



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

28 MAR 2023


DIVISION MEMORANDUM
NO. 228 s. 2023


WORKSHOP ON ELECTRONIC LEAVE CARDS

TO: Assistant Schools Division Superintendents
Division Chiefs
Public School District Supervisors/ District In-Charge
Public Elementary/Secondary School Heads
All Others Concerned

1. This Office announces the conduct of **Workshop on Electronic Leave Cards on April 3-5, 2023** at **Plaza Maria Suites Inn, Dumaguete City**.
2. This activity aims to:
 - a. ensures accuracy and transparency in the recording of employees' attendance, leave applications, and service/leave credits.
 - b. review and track the entries in their leave cards and to reconcile records in case of inconsistencies/discrepancies.
- b. Participants of the said Workshop are District Non-Teaching E-Leave Card In-charge, D.O Administrative Office & HRMU Personnel. (Please see attached list).
- c. Concerned Public Schools District Supervisors are requested to issue **Authority to Travel** to these identified personnel. Replacement of participants is **not** allowed.
- d. First meal to be served is breakfast on April 3, 2023 from 6:30 AM-7:30AM all are chargeable against 2023 GAD fund while travelling, lodging and other incidental expenses incurred will be charged against District/School MOOE subject to the usual accounting and auditing rules and regulations.
- e. For information and guidance.

By the Authority of the Schools Division Superintendent:


LANI B. YURONG
Administrative Officer V
Office In-Charge

SPP/AdsP/LBY/jad,
March 28, 2023




Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.: (035)225-2838 / 225-2376 / 422-7644
Email Address: negros.oriental@deped.gov.ph

PARTICIPANT TO THE WORKSHOP ON E-LEAVE CARDS

April 3-5, 2023 @ Plaza Maria Luisa Suites Inn

	DISTRICT	NAME	POSITION
1	AMLAN	REGINA ROSE O. RENDAL	ADMINISTRATIVE OFFICER II
2	AYUNGON I	MUHAMMAD NASSIF D. ARANI	ADMINISTRATIVE OFFICER II
3	AYUNGON II	HONEYLYN F. CADIENTE	ADMINISTRATIVE OFFICER II
4	BACONG	RODRIGO T. TINDOC	ADMINISTRATIVE OFFICER II
5	BINDOY I	ROSALYN C. FERNANDEZ	ADMINISTRATIVE ASSISTANT II
6	BINDOY II	RUSSEL KHO	ADMINISTRATIVE OFFICER II
7	DAUIN	ROWINA A. ABINES	ADMINISTRATIVE OFFICER II
8	JIMALALUD I	GLECEL C. CUEVAS	ADMINISTRATIVE ASSISTANT II
9	JIMALALUD II	MARLIE P. GANTALAO	ADMINISTRATIVE ASSISTANT II
10	LA LIBERTAD I	KATHLEEN MAE A. TEQUILLO	ADMINISTRATIVE OFFICER II
11	LA LIBERTAD II	JOEREM B. SABILLO	ADMINISTRATIVE ASSISTANT II
12	MABINAY I	MOORE BHEY C. LAGOS	ADMINISTRATIVE ASSISTANT II
13	MABINAY II	CORDEL MARK AMBOS	ADMINISTRATIVE ASSISTANT II
14	MABINAY III	QUEEN LAREIN V. LOMOLJO	ADMINISTRATIVE OFFICER II
15	MABINAY IV	MA. FELISA M. PERAS	ADMINISTRATIVE ASSISTANT III
16	MANJUYOD I	KRYSTEL MARIE C. TUBALLA	ADMINISTRATIVE ASSISTANT III
17	MANJUYOD II	RACHELLE MAE L. ACADEMIA	ADMINISTRATIVE ASSISTANT III
18	NOHS - SHS	MARIANITA C. DIPUTADO	ADMINISTRATIVE OFFICER II
19	SAN JOSE	MAYBELLE B. GOMEZ	ADMINISTRATIVE OFFICER II
20	SIATON I	LILIA A. BANTOTO	ADMINISTRATIVE OFFICER II
21	SIATON II	HILDA S. FUTALAN	ADMINISTRATIVE OFFICER II
22	SIATON III	TIFFANY P. RADONES	ADMINISTRATIVE ASSISTANT III
23	SIATON IV	SARAH MAE M. TUBAT	ADMINISTRATIVE ASSISTANT II
24	SIBULAN I	GENBE B. BROCE	ADMINISTRATIVE OFFICER II
25	SIBULAN II	JOSEPHINE B. DAMPOG	ADMINISTRATIVE OFFICER II
26	STA. CATALINA I	JOY MAE G. NOCOS	ADMINISTRATIVE ASSISTANT II
27	STA. CATALINA II	HAMIZAH S. DELOS REYES	ADMINISTRATIVE ASSISTANT II
28	STA. CATALINA III	MARLOU E. CADUNGOG	ADMINISTRATIVE ASSISTANT II
29	STA. CATALINA IV	VANESSA T. SAYCON	ADMINISTRATIVE OFFICER II
30	TAYASAN I	RHEA S. PONCE	ADMINISTRATIVE ASSISTANT III
31	TAYASAN II	GENROS R. BARRERA	ADMINISTRATIVE AIDE I
32	VALENCIA	PACITA C. TILOS	ADMINISTRATIVE OFFICER II
33	ZAMBOANGUITA I	JENNIFER R. VENTOLERO	ADMINISTRATIVE OFFICER II
34	ZAMBOANGUITA II	LIEZL B. BANGALANDO	ADMINISTRATIVE OFFICER II

DIVISION OFFICE

1	LANI B. YURONG	ADMINISTRATIVE OFFICER V
2	JIAN A. DIAZ	ADMINISTRATIVE OFFICER IV
3	GEMMALYN V. AGUILAR	ADMINISTRATIVE OFFICER II
4	ANALOU G. SAGA	ADMINISTRATIVE OFFICER II
5	JASON A. FERMIZA	ADMINISTRATIVE OFFICER II
6	JENNILENE C. CADIENTE	ADMINISTRATIVE OFFICER II
7	JOSEPHINE R. MANGROBAN	ADMINISTRATIVE ASSISTANT III
8	EMMAIDA B. SAGURAN	ADMINISTRATIVE ASSISTANT III
9	CHRISTIN F. CAMACHO	ADMINISTRATIVE ASSISTANT II
10	FELIX E. SAYRE, JR.	ADMINISTRATIVE ASSISTANT II
11	ARIANNE MONTECINO	ADMINISTRATIVE VI
12	RHUBERT JOY D. ALQUERRO	ADMINISTRATIVE I
13	ALIJANE MAE A. DUHAYLUNGS	ADMINISTRATIVE ASSISTANT III
14	IRISH MAE B. BELEN	ADMINISTRATIVE ASSISTANT III
15	JONALYN E. CUENCA	ADMINISTRATIVE ASSISTANT III
16	EUGENIO R. MIÑOSA	ADMINISTRATIVE I