA, MELANIE R.	Nurse II	SGOD
11	BAGADIONG, ALYSSA JOY A.	Project Development Officer I	Caramoran North
12	ALEJANDRO, SAUL III G.	Project Development Officer I	Bato East
13	TORRECAMPO, JETHER DAN	Administrative Officer II	Palumbanes IS
14	PASCUA, RACHEL MAE V.	Administrative Officer II	Bagamanoc North
15	CERDON, MA. DOLORES T.	Administrative Officer II	Baras North
16	ALCANTARA, RIZZA MAE B.	Administrative Officer II	Bato East
17	SANTELICES, NAOMI C.	Administrative Officer II	Bato West
18	MARQUEZ, JANNETTE S.	Administrative Officer II	Caramoran North
19	SARMIENTO, GIAN JAY A.	Administrative Officer II	Caramoran North
20	SISO, RICHELLE T.	Administrative Officer II	Caramoran North
21	TABLO, JAKE M.	Administrative Officer II	Caramoran North
22	MORANDARTE JR., RODOLFO	Administrative Officer II	Caramoran South
23	VALENZUELA, JONAH ANN M.	Administrative Officer II	Gigmoto
24	FUENTEBELLA, REIMARL M.	Administrative Officer II	Pandan East
25	ALCANTARA, MA. CHRISTINA M.	Administrative Officer II	Pandan West
26	SABAYLE, JERALD D.	Administrative Officer II	Panganiban
27	TITO, LARA MELISSA	Administrative Officer II	Panganiban
28	SOLIVERES, CHANDA L.	Administrative Officer II	San Andres East
29	BENAVIDEZ, VILMA S.	Administrative Officer II	San Andres West
30	GO, DEBBIE B.	Administrative Officer II	San Andres West
31	SARMIENTO, SARAH KAY B.	Administrative Officer II	San Miguel North
32	MAGNO, EDDIE JR. A.	Administrative Officer II	Viga East
33	TIMAJO, AILEEN T.	Administrative Officer II	Viga West
34	DE LEON, CHRISTINE LOUISE S.	Administrative Officer II	Virac North
35	GUERRERO, MA. CARISSA M.	Administrative Officer II	Virac North
36	MATIENZO, ANNIE GEISHA B.	Administrative Officer II	Virac North
37	URBANO, MARK LESTER V.	Administrative Officer II	Virac North
38	JOSON, FATIMA F.	Administrative Officer II	Virac South