



Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



November 14, 2022

Division Memorandum
No. 435, s. 2022

Live-In Re-orientation, Reskilling, and Defining the Duties and Responsibilities of AO II with Seminar-Workshop for Downloaded Services

TO: Identified Administrative Officer II
Personnel Section
HRD Section
All Others Concerned
This Division

1. In line with DepEd Order No. 40, s. 2020 providing for the implementation of the Learning and Development for Non-teaching personnel to address their learning development needs to support the continuity of the delivery of DepEd basic services – BE-LCP – a two-day live-in division re-orientation and reskilling with seminar-workshop on downloaded services for AO II will be conducted on **November 17-18, 2022 at The Top Plaza Hotel. Registration and hotel check-in** of participants is on **November 16 at 02:00-5:00PM**. The program will **start at 08:00am on November 17 and end at 05:00pm on November 18**. First meal is dinner on November 16. Accommodation, breakfast, morning and afternoon snacks, lunch, and dinner are provided for in the venue. Please refer to the **attached list of identified participants**.
2. Identified participants who are suffering from runny nose, cough, headache, LBM and fever on the scheduled dates shall immediately inform the HRD @09998842496 and submit a medical certificate within 72 hours. Checking of Vaccination ID will be done in the venue.
3. Participants' incidental and travel expenses shall be charged to local funds in accordance to accounting and auditing rules.
4. Widest dissemination and compliance of this memorandum is desired.

VIRGILIO P. BATAN JR. CESO VI
Schools Division Superintendent

Classification: Programs/Policies/Projects
HRDUrip/Upskilling & Seminar-Workshop/SGOD-HRD-Memorandum0__-2022 6



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LIST OF ADMINISTRATIVE OFFICER II TO ATTEND SEMINAR WORKSHOP

S/N	SURNAME	FIRST NAME	M.I	NAME EXT.	POSITION TITLE
1	ABNE	LYSANDER	M.		Administrative Officer II
2	AGIAS	GODELIA	P.		Administrative Officer II
3	Alampay	Jocelyn	M		Administrative Officer II
4	ALMIROL	KAREN	T		Administrative Officer II
5	ALMODOVAR	LENIE	Q.		Administrative Officer II
6	Amilasan	Edris	S		Administrative Officer II
7	Anito	Jessie	C		Administrative Officer II
8	APALE	GERARDO	M		Administrative Officer II
9	ARANDIA	RANDY	S.		Administrative Officer II
10	ARCAÑO	RODEL	R		Administrative Officer II
11	Asbud	Bensar	P.		Administrative Officer II
12	BACLA-AN	MARVIN	B.		Administrative Officer II
13	Baguio	Harold	B.		Administrative Officer II
14	BANDRANG	CHARRY MAE	B.		Administrative Officer II
15	Banse	Elmi Grace	S		Administrative Officer II
16	BARIDJI	ELHAM	J.		Administrative Officer II
17	Batuampo	Mariel	P		Administrative Officer II
18	Bontigao	Noemi	S		Administrative Officer II
19	Bontigao	Reinar	E		Administrative Officer II
20	BORNALES	LELYBETH	P		Administrative Officer II
21	CALAGO	RENANTE	T		Administrative Officer II
22	CALIBOD	MERLYN	T.		Administrative Officer II
23	CALIMOT	JESSA MARIZ	L		Administrative Officer II
24	CARCALLAS	HARRIET	T.		Administrative Officer II
25	Pabatao	Chrismarie	O.		Administrative Officer II

S/N	SURNAME	FIRST NAME	M.I	NAME EXT.	POSITION TITLE
26	CIANO	MARILYN	V		Administrative Officer II
27	DELA CRUZ	MARGARITA	C.		Administrative Officer II
28	DEMOSER	FLOREVIC	P.		Administrative Officer II
29	DIQUIT	FERLIE MAY	B.		Administrative Officer II
30	GABALES	MAJENCIA	R.		Administrative Officer II
31	Gabo	Joey	Q.		Administrative Officer II
32	GONZALES	MA. ANTONETTE	D		Administrative Officer II
33	Jalosjos	Irish Charm	Y		Administrative Officer II
34	KYAMKO	KRISTINE	P		Administrative Officer II
35	Ladiero	Lyn	P		Administrative Officer II
36	Licayan	Baby Celeste			Administrative Officer II
37	LIMBARING	CARL JOSHUA	V		Administrative Officer II
38	LISBOS	KRISTINE	E.		Administrative Officer II
39	Mardencial	Steenie Jean	D		Administrative Officer II
40	MARTINEZ	NANCY	C.		Administrative Officer II
41	MORIA	MAY RIEDEL	M.		Administrative Officer II
42	MUNDING	RAJAN	L.		Administrative Officer II
43	Nian	Sitti Narriman	L		Administrative Officer II
44	Nieves	Ma. Cristabel			Administrative Officer II
45	Orquillas	Helen Grace	I		Administrative Officer II
46	Paloso	Orlee Chanee	B.		Administrative Officer II
47	Pamil-Caindug	Richel	D		Administrative Officer II
48	PAÑALES	JOHN MICHAEL	G		Administrative Officer II
49	Pasturan	Sheryl Mae	S		Administrative Officer II
50	PIALA	GENEVIEVE	M		Administrative Officer II
51	Raguindin	Ardee Nikko			Administrative Officer II
52	Reyes	Eustaquio Arlon	P		Administrative Officer II

