



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

Office of the Schools  
Division Superintendent

SEP 01 2023

DIVISION MEMORANDUM

No. 616, s. 2023

**DIVISION INDUCTION PROGRAM FOR NON-TEACHING PERSONNEL (IPNTP)**

To: Assistant Schools Division Superintendent  
Chief, CID and SGOD  
Division Education Program Supervisors/Education Program Specialist  
Public Schools District Supervisors/District In-Charge  
All Others Concerned

1. This office announces the conduct of the Division Induction Program for Non-Teaching Personnel” on Sept. 7-8, 2023 at Plaza Maria Luisa Suites Inn, Dumaguete City, Negros Oriental.
2. All Participants are required to wear **Smart Business Casual Attire**. (Please see attached list of participants, resource speakers, management team and activity schedule).
3. The working committee as well as the Resource Speakers are advised to attend the pre-implementation on Sept. 6, 2023 from 7:00am -5:30 pm at the above-mentioned venue.
4. Expenses relative to venue, materials, meals and accommodation of Resource Speakers and Management team, meal of participants (lunch and 2 snacks per day shall be charged to OPDNTP Funds (RO-7-23-0056), while travelling expenses shall be charged against respective School MOOE/Local funds subject to the usual accounting and auditing rules and regulations.
5. This serves as **TRAVEL AUTHORITY**.
6. For proper guidance and strict compliance of all concerned.

  
**NERI C. OJASTRO EdD, CSE**  
Schools Division Superintendent  
9/1/23

NCO/ MKP/JMA/NLR/SGOD/CEP/imsm  
08/30/2023



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
Telephone Nos.: (035)225-2838 / 225-0667 / 422-7644  
Email Address: negros.oriental@deped.gov.ph



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**DIVISION INDUCTION PROGRAM FOR NON-TEACHING  
PERSONNEL (IPNTP)**

Sept. 7-8, 2023

Plaza Maria Luisa Suites Inn, Dumaguete City

**Program Management Team**

<b>DR. NERI C. OJASTRO</b>	<b>SDS- DIVISION OFFICE</b>
<b>DR. JOELYZA M. ARCILLA</b>	<b>ASDS- DIVISION OFFICE</b>
<b>DR. MARCELO K. PALISPIS</b>	<b>ASDS- DIVISION OFFICE</b>
<b>DR. NILITA L. RAGAY</b>	<b>ASDS/CID CHIEF- DIVISION OFFICE</b>
<b>DR. RACHEL B. PICARDAL</b>	<b>SGOD CHIEF- DIVISION OFFICE</b>

