




Republic of the Philippines  
**Department of Education**  
REGION IX  
SCHOOLS DIVISION OF DAPITAN CITY

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**DIVISION MEMORANDUM**

No. 385 s. 2021

**TO** : ASST. SCHOOLS DIVISION SUPERINTENDENT  
CHIEF EDUCATION SUPERVISORS  
EDUCATION PROGRAM SUPERVISORS  
PUBLIC SCHOOLS DISTRICT SUPERVISORS  
ALL SCHOOL HEADS  
ADMINISTRATIVE OFFICER V  
THIS DIVISION

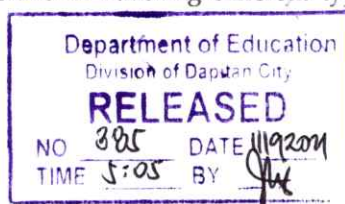
**FROM** :  FELIX ROMY A. TRIAMBULO, CESO V  
Schools Division Superintendent §

**SUBJECT** : TRAINING SERIES FOR NON-TEACHING PERSONNEL IN THE  
DIVISION OFFICE PROPER AND NON-TACHING IN SCHOOL

**DATE** : NOVEMBER 19, 2021

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1. Republic Act No. 6713 state that the "Code of Conduct and Ethical Standards for Public Officials and Employees." It is the policy of the State to promote a high standard of ethics in public service. Public officials and employees shall at all times be accountable to the people and shall discharge their duties with utmost responsibility, integrity, competence, and loyalty, act with patriotism and justice, lead modest lives, and uphold public interest over personal interest.
2. In view of this, the Schools Division of Dapitan City through the Human Resource Development Section-School Governance and Operations Division (HRDS-SGOD) will conduct Training Series for Non-Teaching Personnel in the Division Office Proper and Non-Teaching in School
3. The Training Series for non-teaching personnel in the division office proper and non-teaching personnel in school is adopted as a continuing intervention program by the CSC designed to inculcate appropriate norms and conduct becoming of government employees.
4. The objective of this activity is to:
  - a. to provide the participants with knowledge and skills to manage their time and plan their personal development. In this way, the goal of having a work-life balance among participants is also achieved,
  - b. to inculcate appropriate norms and conduct becoming of government employees,
  - c. to govern decisions and behavior at the organization, give general outlines of how employees should behave, as well as specific guidance for handling issues like harassment, safety, and conflicts of interest,
  - d. understand the importance of service excellence, discover their critical roles in providing excellent service in their organization, gain better understanding of customer behavior, acquire skills in handling different types of customers, recognize the importance of transforming





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language from traditional usage to a more liberating one, that which is gender-sensitive and gender fair, and

- e. encourage the employees to make a conscious effort to avoid implicit and explicit discriminatory language against men and women.

5. Schedule of the trainings are the following:

<b>Training Title</b>	<b>Date</b>
a. Values Orientation Workshop	Dec. 2-3, 2021
b. Webinar on Norms and Conduct of Ethical Standards for Public Officials and Employees	Dec. 7, 2021
c. Webinar on basic customer service skills and the use of Gender fair	Dec.9-10, 2021
d. Webinar on Self-Management Skills (WSMS)	1 <sup>st</sup> Quarter 2021

6. The participants of this training are all non-teaching personnel in the division office proper and non-teaching personnel in school. (see attached list)
7. Identified participants are requested to register through this link: <https://forms.gle/dFt1tjvCoFDSghBD7> not later than November 25, 2021.
8. For query, you may contact Michelle V. Torres, SEPS-HRDS, SGOD with Cellphone No. 09982945472.
9. Immediate and wide dissemination of this Memorandum is desired.



