



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

Office of the OIC-Schools Division Superintendent

DIVISION MEMORANDUM

No. 264 s. 2023

**SEMINAR-WORKSHOP ON PROPERTY CUSTODIANSHIP, PERSONNEL
ADMINISTRATION AND GENERAL ADMINISTRATIVE SUPPORT OF NON-
TEACHING PERSONNEL**

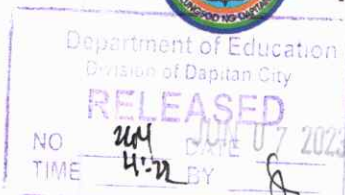
TO Asst. Schools Division Superintendent
Chief Education Supervisors (SGOD and CID)
Public Schools District Supervisors
All School Heads
Administrative Officer V
All others concerned

1. The Schools Division of Dapitan City will conduct a Seminar-Workshop on Property Custodianship, Personnel Administration and General Administrative Support of Non-Teaching Personnel on June 15-16, 2023. The venue will be announced later.
2. The activity aims to orient the Administrative Officer II and Non-Teaching Personnel in their duties and responsibilities and how to implement in their respective stations.
3. The participants of this seminar-workshop are the Administrative Officer II and Non-Teaching Personnel (Please see attached sheet)
4. Meals and snacks of the participants shall be charged against HRTD Fund subject to the existing accounting and auditing rules and regulations.
5. Immediate dissemination of and strict compliance with this Memorandum is desired.

DANNY B. CORDOVA, EdD., CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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The Participants in this seminar-workshop:

NAME	POSITION
1. ELDIAN, MARIBEL CIMATU	ADMINISTRATIVE OFFICER II
2. SAGUIN, MAY CADAVEDO	ADMINISTRATIVE OFFICER II
3. SARMIENTO, JERENE ETOC	ADMINISTRATIVE OFFICER II
4. MEDIJA, MARIE DALMAN	ADMINISTRATIVE OFFICER II
5. CAGANDAHAN, CHARMAINE MARIE SANTANDER	ADMINISTRATIVE OFFICER II
6. GABURNO, CAMILLE SALDON	ADMINISTRATIVE OFFICER II
7. CARDEÑO, CARLEEN MONTECALVO	ADMINISTRATIVE OFFICER II
8. JUMALON, JEFFREY GAHISAN	ADMINISTRATIVE OFFICER II
9. JATICO, FRANCISCO ESTOSATA	ADMINISTRATIVE OFFICER II
10. JAVIER, GIL DENULAN	ADMINISTRATIVE OFFICER II
11. PADAO JR., MEDAR ESTRADA	ADMINISTRATIVE OFFICER II
12. SELLOTE, JILLFILSE JARALVE	ADMINISTRATIVE OFFICER II
13. BULAY-OG, GERALDINE QUIÑAL	ADMINISTRATIVE OFFICER II
14. ELUMBARING, MARIEL PEGARIDO	ADMINISTRATIVE OFFICER II
15. ACOYMO, CATHERINE VALLES	ADMINISTRATIVE OFFICER II
16. RECAMARA, MARK BAGALANON	ADMINISTRATIVE OFFICER II
17. JARALVE, JUNNEFE CREDO	ADMINISTRATIVE OFFICER II
18. TOMOGSOK, JUDECEL GUMAHAD	ADMINISTRATIVE OFFICER II
19. MENDIOLA, NATHANIEL ACAYLAR	ADMINISTRATIVE OFFICER II
20. ABAPO, RUTH BAGUINAT	ADMINISTRATIVE OFFICER II

Program Management Team

1. NANCY F. TANGCALAGAN	ADMINISTRATIVE OFFICER IV
2. GARCIA, JIDELLE GALLEPOSO	ADMINISTRATIVE OFFICER II
3. ELUMBARING, GRACE BAGALANON	ADMINISTRATIVE OFFICER II
4. AMORES, LORA WENELLA MARTINEZ	ADMINISTRATIVE OFFICER II
5. LUANG, NERISSA	ADMINISTRATIVE OFFICER II
6. ABILA, RITCHEL QUIMIGUING	ADMINISTRATIVE OFFICER II
7. SUAREZ II, VICENTE RAMON V.	EDUCATION PROGRAM SPECIALIST II
8. DALMAN, CYNTHIA O.	ADMINISTRATIVE OFFICER IV
9. LADERA, JOHANN ANDREI A.	EDUCATION PROGRAM SPECIALIST II
10. TOME, ENIEROSE C.	REGISTRAR I/OIC-SUPPLY OFFICER
11. TORRES, MICHELLE V.	SENIOR EDUCATION PROGRAM SPECIALIST II
12. BAGASINA, JUNE BILL G.	ADMINISTRATIVE AIDE VI
13. BANTILAN, CHOSETH D.	ADMINISTRATIVE AIDE VI
14. ROSALES, MA. CHONA B.	ADMINISTRATIVE ASSISTANT III
15. OLARIO, GEORDITO T.	ADMINISTRATIVE OFFICER V



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