



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

November 22, 2023

DIVISIONAL MEMORANDUM

No. 34C, s. 2023

**ENHANCEMENT TRAINING ON WORKPLACE PRODUCTIVITY
AND EFFICIENCY FOR NON-TEACHING PERSONNEL**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (SGOD and CID)
Accountant III
Administrative Officers V (Administrative Services/Budget)
Elementary/Secondary School Heads/Department Heads
Concerned Personnel
This Division

1. To continuously provide learning and development opportunities for the non-teaching personnel and further enhance their competencies and capabilities required by their position, this Office shall conduct the Enhancement Training on Workplace Productivity and Efficiency for Non-Teaching Personnel in two batches, as follows:

Batch	Place	Date	Time
Batch 1	TBA	November 27-29, 2023	8:00 a.m. -5:00 p.m.
Batch 2		December 5-7, 2023	

2. The 3-day enhancement training aims to:
- A. revisit the roles and responsibilities of non-teaching personnel;
 - B. enumerate the steps on how to improve personnel productivity in the workplace;
 - C. navigate the Microsoft Office 365 Applications and other ICT tools; and
 - D. point out the importance of dealing with stakeholders using the art of oral and written communications.
3. The participants to this activity are the ninety-four (94) division office-based and school-based personnel particularly the Administrative Officer IV, Administrative Officer II, Administrative Officer I, Registrar I, Administrative



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PANDONG
#PadayonAsensoOzamiz



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Aide VI, Administrative Assistant II, Administrative Assistant III, *see enclosure for the list of participants.*

4. There will be NO registration fee to be collected from the participants. Expenses relative to the conduct of the activity such as lunch and snacks of the participants and facilitators, materials and other incidental expenses shall be charged against 2023 Organizational and Professional Development of Non- Teaching Personnel (OPDNTP) Fund subject to the usual accounting and auditing rules and procedures.
5. The participation of non-teaching personnel to this professional development activity is in adherence to this Office's Implementation of Equal Opportunity Policy (EOP) that is regardless of age gender, sexual orientation, gender identity, ethnicity, civil status, disability, religion, political affiliation, among others.
6. This Office directs the immediate dissemination of this Memorandum.

NIMFA R. LAGO, PhD, CESO VI
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

M. Gacasan
Pp: **ANACLETA A. GACASAN**
Chief-Education Supervisor, CID

Encl.: As Stated
To be indicated in the Perpetual Index
under the following subjects:

NON- TEACHING PERSONNEL

PROFESSIONAL DEVELOPMENT ACTIVITY

SBC/DM Enhancement Training on Workplace Productivity and Efficiency for Non-
Teaching Personnel
_____ November 22, 2023



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**Enhancement Training on Workplace Productivity
 and Efficiency for Non-Teaching Personnel**

LIST OF PARTICIPANTS

Batch 1
 November 27-29, 2023
 Venue: TBA

No.	Name of Participants	Position	Station
1.	BAYBADO, Gladys L.	Administrative Aide VI	D.O. CID Office
2.	BARBADILLO, Anna Leah B	Administrative Aide VI	D.O. OSDS Admin. Office
3.	DECIPULO, Maita Shane P	Administrative Aide VI	D.O. OSDS Admin. Office
4.	GACASAN, Ruby Jane G.	Administrative Officer II	D.O. OSDS Admin. Office
5.	LAROYA, Joffy Sandrey	Administrative Aide VI	D.O. OSDS Admin. Office
6.	LUNA, SUSITH L.	Administrative Assistant II	D.O. OSDS Admin. Office
7.	JUMAWID, Adelfa S	Administrative Aide VI	D.O. OSDS ASDS Office
8.	GOMONIT, Mary Grace B.	Administrative Officer II	D.O. OSDS Budget and Finance Office
9.	TIROL, Arlene L.	Administrative Officer IV	D.O. OSDS Cash
10.	ABCEDE, Lorena G	Administrative Aide VI	D.O. OSDS Records Office
11.	OSTIA, Elsie E.	Administrative Officer IV	D.O. OSDS Records Office
12.	MANUEL, Ethel R	Administrative Aide VI	D.O. OSDS Supply Office
13.	MARIGOMEN JR., Victorio C.	Administrative Officer IV	D.O. OSDS Supply Office
14.	BENDIOLA, Ivy C.	Administrative Aide VI	D.O. SDS Office