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**Webinar on Values Orientation Workshop (VOW)**

December 2-3, 2021

List of Participants

#	Name	Position
1	ABAPO, RUTH BAGUINAT	ADMINISTRATIVE ASSISTANT II - 08
2	ACOJEDO, MARIA CARMEL MALASARTE	ADMINISTRATIVE ASSISTANT II - 08
3	ACOYMO, CATHERINE VALLES	ADMINISTRATIVE ASSISTANT II - 08
4	ALAVANZA, PETER ACUT	LIBRARIAN II - 15
5	ANDOS, JENROSE GALLEPOSO	ADMINISTRATIVE ASSISTANT II - 08
6	BACATAN, NARCELLE TONACO	NURSE I - 15
7	BAEL, ANNA LEIZEL DAGPIN	ADMINISTRATIVE ASSISTANT II - 08
8	BALLADARES, MARIBEL DAGPIN	ADMINISTRATIVE ASSISTANT III - 09
9	BORBON, BEVERLY ANN ISIDRO	DISBURSING OFFICER II - 08
10	BUSTALIÑO, FLORENCIA AGALOT	DISBURSING OFFICER II - 08
11	CALIPUSAN, JOCELYN FEBRA FAMORCA	GUIDANCE COUNSELOR I - 11
12	CAYLALUAD, ALJENN DAGPIN	ADMINISTRATIVE ASSISTANT II - 08
13	DALMACIO, LESTER VAN GALANAY	ADMINISTRATIVE ASSISTANT II - 08
14	DELMO, MIRAFLOR DONGGON	ADMINISTRATIVE ASSISTANT III - 09
15	DUHAYLUNGSOD, JOAN JARALVE	ADMINISTRATIVE ASSISTANT II - 08
16	ESMADE, CARIZA REALIZA	GUIDANCE COORDINATOR III - 16(CT)
17	GABURNO, CAMILE SALDON	
18	JACINTO, PRINCE MACARAEG	ADMINISTRATIVE ASSISTANT III - 09
19	JARALVE, JUNNEFE CREDO	ADMINISTRATIVE AIDE VI - 06
20	JATICO, FRANCISCO ESTOSATA	ADMINISTRATIVE ASSISTANT II - 08
21	JAUCULAN, ARNI GAHISAN	ADMINISTRATIVE AIDE VI - 06
22	JAVIER, GIL, DINULAN	ADMINISTRATIVE ASSISTANT II - 08
23	LADISTA, JENELYN IBAÑEZ	DISBURSING OFFICER II - 08
24	MEDIJA, MARIE DALMAN	ADMINISTRATIVE ASSISTANT III - 09
25	MOLIJON, JOHN MICHAEL MAGSAYO	ADMINISTRATIVE AIDE IV - 04
26	MONTECALVO, CARLEEN OMILIG	ADMINISTRATIVE ASSISTANT III - 09
27	NEMENZO, JUDITH BAGSICAN	ADMINISTRATIVE AIDE I - 01 (CT)
28	OLARIO, GEORDITO TANGCALAGAN	ADMINISTRATIVE OFFICER V - 18
29	ONGANIZA, JANEN BELONO-AC	ADMINISTRATIVE ASSISTANT III - 09
30	PADAO, MEDAR JR ESTRADA	ADMINISTRATIVE ASSISTANT II - 08
31	PINO, RICKY BAEL	SENIOR BOOKKEEPER - 09
32	POLIO, MICHELLE MYRH BINUNDO	ADMINISTRATIVE ASSISTANT II - 08
33	QUIÑAL, GERALDINE PINO	ADMINISTRATIVE ASSISTANT III - 09
34	RACHO, EDILBERTO RICABLANCA	ADMINISTRATIVE ASSISTANT II - 08
35	RECAMARA, MARK BAGALANON	ADMINISTRATIVE ASSISTANT III - 09



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36	ROJO, LEOPOLDO JR JUBAHIB	ADMINISTRATIVE ASSISTANT III - 09
37	SAGUIN, MAY CADAVEDO	ADMINISTRATIVE ASSISTANT III - 09
38	SELLOTE, JILLFILSE JARALVE	ADMINISTRATIVE ASSISTANT II - 08
39	TOME, ENIEROSE CADANO	REGISTRAR I - 11
40	TOMOGSOK, JUDECEL GUMAHAD	SENIOR BOOKKEEPER - 09