**Focal Person:**

**Ms. Iryll Mae S. Macahig- SEPS-HRDS**

**Co-Focal Person:**

**Dr. Geraldine B. Olmillo- EPS II-HRDS**

**Resource Speakers**

**Dr. Rachel B. Picardal- Chief, SGOD**

**Dr. Carmelita A. Alcala- DEPS**

**Ms. Iryll Mae S. Macahig- SEPS-HRDS**

**Mrs. Dae P. Habalo- SEPS-Planning & Research**

**Dr. Karl T. Credo- Planning Officer III**

**Mrs. Ma. Jennifer P. Piodos- Accountant III**

**Atty. Marjorie Porcina- Legal Office**

**Ms. Jian A. Diaz- HRMO**

**Dr. Karina Louise B. De La Cruz- Medical Officer**

**Dr. Geraldine B. Olmillo- EPS II- HRDS**

**Technical Working Group/Support Group**

**Remylin V. Gaogao- ITO**

**Ninonito D. Divino- ICT Office**

**Roy M. Cadinan- HRDS office**

**Jason A. Fermiza- HRMU**



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**QATAME:**

**Dennis Charl F. Andalajao- SEPS M&E**  
**Teofan C. Gallosa- EPS II M&E**

**Medical Staff:**  
**2 Nurses from the School Health Section**



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PERSONNEL (IPNTP)**

Sept. 7-8, 2023

Plaza Maria Luisa Suites Inn, Dumaguete City

TRAINING MATRIX		
TOPIC	TIME/DATE	LEARNING FACILITATOR
Office Politics/ Office Protocols	9:00-10:30	Ms. Iryll Mae S. Macahig
DepEd Service: The ARTA WAY	10:30- 12:00	Dr. Carmelita A. Alcala
	LUNCH BREAK	
Netiquette	1:00-3:00	Mrs. Dae P. Habalo
Civil Service Updates and RA 6713	3:00-5:00	Atty. Marjorie Porcena
	FEEDBACKING	
5S' / Records Management	8:30- 10:00	Dr. Rachel B. Picardal
Stress Management	10:00-12:00	Dr. Karl T. Credo
	LUNCH BREAK	
Salaries, Wages/ Non Teaching Personnel Benefits/ Financial Issues and Concerns	1:00-2:30	Mrs. Jennifer P. Piodos/ Mrs. Jian A. Diaz
Total Wellness	2:30- 4:00	Dr. Karina Louise De la Cruz
	4:00-5:00	Host: Geraldine B. Olmillo
Closing Program Prayer Pambansang Awit Giving of Impressions Challenge Giving of Certificates of Participation and Appearance Oath of Commitment Acknowledgment Closing Prayer Unity Song		
QATAME Mr. Teofan C. Gallosa & Mr. Dennis Charl F. Andalajao		



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<b>NO.</b>	<b>NAME</b>	<b>POSITION</b>	<b>STATION/DISTRICT</b>
1	DELVO, JOSEPHINE LEONG	ADMINISTRATIVE OFFICER II	MABINAY 1
2	DIVINO, NIÑONITO DESOR	ADMINISTRATIVE AIDE VI	DIVISION OFFICE
3	LANGOMES, LERNA COLONGONN	ADMINISTRATIVE ASSISTANT III	AYUNGON I
4	MONTECINO, ARIANNE	ADMINISTRATIVE AIDE VI	DIVISION OFFICE
5	ZERNA, VIGIL CABUSOG	ADMINISTRATIVE ASSISTANT III	MABINAY 2
6	PAJUELAS, MARK ANTHONY ASENTISTA	NURSE II	SCHOOL HEALTH
7	RAGAS, MARIANNE MAE MANABAN	NURSE II	SCHOOL HEALTH
8	BENEMERITO, ARNULFO CATAYTAY	ADMINISTRATIVE AIDE 1	NOHS
9	ANTONIO, GENARO JR. JALANDONI	ADMINISTRATIVE AIDE 1	SIATON II
10	TAPIS, RODEL BACUD	ADMINISTRATIVE OFFICER II	LA LIBERTAD I
11	LAGOS, MOORE BHEY CANINDO	ADMINISTRATIVE ASSISTANT II	MABINAY I
12	VISAGAS, VORN VINCENT VERGARA	ADMINISTRATIVE ASSISTANT II	MABINAY IV
13	TOLETE, RIC ACABAL	ADMINISTRATIVE OFFICER II	MANJUYOD II
14	CADAY, ARMILA E.	REGISTRAR I	AYUNGON II
15	ASKIN, REAGAN C.	ADMINISTRATIVE ASSISTANT II	MANJUYOD II
16	BENDIJO, DANILO Q.	REGISTRAR I	MANJUYOD II

<b>NO.</b>	<b>NAME</b>	<b>POSITION</b>	<b>STATION/DISTRICT</b>
1	AVISO, MIRIAM COLINA	ADMINISTRATIVE ASSISTANT III	STA. CATALINA IV
2	LOFRANCO, BENJIE BACULPO	ADMINISTRATIVE ASSISTANT II	MABINAY NATIONAL HS
3	SILVA, JONAH JOHN GAROL	ADMINISTRATIVE ASSISTANT II	AYUNGON NATIONAL HS
4	TEQUILLO, CHRISTINE LOUIE ALPUERTO	ADMINISTRATIVE ASSISTANT II	LA LIBERTAD TECHNICAL-VOCATIONAL SCHOOL
5	VALENCIA, MARY KATHLEEN DOCTO	NURSE II	NEGROS ORIENTAL HIGH SCHOOL
6	ALANTA-OL, JOY VIVITZGRACE TORREDA	ADMINISTRATIVE ASSISTANT II	STA. CATALINA II
7	ALCANTARA, MA. LEILANI G.	ADMINISTRATIVE ASSISTANT II	SIBULAN II
8	DAÑO, NORITA BALOR	ADMINISTRATIVE ASSISTANT II	ZAMBOANGUITA I
9	FORTIN, RODRIGO JR. APOLINAR	ADMINISTRATIVE ASSISTANT II	SIBULAN II
10	LINGCONG, CHRISTINE DOMILE	ADMINISTRATIVE ASSISTANT II	STA. CATALINA III
11	LOZAGA, JENETTE DELBO	ADMINISTRATIVE ASSISTANT II	SIBULAN I
12	KILAPKILAP, MARK JOHN JALANDOON	ADMINISTRATIVE ASSISTANT II	SIATON IV
13	VADIL, JERRY MAR BALAYBAY	PROJECT DEVELOPMENT OFFICER I	DIVISION OFFICE