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No.	Name of Participants	Position	Station
15.	NOBLEZA, Elmer D.	Administrative Aide IV	D.O. SDS Office
16.	ALMOITE, Snooky L.	Administrative Officer II	D01-Andrea Costonera Elementary
17.	GERONDIO, Analyn P.	Administrative Officer II	D01-Felipe Carreon Central School
18.	GUANGCO, Jene S.	Administrative Officer II	D01-Felipe Carreon Central School
19.	MONARCA, Rolda A.	Administrative Officer IV	D01-Ozamiz City National HS
20.	ACIERTO, Brenda O.	Administrative Officer II	D02-Ozamiz City Central School
21.	MACASARTE, Richard M.	Administrative Officer II	D03-Baybay Central School / Sta. Cruz Elementary School
22.	OSTIA, Jelyn B.	Administrative Officer II	D03-Catadman Elementary School
23.	PAEZ, Lyn B.	Administrative Officer II	D03-Misamis Annex Integrated School
24.	YOLDAN, Abegail M.	Administrative Officer II	D04-Dona Consuelo Elementary School
25.	ALCIDO, Marilou J.	Administrative Officer II	D04-Gango Elementary School
26.	ANGELIO, Karen C.	Administrative Assistant II	D04-Ozamiz City Schools of Arts and Trades
27.	BOMBEZA, Rosabel	Registrar I	D04-Ozamiz City Schools of Arts and Trades
28.	CALUNIA, Virginia	Administrative Officer I	D04-Ozamiz City Schools of Arts and Trades
29.	CASCO, Florence C.	Administrative Officer I	D04-Ozamiz City Schools of Arts and Trades
30.	LUZA, Willyn A.	Administrative Officer I	D04-Ozamiz City Schools of Arts and Trades
31.	REGINO, Yvonne S.	Administrative Officer IV	D04-Ozamiz City Schools of Arts and Trades
32.	ALAMIN, Marissa E.	Administrative Officer II	D04-San Antonio Elementary School





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No.	Name of Participants	Position	Station
33.	QUILOQUILO, Heidi	Administrative Assistant II	D04-San Antonio Elementary School
34.	GALAY, Sharon Z.	Administrative Officer II	D06-Faustino C. Decena Elementary School
35.	LUMACAD, Serafin T.	Administrative Assistant II	D06-Jose Lim Ho National High School
36.	BOLANIO, April Joy G.	Administrative Officer II	D06-Maximino S. Laurete Sr. CS / Hilarion J. Ramiro ES
37.	BAGUNDOL, Raul M.	Administrative Assistant II	D07-Montol National High School
38.	SAYSON, Adrian L.	Administrative Officer II	D08-Cogon Integrated School / Marcelino C. Regis IS
39.	HERMOSISIMA, Joar G.	Administrative Officer II	D09-Balintawak Elementary School / Cruz Lanzado Saligan IS
40.	YLANAN, April Rose R.	Administrative Officer II	D09-Malubang Integrated School
41.	CASTRO, CECILIA P.	Administrative Assistant II	D09-Pulot National High School
42.	GULANG, Fritzie L.	Administrative Officer II	D10- Tabid National High School
43.	RODRIGUEZ, Gerlene Rose C.	Administrative Assistant II	D10-Labinay National High School
44.	FIEL, Glaiza D.	Administrative Officer II	D10-Narciso B. Ledesma CS / Jacinto Nemeno IS
45.	CABRISOS, Michelle T.	Administrative Assistant II	D10-Tabid National High School
46.	GUANGCO, Maria Elena L.	Administrative Officer II	D50-Labo Central School / Embargo Elementary School





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Batch 2
 December 5-7, 2023
 Venue: TBA