**Webinar on the Code and Conduct and Ethical Standards  
For Public Officials and Employees**

December 7, 2021

List of Participants

#	Name	Position
1	ACOYMO, CATHERINE VALLES	ADMINISTRATIVE ASSISTANT II - 08
2	ABILA, RITCHEL QUIMIGUING	ADMINISTRATIVE OFFICER II - 11
3	ACJEDO, MARIA CARMEL MALASARTE	ADMINISTRATIVE ASSISTANT II - 08
4	BACATAN, NARCELLE TONACO	NURSE I - 15
5	BALLADARES, MARIBEL DAGPIN	ADMINISTRATIVE ASSISTANT III - 09
6	BALUCAN, LAURIEL ADRIATICO	INFORMATION TECHNOLOGY OFFICER I - 19
7	BORBON, BEVERLY ANN ISIDRO	DISBURSING OFFICER II - 08
8	BUSTALIÑO, FLORENCIA AGALOT	DISBURSING OFFICER II - 08
9	CAGANDAHAN, CHARMAINE MARIE SANTANDER	ADMINISTRATIVE ASSISTANT III - 09
10	CALIPUSAN, JOCELYN FEBRA FAMORCA	GUIDANCE COUNSELOR I - 11
11	CAYLALUAD, ALJENN DAGPIN	ADMINISTRATIVE ASSISTANT II - 08
12	DALMACIO, LESTER VAN GALANAY	ADMINISTRATIVE ASSISTANT II - 08
13	DALMAN, CYNTHIA OMANDAM	ADMINISTRATIVE OFFICER IV - 15
14	DALMAN, CYVER OMANDAM	ADMINISTRATIVE ASSISTANT III - 09
15	DAYMIEL, ERNALYN RUIZ	ADMINISTRATIVE AIDE VI - 06
16	DELMO, MIRAFLOR DONGGON	ADMINISTRATIVE ASSISTANT III - 09
17	DIAO, AMYTHYST FAITH ONENEZA	ADMINISTRATIVE ASSISTANT III - 09
18	DUHAYLUNGSOD, JOAN JARALVE	ADMINISTRATIVE ASSISTANT II - 08
19	ELUMBARING, MARIEL PEGARIDO	ADMINISTRATIVE ASSISTANT III - 09
20	ESMADE, CARIZA REALIZA	GUIDANCE COORDINATOR III - 16(CT)
21	GABURNO, CAMILE SALDON	
22	GARCIA, JIDELLE GALLEPOSO	ADMINISTRATIVE OFFICER II - 11
23	JATICO, FRANCISCO ESTOSATA	ADMINISTRATIVE ASSISTANT II - 08
24	JAUCULAN, ARNI GAHISAN	ADMINISTRATIVE AIDE VI - 06
25	JAVIER, GIL, DINULAN	ADMINISTRATIVE ASSISTANT II - 08
26	JUMUAD, MARIELLE CALASANG	ADMINISTRATIVE AIDE VI - 06



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27	LUANG, NERISSA TUMANDA	ADMINISTRATIVE ASSISTANT III - 09
28	MAGTUBA, RANIL LABISIG	ADMINISTRATIVE ASSISTANT II - 08
29	MARTILLANO, JOYCE SALAC	NURSE I - 15
30	MEDIJA, MARIE DALMAN	ADMINISTRATIVE ASSISTANT III - 09
31	MOLIJON, JOHN MICHAEL MAGSAYO	ADMINISTRATIVE AIDE IV - 04
32	OLARIO, GEORDITO TANGCALAGAN	ADMINISTRATIVE OFFICER V - 18
33	ONGANIZA, JANEN BELONO-AC	ADMINISTRATIVE ASSISTANT III - 09
34	PAGE, ELVIE HAMPAC	NURSE I - 15 (CT)
35	POLIO, MICHELLE MYRH BINUNDO	ADMINISTRATIVE ASSISTANT II - 08
36	RACHO, EDILBERTO RICABLANCA	ADMINISTRATIVE ASSISTANT II - 08
37	RECAMARA, MARK BAGALANON	ADMINISTRATIVE ASSISTANT III - 09
38	ROSALES, MA. CHONA BAIT-IT	ADMINISTRATIVE ASSISTANT III - 09
39	SELLOTE, JILLFILSE JARALVE	ADMINISTRATIVE ASSISTANT II - 08
40	SORIANO, ANTHON JOHN SALAVERIA	PLANNING OFFICER III - 18

