



Department of Education

Region V

SDO CAMARINES SUR

Dom Sports Complex, San Jose, Pili, Camarines Sur



DIVISION MEMORANDUM

No. 231, s. 2019

To : Asst. Schools Division Superintendents
Chief Education Program Supervisors
Education Program Supervisors / Division Coordinators
Public Schools District Supervisors
Senior Education Program Specialist, HRD
Education Program Specialist II, HRD
Secondary and Elementary School Heads
Identified Newly Hired Teachers
All Others Concerned



From : 
CECILLE BERNADETTE P. RIVERA, CESO V
Schools Division Superintendent

Subject: **Non-Teaching Induction Program for Newly-Hired Personnel**

Date : July 17, 2019

1. The Department of Education, Schools Division Office of Camarines Sur will conduct a 3-Day Live-Out Non-Teaching Induction Program for Newly-Hired Personnel in the SDO Camarines Sur on July 22-24, 2019 at La Piazza, The Avenue Plaza Hotel, Naga City.
2. This training aims to:
 - a. Familiarize the newly-hired non-teaching personnel with DepEd's Mission, Vision and Core Values;
 - b. Orient newly-hired non-teaching personnel of their respective roles and functions;
 - c. Provide venue for newly hired employees to be aware of how they can contribute to organizational success; and
 - d. Be able to generate favorable attitudes with in the new employee about peers, superiors, subordinates and the organization
3. Participants to this training are identified newly-hired no-teaching personnel in the SDO Camarines Sur. Refer to the attached list for reference.
4. No registration fee will be collected. Training expenses which will cover meals, venue, and training materials shall be charged against 2018 HRTD Fund. While travel and incidental expenses are chargeable against Division / School MOOE subject to the usual accounting and auditing rules and regulations.
5. Immediate and wide dissemination of this Memorandum is desired.

PARTICIPANTS TO THE INDUCTION PROGRAM FOR NEWLY-HIRED NON-TEACHING PERSONNEL**July 22-23, 2019 | La Piazza, The Avenue Plaza Hotel, Naga City**