No.	Name of Participants	Position	Station
1.	ANINO, Stephen S.	Administrative Assistant III	D.O. OSDS Admin. Office
2.	MORENO, Loioe G.	Administrative Assistant III	D.O. OSDS Admin. Office
3.	PAGADOR, Teresita L.	Administrative Assistant III	D.O. OSDS Admin. Office
4.	PELAEZ, Christine P.	Administrative Assistant III	D.O. OSDS Admin. Office
5.	RAMAYRAT, Dinalyn A.	Administrative Assistant III	D.O. OSDS Admin. Office
6.	SONOGAN, Gee B.	Administrative Assistant III	D.O. OSDS Admin. Office
7.	BALANDRA, Ralph Bernard S.	Administrative Assistant II	D.O. OSDS Budget and Finance Office
8.	MALIG-ON, Gerfe O.	Administrative Assistant III	D.O. OSDS Budget and Finance Office
9.	MAMAWE, Daisy S.	Administrative Assistant III	D.O. OSDS Budget and Finance Office
10.	NAVAREZ, Claudia Faith B.	Administrative Assistant III	D.O. OSDS Budget and Finance Office
11.	PABOTOY, Milfred S.	Administrative Assistant II	D.O. OSDS Budget and Finance Office
12.	PRANCILISO, Julie A.	Administrative Assistant III	D.O. OSDS Budget and Finance Office
13.	RICALDE, Marry Jane C.	Administrative Assistant III	D.O. OSDS Budget and Finance Office
14.	SISO, John Rey B.	Administrative Assistant I	D.O. OSDS Budget and Finance Office
15.	OCHATE, Alicia A.	Administrative Assistant III	D.O. SDS Office
16.	AVISO, Jonaly A.	Administrative Assistant III	D01-Andrea Costonera Elementary School
17.	MAGADAN, Roselyn B.	Administrative Assistant III	D01-Felipe Carreon Central School



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No.	Name of Participants	Position	Station
18.	BAGUIO, Charity O.	Administrative Assistant III	D01-Ozamiz City National High School
19.	MAGADAN, Roselyn B.	Administrative Assistant III	D02-Ozamiz City Central School
20.	DAGAAS, Claire Marie V.	Administrative Assistant III	D03-Baybay Central School
21.	MANGINDO, Carlo S.	Administrative Assistant II	D04-Maningcol Central School
22.	PELITONES, Cherley S.	Administrative Assistant II	D04-Maningcol Central School
23.	SEBARIOS, Nellie P.	Administrative Assistant III	D04-Maningcol Central School
24.	GACASAN, Nine Mar A.	Administrative Assistant II	D04-Ozamiz City School of Arts and Trades
25.	PUTIS, Mary Bone D.	Administrative Assistant III	D04-Ozamiz City School of Arts and Trades
26.	MACAS, Heide M.	Administrative Assistant II	D05-Domingo Barloa Elementary School
27.	MAMAWE, Roldan S.	Administrative Assistant III	D05-Gotocan Elementary School
28.	PAVADORA, Raisa A.	Administrative Assistant III	D05-Labo Central School
29.	BETONIO, Kuenie A.	Administrative Assistant III	D05-Labo National High School
30.	LAPIZ, Michael B.	Administrative Assistant II	D05-Labo National High School
31.	LUPIAN, Heaven B.	Administrative Assistant II	D05-Labo National High School
32.	GAYATIN, Jaranill S.	Administrative Assistant II	D06-Antero D. Hinagdanan Elementary School
33.	JALEM, Zenelyn M.	Administrative Assistant III	D06-Maximino S. Laurete Sr. Central School
34.	APAITAN, Desiree O.	Administrative Assistant II	D06-Roman Mabanag Elementary School
35.	SAGUIN, Chereley M.	Administrative Assistant III	D07-Antero U. Roa Central School





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36.	GUANGCO, Carmel G.	Administrative Assistant II	D07-Tipan Elementary School
37.	CANASTRA, Dennis M.	Administrative Assistant III	D08-Cogon Integrated School
38.	CULMINAS, Lizcel C.	Administrative Assistant II	D08-Juan Acapulco Elementary School
39.	FABRIGA, Robeth Wilbur M.	Administrative Assistant III	D09-Balintawak Elementary School
40.	LIBOR, Jeffrey S.	Administrative Assistant III	D09-Bongbong Elementary School
41.	AQUINO, Rodnie M.	Administrative Assistant III	D09-Dimaluna Elementary School
42.	DIMAANO, Leony A.	Administrative Assistant II	D09-Malubang Integrated School
43.	LABASTIDA, Renante M.	Administrative Assistant III	D09-Pulot National High School
44.	MACALISANG, Mirose C.	Administrative Assistant II	D09-Pulot National High School
45.	ORANO, Kristine O.	Administrative Assistant II	D10-Gregorio Saquin Elementary School
46.	NINI, Shiela Marie	Administrative Assistant III	D10-Sinusa Integrated School
47.	ZAPATOS, Roselyn M.	Administrative Assistant II	D10-Sinusa Integrated School
48.	ELIZONDO, Chariezel	Administrative Assistant II	DO1-Ozamiz City National High School



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