**Webinar on Basic Customer Service Skills**

December 9-10, 2021

List of Participants

#	Name	Position
1	ACOYMO, CATHERINE VALLES	ADMINISTRATIVE ASSISTANT II - 08
2	ABAPO, RUTH BAGUINAT	ADMINISTRATIVE ASSISTANT II - 08
3	ALPECHE, ARJEAN MAMANGPANG	ADMINISTRATIVE ASSISTANT I - 07
4	AMORES, LORA WENELLA MARTINEZ	ADMINISTRATIVE ASSISTANT III - 09
5	BACATAN, NARCELLE TONACO	NURSE I - 15
6	BAEL, ANNA LEIZEL DAGPIN	ADMINISTRATIVE ASSISTANT II - 08
7	BALUCAN, LAURIEL ADRIATICO	INFORMATION TECHNOLOGY OFFICER I - 19
8	CAGANDAHAN, CHARMAINE MARIE SANTANDER	ADMINISTRATIVE ASSISTANT III - 09
9	DALMACIO, LESTER VAN GALANAY	ADMINISTRATIVE ASSISTANT II - 08
10	DAYMIEL, ERNALYN RUIZ	ADMINISTRATIVE AIDE VI - 06
11	DELMO, MIRAFLOR DONGGON	ADMINISTRATIVE ASSISTANT III - 09
12	ELDIAN, MARIBEL CIMATU	ADMINISTRATIVE ASSISTANT III - 09
13	ELUMBA, GWILYM CABILIN	NURSE I - 15
14	ELUMBARING, GRACE BAGALANON	ADMINISTRATIVE ASSISTANT III - 09
15	ELUMBARING, MARIEL PEGARIDO	ADMINISTRATIVE ASSISTANT III - 09
16	ESMADE, MICHELLE BULAGAO	ADMINISTRATIVE ASSISTANT III - 09
17	GABURNO, CAMILE SALDON	
18	GABURNO, MARITA SALDON	NURSE I - 15



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19	GALAN, MARY ROSE CUNANAN	NURSE I - 15
20	GEMPEROSO, SILVAN ELMER SAGUIN	NURSE I - 15
21	JARALVE, JUNNEFE CREDO	ADMINISTRATIVE AIDE VI - 06
22	JATICO, FRANCISCO ESTOSATA	ADMINISTRATIVE ASSISTANT II - 08
23	JAUCULAN, ARNI GAHISAN	ADMINISTRATIVE AIDE VI - 06
24	JAVIER, GIL, DINULAN	ADMINISTRATIVE ASSISTANT II - 08
25	JUMALON, JEFFREY GAHISAN	ADMINISTRATIVE ASSISTANT II - 08
26	LADISTA, JENELYN IBAÑEZ	DISBURSING OFFICER II - 08
27	MACAPAÑAS, JHONALYN DONDOYANO	ADMINISTRATIVE ASSISTANT III - 09
28	MAGTUBA, RANIL LABISIG	ADMINISTRATIVE ASSISTANT II - 08
29	MENDIOLA, NATHANIEL ACAYLAR	ADMINISTRATIVE ASSISTANT II - 08
30	MOLIJON, JOHN MICHAEL MAGSAYO	ADMINISTRATIVE AIDE IV - 04
31	MONTECALVO, CARLEEN OMILIG	ADMINISTRATIVE ASSISTANT III - 09
32	ONGANIZA, JANEN BELONO-AC	ADMINISTRATIVE ASSISTANT III - 09
33	PAGE, ELVIE HAMPAC	NURSE I - 15 (CT)
34	RACHO, EDILBERTO RICABLANCA	ADMINISTRATIVE ASSISTANT II - 08
35	ROSALES, MA. CHONA BAIT-IT	ADMINISTRATIVE ASSISTANT III - 09
36	SANTIAGO, DANILO MIKIN	PROJECT DEVELOPMENT OFFICER I - 11
37	SARMIENTO, JERENE ETOC	ADMINISTRATIVE ASSISTANT II - 08
38	TENDERO, NANCY TANGCALAGAN	ADMINISTRATIVE OFFICER IV - 15
39	TOME, ENIEROSE CADANO	REGISTRAR I - 11
40	TOMOGSOK, JUDECEL GUMAHAD	SENIOR BOOKKEEPER - 09

