



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF CALBAYOG CITY

04 November 2024

DIVISION MEMORANDUM

No. 584, s. 2024

**DIVISION WORKSHOP ON THE DEVELOPMENT
OF LEARNING AND DEVELOPMENT PLAN OF NEWLY-HIRED
AND OTHER NON-TEACHING PERSONNEL**

TO: Asst. Schools Division Superintendent
SGOD/CID Chiefs
Public Schools District Supervisors
School Heads (Elementary & Secondary)
Unit/Section Heads
All Others Concerned

1. With reference to DM-OUHROD-2024-2121 and OUHROD Advisory, dated October 30, 2024 on the Recalibration of the Three-Year Learning and Development Plan Workshop for Non-Teaching Personnel, this Office, through the SGOD-Human Resource Development Section announces the conduct of **Division Workshop on the Development of Learning and Development Plan of Newly-Hired and Other Non-Teaching Personnel** in six (6) batches on November 6, 7, & 8, 2024 at the Division Conference Hall.

Batch	Schedule	Participants
<i>Batch 1</i>	Nov. 6, 2024	Calbayog Districts NTP
<i>Batch 2</i>	Nov. 7, 2024	Oquendo & Tinambacan Districts NTP
<i>Batch 3</i>	Nov. 8, 2024	Division-Main Office

2. The purpose of this activity is to develop learning and development plans based from the IPCRF Part IV on Individual Development Plans as well as to develop a consolidated Office Learning Plan for all Non-Teaching Personnel.

3. The participants of this workshop are all the newly-hired and other non-teaching personnel (Division-main office and in schools/districts). In addition, participants are enjoined to bring IPCRF Development Plans for the last 3 years, if applicable (as reference), mobile data, laptop and extension wires to be used in the Workshop.



Address: P2 Brgy. Hamorawon, Calbayog City, Samar

Email Address: calbayogcity@deped.gov.ph

Website: <https://calbayogcity.deped.gov.ph/>

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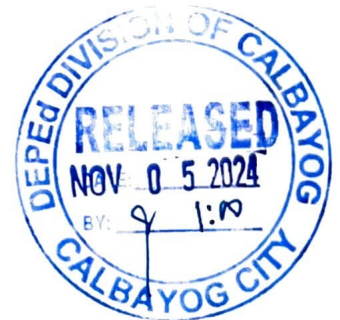
4. District supervisors, school heads, section/unit heads shall monitor 100% attendance of all participants for inclusion to the Office Learning Plan.
5. For profiling of participants, please register using this link <https://tinyurl.com/HRDNTPProfile> or scan the QR code below on or before November 5, 2024.
6. Expenses to be incurred in the conduct of this activity such as food, training materials & supplies shall be charged to OPDNTP with Sub-ARO No. RO-8-24-1131, subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of and compliance with this Memorandum of all concerned are desired.

MARGARITO A. CADAYONA, JR. PhD, CESO VI
OIC-Schools Division Superintendent



For the Schools Division Superintendent:

GRACE S. PAGUNSAN
AO V/ Officer In-Charge
NOV 5 2024



Enclosure: as stated

Reference: as stated

To be indicated in the Perpetual Index under the following subjects:

Learning & Development

Professional Development Plans (PDPs)

Office Learning Plan

sgod/hrds-mpsenolos



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Website: <https://calbayogcity.deped.gov.ph/>