	NAME OF INCUMBENT	POSITION TITLE	DISTRICT	SCHOOL
1	Aguila, Jan Meriem Pornillos	Administrative Assistant II	Minalabac	Villamayor NHS
2	Alamo, Ferdinand Lanuzo	Administrative Assistant II	Libmanan North	Libmanan North Central School
3	Alvarez, Cory Millan	Administrative Assistant II	Libmanan	Don Teofilo H. Dilanco MHS
4	Argarin, Catherine Laurel	Administrative Assistant II	Pasacao	Dalupao NHS
5	Avila, Catherine Nitollano	Administrative Assistant II	Goa	Clustered Schools (Tabgon HS and Payatan HS)
6	Azañes, Priscilla De Guzman	Administrative Assistant II	Calabanga	Sabang HS
7	Baroma, Bea Anne Paga	Legal Assistant II	SDO	Office of the Legal Officer
8	Benavidez, Michael Pagana	Administrative Assistant III	Siruma	Tandoc HS
9	Bequilla, Jason Napili	Administrative Assistant II	Pili	Division Office
10	Berja, Jaypee Lopez	Administrative Assistant II (Secondary)	Caramoan	Clustered School (Guijalo NHS/Oring NHS)
11	Borazon, Eunice Balmes	Senior Bookkeeper	Division Office	Division Office
12	Bristain, Jose Maria Baculinao	Accountant I	Cabusao	Barcelonita Fish.Sch.
13	Buena, Eloisa Oliva	Administrative Assistant III	Balatan	Balatan Central School
14	Cabral, John Rey Arcangel	Administrative Assistant II	Libmanan South	Libmanan South Central School
15	Café, Irene Layag	Administrative Assistant III	San Fernando	Lupi NHS
16	Cananea, Kimlyne Peñalosa	Administrative Assistant III	Tinambac North	Tambang Central School
17	Cayao, Glyn Bo	Administrative Assistant II (Secondary)	Lagonoy	Clustered School (Balatan HS/Panagan HS)
18	Cledera, Manuel Ray Valle	Administrative Assistant II	Garchitorena	Pambuhan NHS
19	Cuba, Dianne Jonnalyn Estacio	Senior Bookkeeper	Division Office	Division Office
20	De La Cruz, Lilian Joy Borbe	Administrative Assistant II	Division Office	Division Office
21	De La Vega, Cyril Piano	Accountant I	Tigaon	San Rafael NHS
22	Espinosa, Analiza Agregado	Administrative Assistant III	Sagñay	Sibaguan Agro-Industrial HS
23	Fabay, Judith Barela	Administrative Aide IV	Minalabac	Minalabac NHS
24	Gabriel, Monica Largoza	Administrative Assistant III (Secondary)	Bula	Clustered School (Balaogan NHS/Casugad HS)
25	Genova, Vergel Sue Vail	Security Guard I	Cabusao	Barcelonita Fish.Sch.
26	Gomez, Clarisa Toribio	Administrative Assistant III (Secondary)	Sipocot	Clustered School (Sacred Heart HS/Manangle HS)
27	Guiriba, Kunnarie Gonzalez	Accountant I	Pili	Pili NHS
28	Hernandez, Francis Brenn Claron	Administrative Assistant II	Cabusao	Cabusao Central School
29	Javier, Sarah Jane Escalante	Administrative Assistant II	Pamplona	Pamplona Central School
30	Jizmundo, Alyanna Rae Olarte	Administrative Assistant II	Sipocot	Bolo Norte HS
31	Layson, Shayne Karen Morena	Disbursing Officer II	Tinambac	Tamban NHS
32	Locañes, Rose Ann Berja	Administrative Assistant II	Siruma	Tandoc HS
33	Loyogoy, Celso Valencia	Administrative Assistant II	Pasacao	Pasacao Municipal HS
34	Malto, Evelyn Lozano	Administrative Assistant II (Secondary)	Libmanan	Clustered School (Malansad Nuevo HS/Dr. Nelson A. Mejia HS)
35	Manalo, Elaine Baita	Administrative Assistant III (Secondary)	Pamplona	Clustered School (Ramon B. Felipe Sr. NHS)
36	Mariscotes, Liberty Surreda	Disbursing Officer II	Libmanan	Homobono H. Gonzales NHS (Former: Bahay PHS)
37	Monoy, Thrizia Cara Balmeo	Administrative Assistant II	Sipocot South	Sipocot South Central School
38	Moran, Victor Anthony Guzman	Administrative Assistant II	Libmanan	Bahao NHS
39	Motos, April Buensalida	Senior Bookkeeper	Division Office	Division Office
40	Nabus, Lealyn Pamada	Senior Bookkeeper	Tigaon	Partido Agro-Industrial NHS
41	Nacario, Noemi Adelan	Administrative Assistant III (Secondary)	Tinambac	Clustered School (Gregorio Ocampo Bercasio MHS/Tierra Nevada HS)
42	Nepas, Annie Orpesa	Administrative Assistant II	Siruma	Siruma Central School
43	Neri, Jo Juaneza	Disbursing Officer II	Sagñay	Nato HS (Former: Gov. M. Fuentebella Mem. Fishery Sch.)
44	Olleta, Ervin Nopia	Administrative Assistant III	Pasacao	Dalupao NHS
45	Pacao, Marífel Samarita	Senior Bookkeeper	Caramoan	Bonifacio D. Borebor Sr. HS (Former: Tawog HS)
46	Prades, Dominic Enciso	Administrative Assistant II	Sagñay	Sibaguan Agro-Industrial HS
47	Repareal, Josie Porto	Administrative Assistant III (Secondary)	Tinambac	Clustered School (Sagrada NHS/Buenavista NHS)
48	Riparip, Josie Jeane Rayco	Disbursing Officer II	Buhi	Tambo NHS
49	Rosario, Maricon Florenido	Administrative Assistant III	Caramoan	Tabgon NHS
50	Saluna, Philip Gerard Salazar	Administrative Aide I	Pili	Pili NHS
51	Soreta, Marlon Lucero	Administrative Aide I	Bula	Bula NHS
52	Tabusao, Karla Vanesa Nuyles	Disbursing Officer II	Bato	Salvacion NHS
53	Talo, Jonnylou Ignao	Administrative Assistant III (Secondary)	Bula	Clustered School (Ombao HS/Inoyonan HS)
54	Tanay, April Joy Osea	Administrative Assistant III	Balatan	Coguit HS
55	Veluz, Paola Romaine Reyes	Administrative Assistant II	Sipocot	Anib NHS
56	Villar, Al Prudence Magpantay	Administrative Assistant III (Secondary)	Ragay	Clustered School (Simeon Tycangco MHS)