**Webinar on Stress Management**

1st Quarter of 2022

List of Participants

#	Name	Position
1	ACOYMO, CATHERINE VALLES	ADMINISTRATIVE ASSISTANT II - 08
2	ABILA, RITCHEL QUIMIGUING	ADMINISTRATIVE OFFICER II - 11
3	ALAVANZA, PETER ACUT	LIBRARIAN II - 15
4	ALPECHE, ARJEAN MAMANGPANG	ADMINISTRATIVE ASSISTANT I - 07
5	AMORES, LORA WENELLA MARTINEZ	ADMINISTRATIVE ASSISTANT III - 09
6	ANDOS, JENROSE GALLEPOSO	ADMINISTRATIVE ASSISTANT II - 08
7	BACATAN, NARCELLE TONACO	NURSE I - 15
8	BAEL, ANNA LEIZEL DAGPIN	ADMINISTRATIVE ASSISTANT II - 08
9	CAYLALUAD, ALJENN DAGPIN	ADMINISTRATIVE ASSISTANT II - 08
10	DALMAN, CYNTHIA OMANDAM	ADMINISTRATIVE OFFICER IV - 15
11	DALMAN, CYVER OMANDAM	ADMINISTRATIVE ASSISTANT III - 09
12	DELMO, MIRAFLOR DONGGON	ADMINISTRATIVE ASSISTANT III - 09



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13	ELUMBA, GWILYM CABILIN	NURSE I - 15
14	ESMADE, MICHELLE BULAGAO	ADMINISTRATIVE ASSISTANT III - 09
15	GABURNO, CAMILE SALDON	
16	GABURNO, MARITA SALDON	NURSE I - 15
17	GALAN, MARY ROSE CUNANAN	NURSE I - 15
18	GARCIA, JIDELLE GALLEPOSO	ADMINISTRATIVE OFFICER II - 11
19	GEMPEROSO, SILVAN ELMER SAGUIN	NURSE I - 15
20	JACINTO, PRINCE MACARAEG	ADMINISTRATIVE ASSISTANT III - 09
21	JATICO, FRANCISCO ESTOSATA	ADMINISTRATIVE ASSISTANT II - 08
22	JUMUAD, MARIELLE CALASANG	ADMINISTRATIVE AIDE VI - 06
23	LADISTA, JENELYN IBAÑEZ	DISBURSING OFFICER II - 08
24	LUANG, NERISSA TUMANDA	ADMINISTRATIVE ASSISTANT III - 09
25	MACAPAÑAS, JHONALYN DONDOYANO	ADMINISTRATIVE ASSISTANT III - 09
26	MARTILLANO, JOYCE SALAC	NURSE I - 15
27	MEDIJA, MARIE DALMAN	ADMINISTRATIVE ASSISTANT III - 09
28	MENDIOLA, NATHANIEL ACAYLAR	ADMINISTRATIVE ASSISTANT II - 08
29	OLARIO, GEORDITO TANGCALAGAN	ADMINISTRATIVE OFFICER V - 18
30	ONGANIZA, JUNRY BELONOAC	ADMINISTRATIVE OFFICER II - 11
31	PADAO, MEDAR JR ESTRADA	ADMINISTRATIVE ASSISTANT II - 08
32	PAGUNTALAN, RUBY VALENCIA	ADMINISTRATIVE OFFICER II - 11
33	PINO, RICKY BAEL	SENIOR BOOKKEEPER - 09
34	RACHO, EDILBERTO RICABLANCA	ADMINISTRATIVE ASSISTANT II - 08
35	REALIZA, ALMA RUDAS	ADMINISTRATIVE ASSISTANT II - 08
36	RECAMARA, MARK BAGALANON	ADMINISTRATIVE ASSISTANT III - 09
37	RELUYA, JONATHAN DANGCALAN	PROJECT DEVELOPMENT OFFICER II - 15
38	SAGUIN, MAY CADAVEDO	ADMINISTRATIVE ASSISTANT III - 09
39	SANTIAGO, DANILO MIKIN	PROJECT DEVELOPMENT OFFICER I - 11
40	TOMOGSOK, JUDECEL GUMAHAD	SENIOR BOOKKEEPER - 09