List of Participants

NO.	NAME	POSITION
1	ABANILLA, DRISTELE P	ADMIN OFFICE II
2	ABAYON, MARIEL P	ADMIN OFFICE II
3	ABGAO, MA CAROLYN T.	ADMIN OFFICE II
4	ADVINCULA, MARIAN C.	PDO I
5	ALBELDA, GLENDO N	ADM ASST III
6	ALCERA, HERMIE F	ADM OFFICER II
7	ALEGRIA, DARYL S	DISBURSING OFFICER II
8	ALLEQUIR, QUENNIE	DISBURSING OFFICER II
9	AMATOSA, ELISEO A	PDO I
10	AMITA, JOSEPH J	ADMIN OFFICE II
11	ANIBAN, DELL CHRISTINE V	ADM OFFICER II
12	ANQUILAN, MA. LENIE C	ADM ASST III
13	ANTONIO, MARIA ANGELA B	ADMIN OFFICER IV
14	BABON, JOSE DON P.	ADMIN AIDE VI
15	BACALSO, JUCELYN L	ADMIN OFFICER II
16	BACURIO, LIEZEL A.	DISBURSING OFFICER
17	BALANE, CHARINA E	ADM ASST III
18	BALAWING, AIZA L	ADMIN OFFICER II
19	BALOCA, SARAH KAY S	ADMIN AIDE VI
20	BANGCALE, NAOMI T	ADM OFFICER II
21	BARNIZO, LEVIRESA G	PDO I
22	BELIZAR, RIVERO A	SR BOOKKEEPER
23	BONGOYAN, MARIBEL D	ADM ASST III
24	BORELA-ROA, ALIZA	PDO I
25	BULAN, MARY JANE T	ADMIN OFFICER II
26	CABANTAC, SARAH JEAN	ADMIN OFFICER II
27	CABRAL, JOSEPH JULES S	ADM ASST II
28	CABRAL-NOTARTE, KRISTABEL S	ADM OFFICER II
29	CAGOMOC, ALEJANDRO Y	ADM OFFICER II
30	CAILO, EDILBERTO A	ADM ASST III
31	CAILO, MARY GRACE M.	ADM OFFICER II
32	CAILO, MARIA MARITES A	ADM OFFICER II
33	CALONG, LORRAINE B	ADM OFFICER II
34	CANDAZA, SUZETTE P	ADM OFFICER IV
35	CANO, MYLYN S	ADM OFFICER II
36	CATALAN, MARIA ULRA B	ADM ASST III
37	CALLOSA, DUANE TRISTAN S	ADM ASST III
38	CAMARINES, NARITA KARLA R	ADM ASST III
39	CAMARINES, JORICEL M.	ADM OFFICER II
40	CAMPILLO, JENNIFER M	ADMIN OFFICER II
41	CANO, SHIELA MARIE M.	ADAS III
42	CAPALIS, JONATHAN L	ADM ASST II
43	CAPALIS, KATHERINE A	PDO I
44	CELUM, DAVE MARK S.	ADM OFFICER II
45	CHAVEZ, MA. REYCIL V.	ADM OFFICER II


46	CLARIDO, RONNEL D	ADM OFFICER II
47	COMOTA, MAE ANGELICA R	DISBURSING OFFICER
48	DAGAMI, JEHRA MAE S.	ADM OFFICER II
49	DE LA CRUZ, ANGELO V.	ADM ASST III
50	DEMIT, MARK JOSEPH T	ADM ASST III
51	DESQUITADO, GIOVANNI O	ADM OFFICER II
52	DIAY, ABEL L.	ADM ASST III
53	DIONISIO, ABEGAIL P	ADM ASST III
54	DOCONG, MARY NOELLE J	ADM OFFICER II
55	DOROJA, ERIC R	PROJ DEV OFFICER II
56	DRILON, CHRISTIE N	ADMIN AIDE VI
57	ERENCIO, MONA LIZA A	ADM ASST III
58	ESQUIERDO, MA CARMEN C	ADMIN AIDE VI
59	FLORES, TERESA BEBIA R.	REGISTRAR I
60	GACOLA, JUN CARLO D	ADM ASST II
61	GARCIA, MARY GRACE J	ADM OFFICER II
62	GENSIS, JOEL A.	ADM OFFICER II
63	GENSIS, HANNAH A.	ADMIN AIDE VI
64	GONZALBO, SHARON M	ADM OFFICER II
65	HALABASO, REGGIE C	PDO I
66	HERMOSA, ANNABELLE B.	ADM ASST II
67	JORIZA, STEVEN MARK M	ADM ASST II
68	LADAG, JOMARTON B.	ADM OFFICER II
69	LENTEJAS, IVY M	ADM OFFICER II
70	LOGERO, RACHEL THYLA R.	DISBURSING OFFICER II
71	MAGISTRADO, MARJUN R	ADM OFFICER II
72	MALINOG, KRISTINE G	ADM OFFICER II
73	MANCOL, RICA MONIQUE D	ADM OFFICER II
74	MANCOL, GENELYN C	ADM OFFICER II
75	MANCOL, VINCENT V.	ADM. ASST II
76	MARCIAL, LLOYD MARTIN A	ADM OFFICER II
77	MARCIAL, RIZALYN M	ADM OFFICER II
78	MEDRINA, RICHELLE L.	ADM OFFICER II
79	MEJICA, KAYE B.	ADM OFFICER II
80	MENDOZA, MA MARLIE M	PLANNING OFFICER III
81	MENDOZA, JUDITH A.	ADM. ASST II
82	MUÑEZ, RANDY T	ADM ASST III
83	NICOLASORA, JOEL M	ADM ASST III
84	ORTEGA, DRIXEL IDOL R	ADM ASST III
85	ORTIZ, ERWIN B	ADM ASST II
86	ORTIZ, LILLIBETH G	PLANNING OFFICER II
87	ORTIZ, LYTTON A	ADM OFFICER II
88	OSTULANO, JONEL C.	ADAS II
89	OYAO, JEAN D.	ADAS II
90	PACHECO, MA KRISTINE B	ADM ASST III
91	PAGUNSAN, GRACE S	ADM OFFICER V
92	PAGUNSAN, RIO FRANCIS A	ADMIN AIDE IV
93	PAMPANGA, PATRICIA GEMMA G	ADM OFFICER II
94	PANOY, JAY-AR JOHN O	ADM OFFICER II
95	PICARDAL, MARCHEL B	ADM OFFICER II
96	PITOS, GERARDO C	ADMIN AIDE I