S/N	SURNAME	FIRST NAME	M.I	NAME EXT.	POSITION TITLE
53	SAGARIO	GIVIE LYN	D		Administrative Officer II
54	Tan	Michael	E		Administrative Officer II
55	TANDAYAG	MARIBEL	C.		Administrative Officer II
56	Uba	Gene	C	Jr.	Administrative Officer II
57	VELOSO	GENETESS	D.		Administrative Officer II
58	ANIÑON	ANIMARY	T.		Administrative Officer II
59	JARALVE	ALMA	D.		Administrative Officer II
60	ICAO	MYRNIE	F.		Administrative Officer II
61	MARTINEZ	NICK	M.		Administrative Officer II
62	MANIKAN	LEE RAYMUND	F.		Administrative Officer II
63	LIM	YANI LOU	D.		Administrative Officer II
64	BACANG	VON BRYAN	B.		Administrative Officer II
65	ANDALAHAO	BHETLES	S.		Administrative Officer II
66	MAGALLON	JEANYBE	A.		Administrative Officer II
67	DALMAN	HERA JADE	C.		Administrative Officer II
68	MEÑOSA	FLORITES	G.		Administrative Officer II
69	NALZARO	NOHA	J.		Administrative Officer II
70	DAGA	CHRISTIAN GLENN	L.		Administrative Officer II
71	SALVADOR	KRISTINA MARIE	A.		Administrative Officer II
72	CANTON	APPLE MAE	T.		Administrative Officer II

LIST OF ADMINISTRATIVE ASSISTANT II TO ATTEND SEMINAR ON NOV. 17-18, 2022

S/N	SURNAME	FIRST NAME	M.I	NAME EXT.	POSITION TITLE	PLACE OF ASSIGNMENT
1	Gaballo	Carren	B.		Administrative Assistant II	Salug I District
2	Bongato	Tirso Dario	P.		Administrative Assistant II	Juan Bugarin Central School, Sindangan North II
3	Baldamor	Karen Steffi	G.		Administrative Assistant II	South Sindangan I District
4	Alipan	Redford	B.		Administrative Assistant II	Kalawit I District
5	Bunga	Dhona Angelie	R.		Administrative Assistant II	Piñan National High School
6	Gulle	May Ann			Administrative Assistant II	Compra National High School
7	Abajar	Dany	B.		Administrative Assistant II	Kalawit Central School, Kalawit I District
8	Rafols	Marelli	U.		Administrative Assistant II	Salug II District
9	Obordo	Jonalyn	P.		Administrative Assistant II	Sergio Osmeña National High School
10	Mainque	Ryan Cesar	A		Administrative Assistant II	Mutia NHS
11	Alforque	Hannah Malou	I		Administrative Assistant II	Bacungan NHS
12	Saban	Joelito	R.	Jr.	Administrative Assistant II	Sianib NHS
13	Del Rosario	Niña Jane	R.		Administrative Assistant II	Siocon District
14	Borromeo	Tony Quel	B		Administrative Assistant II	Sergio Osmeña I
15	Felizarta	Rochelle Anne	A		Administrative Assistant II	Sirawai II District
16	Delos Reyes	Blyzel	G		Administrative Assistant II	Don Jose Aguirre NHS
17	Dorimon	Ailen	G		Administrative Assistant II	Siayan District
18	Ellorege	Reymond	B		Administrative Assistant II	Ponot District
19	Tagailo	Mary Jessica	P		Administrative Assistant II	Labason Central School
20	Gongob	Diana Jean	C		Administrative Assistant II	Moliton National High School
21	Bunot	Mary Joy	C.		Administrative Assistant II	Bacong Central School, Salug II District
22	Iguana	Chonalisa	S		Administrative Assistant II	Gutalac National High School
23	Elopre	Philmarie	A		Administrative Assistant II	Seres National High School
24	Tiol	Sariva	A		Administrative Assistant II	Salug National High School