




Republic of the Philippines  
Department of Education  
REGION IX, ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

Division Memorandum  
No. 197s, 2022

TO : ASST. SCHOOLS DIVISION SUPERINTENDENT  
CHIEF EDUCATION SUPERVISORS (CID & SGOD)  
PUBLIC SCHOOLS DISTRICT SUPERVISORS  
ELEM. & SEC. SCHOOL HEADS  
ADMINISTRATIVE OFFICER V  
ALL OTHERS CONCERNED  
This Division

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

SUBJECT : STRESS MANAGEMENT WEBINAR (SMW) FOR NON-TEACHING  
PERSONNEL

DATE : MAY 16, 2022

The Department of Education (DepEd) designed a training and development in conducting activities for the capacity and capacity building of DepEd personnel and staff. These policies are implemented in consonance with the existing policies and guidelines prepared by the Civil Service Commission (CSC), National Economic Development Authority (NEDA), Department of Budget and Management (DBM), Commission on Audit (COA), and this Department, among others.

Training and Development (T&D) is the process by which an organization or institution provides professional development activities to enhance individuals with knowledge, skills, and attitude to enable them to perform their functions effectivity.

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 "Stress Management Webinar" to the Non-Teaching Personnel on May 18, 2022 via Zoom Platform.

The objective of this activity is 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.

The participants of this training are the division personnel. (see attached list).

Department of Education  
Division of Dapitan City

RELEASED

NO 197 DATE 5/17/2022  
TIME 2:09 BY 



 Sunset Boulevard, Dawo, Dapitan City  
 (065) 917-5113  
 www.depeddapitanity.net

 dapitancity@deped.gov.ph  
 fb.com/DepEdDapitanCity





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The identified participants are instructed to accomplish the Google Form and access at: <http://bit.ly/StressManagesSeminarRegistration> for the online registration on or before May 16-17, 2022 up to 5:00 PM.

During the training, the CSC will give the activities and shall require outputs as bases for the distribution of the Certificate of Completion.

CSC Administrative Fee, honorarium of the speakers, supplies and materials of the participants and other expenses during this training shall be charged against Division HRD Funds.

For queries, you may contact Michelle V. Torres, SEPS-HRDS, SGOD with Cellphone No. 09982945472.



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 [www.depeddapitancity.net](http://www.depeddapitancity.net)

 [dapitancity@deped.gov.ph](mailto:dapitancity@deped.gov.ph)  
 [fb.com/DepEdDapitanCity](https://www.facebook.com/DepEdDapitanCity)







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LIST OF PARTICIPANTS

FULL NAME	POSITION
ABAPO, RUTH BAGUINAT	ADMINISTRATIVE ASSISTANT
ACojedo, MARIA CARMEL MALASARTE	ADMINISTRATIVE ASSISTANT
ADRIATICO, WELGAE R	ADMINISTRATIVE AIDE
ALPECHE, ARJEAN MAMANGPANG	ADMINISTRATIVE ASSISTANT
AMORES, LORA WENELLA MARTINEZ	ADMINISTRATIVE OFFICER
BACATAN, NARCELLE TONACO	NURSE
BUSTALIÑO, FLORENCIA AGALOT	DISBURSING OFFICER
CAGANDAHAN, CHARMAINE MARIE SANTANDER	ADMINISTRATIVE ASSISTANT
CAPATI, MAGNOLIA C.	ADMINISTRATIVE ASSISTANT
DALMACIO, LESTER VAN GALANAY	ADMINISTRATIVE ASSISTANT
DALMAN, CYVER OMANDAM	ADMINISTRATIVE ASSISTANT
DARUNday, CHAREsMA BENDAÑO	SENIOR BOOKKEEPER
DAYMIEL, ERNALYN RUIZ	ADMINISTRATIVE ASSISTANT
DIAO, AMYTHYST FAITH ONENEZA	ADMINISTRATIVE OFFICER
DUHAYLUNGSOD, JOAN JARALVE	ADMINISTRATIVE ASSISTANT
EGUIA, CHEYNEE GAYLE L.	ADMINISTRATIVE AIDE VI
ELUMBA, GWILYM CABILIN	NURSE
ELUMBARING, MARIEL PEGARIDO	ADMINISTRATIVE ASSISTANT
FERNANDEZ, JULIETO HERNANE	SCHOOLS DIVISION SUPERINTENDENT
GABURNO, CAMILLE SALDON	ADMINISTRATIVE ASSISTANT
GABURNO, MARITA SALDON	NURSE
JARALVE, JUNNEFE CREDO	ADMINISTRATIVE ASSISTANT
JARALVE, ZARAH JAY ALVAR	ADMINISTRATIVE ASSISTANT
JAUCULAN, ARNI GAHISAN	ADMINISTRATIVE ASSISTANT
JAVIER, GIL DINULAN	ADMINISTRATIVE ASSISTANT
JUMUAD, MARIELLE CALASANG	ADMINISTRATIVE ASSISTANT
LADISTA, JENELYN IBAÑEZ	DISBURSING OFFICER
MEDIJA, MARIE DALMAN	ADMINISTRATIVE ASSISTANT
MENDIOLA, NATHANIEL ACAYLAR	ADMINISTRATIVE ASSISTANT
MONTECALVO, CARLEEN OMILIG	ADMINISTRATIVE ASSISTANT
PADAO, MEDAR JR ESTRADA	ADMINISTRATIVE ASSISTANT
PAGE, ELVIE HAMPAC	NURSE
PINO, RICKY BAEL	SENIOR BOOKKEEPER
POLIO, MICHELLE MYRH BINUNDO	ADMINISTRATIVE ASSISTANT



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QUIÑAL, GERALDINE PINO	ADMINISTRATIVE ASSISTANT
RACHO, LUNA LUZ BAJAMUNDE	EDUCATION PROGRAM SUPERVISOR
REALIZA, ALMA RUDAS	ADMINISTRATIVE ASSISTANT
ROJO, LEOPOLDO JR JUBAHIB	ADMINISTRATIVE ASSISTANT
RUIZ JR., GERARDO JOROLAN	ADMINISTRATIVE AIDE
TOMOGSOK, JUDECEL GUMAHAD	SENIOR BOOKKEEPER



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