97	PORTURA, GLENN C.	ADM ASST III
98	PORTURA, JOANNA LOU V.	PDO I
99	POSTO, MA. LOURDES A	ADM ASST III
100	PRUDENCIADO, JAY CARLO D	ADM OFFICER II
101	PRUDENCIADO, JENNIFER Z	ADM OFFICER II
102	PRUDENCIADO, THERENCE JAMES D	ADM OFFICER II
103	QUINONES, MAPETH M.	ADMINISTRATIVE ASSISTANT I
104	REFE, ANNA MARIE V.	ADM OFFICER II
105	ROA, CHRISTINE MAY V.	DISBURSING OFFICER II
106	ROSALES, ROXANNE JUANERIO	ADM OFFICER II
107	ROSALES, ROXANNIE A	ADM ASST II
108	SABAÑO, CARLA MARIE S	ADM OFFICER II
109	SABAÑO, WARLITO D	ADM OFFICER II
110	SABELLANO, LOWELA	ADM ASST II
111	SAJETARIOS, CHERYL B	ADM ASST III
112	SALDAÑA, MAY T.	ADM OFFICER II
113	SALURIO, GIRLIE A.	ADMIN ASSISTANT II
114	SANCHEZ, MA EDELAINE A	ADM OFFICER II
115	SEQUIO, CHARLES IVAN DONNEL B	ADM OFFICER II
116	SORILO, ABEGAIL	ADMN ASST II
117	TALAHIBAN, JOHN ROY B	ADM OFFICER II
118	TANGARAN, NEIL JOSE A	ADM ASST II
119	TIZON, ROSALYN V	ADM ASST III
120	TOCAYON, MA JOAN L	ADM OFFICER II
121	TOMENES, MARIA KRISTINE M.	ADM OFFICER II
122	VENTURES, SUNSHINE MARJORIE E	ADM OFFICER V
123	VILLAN, IDA S.	ADMIN OFFICER II
124	VILLANUEVA, MAILYN M	ADMIN OFFICER II
125	YAUDER, BERNARDO D. JR	ADM ASST III
126	YAUDER, LINDSAY JULES B.	ADMIN OFFICER II
127	YGBUHAY, ROY A	ADM ASST III
128	YGRUBAY, JOSE III G	ADM ASST III

Prepared by:


JUDITH A. MENDOZA
ADAS II/ Insular In-Charge

NOTED:


GRACE S. PAGUNSAN
AO V (Admin)