<b>NO.</b>	<b>NAME</b>	<b>POSITION</b>	<b>STATION/DISTRICT</b>
1	ABELLO, JEAN MARY JOY ROMANO	ADMINISTRATIVE ASSISTANT III	JIMALALUD 1
2	ALQUERRO, RHUBERT JOY D.	ADMINISTRATIVE AIDE I	DIVISION OFFICE
3	AMISTAD, LEAH LYNNE BATIANCILA	ADMINISTRATIVE AIDE VI	DIVISION OFFICE
4	BACUD, KECYLIEN JE O.	ADMINISTRATIVE AIDE I	DIVISION OFFICE
5	BALACY, JOHANNA LANI OMICTIN	ADMINISTRATIVE ASSISTANT III	DIVISION OFFICE
6	BALAMBAGO, MARY ANN	ADMINISTRATIVE AIDE I	DIVISION OFFICE
7	BRIONES, CHERRY-MAE TORRES	ADMINISTRATIVE ASSISTANT III	TAYASAN 1
8	CULANAG, ANGEL DANE BENDIJO	ADMINISTRATIVE AIDE VI	DIVISION OFFICE
9	CURRELL, JUNICA STEPHANIE NAPAO	ADMINISTRATIVE ASSISTANT II	DIVISION OFFICE
10	DALES, GERWIN ADLING	ADMINISTRATIVE AIDE VI	DIVISION OFFICE
11	DALLEDA, RENFRED ABRASALDO	ADMINISTRATIVE ASSISTANT II	STA. CATALINA 1
12	DELARA, RIMUS BRITON EDJIC	ADMINISTRATIVE ASSISTANT III	DIVISION OFFICE
13	DELUBIO, JUNRYLL T.	ADMINISTRATIVE AIDE I	DIVISION OFFICE
14	ENOLPE, MARIA LOURDES ABAYON	ADMINISTRATIVE ASSISTANT III	STA. CATALINA 1
15	FONTANILLA, FLORIE FE CARRIAGA	ADMINISTRATIVE AIDE VI	DIVISION OFFICE
16	LABONG, OUGIE E.	ADMINISTRATIVE AIDE I	DIVISION OFFICE
17	LARENA, WILSON I.	ADMINISTRATIVE AIDE I	DIVISION OFFICE
18	KILAT, MARIS CRIS ABSIN	ADMINISTRATIVE ASSISTANT II	LA LIBERTAD 1
19	MONDARTE, RICHELL RAMIREZ	ADMINISTRATIVE ASSISTANT III	TAYASAN 2
20	MONTECINO, AILEEN GONZALES	ADMINISTRATIVE ASSISTANT II	SIATON 3
21	RADA, LEONARD Q.	ADMINISTRATIVE AIDE I	DIVISION OFFICE
22	RUIZ, MARSHA D.	ADMINISTRATIVE AIDE I	DIVISION OFFICE
23	SALDUA, VALERIE A.	ADMINISTRATIVE OFFICER II	CSC DETAILED
24	SEÑORON, MARLOU ABORDO	ADMINISTRATIVE ASSISTANT III	AYUNGON 2
25	TABARES, GEMAIMA PAEL	ADMINISTRATIVE ASSISTANT III	STA.CATALINA 3
26	TICON, ALFREDO JR. L.	ADMINISTRATIVE AIDE I	DIVISION OFFICE
27	ALFORQUE, CARMi ANN SONDON	NURSE II	SCHOOL HEALTH
28	AMOLO, MARK LESTER JALARON	NURSE II	SCHOOL HEALTH
29	MIRA, JOHN PAUL CATUBIG	DENTIST II	SCHOOL HEALTH
30	ABAD, RHEA BITONG	ADMINISTRATIVE ASSISTANT III	MABINAY 1
31	ALAS, ASER JR TAGOB	ADMINISTRATIVE ASSISTANT III	AYUNGON I
32	ASUNTO, DESIDERIA LALAMONAN	ADMINISTRATIVE ASSISTANT III	STA. CATALINA I
33	BOMEDIANO, MARY GRACE PACO	ADMINISTRATIVE ASSISTANT II	JIMALALUD I
34	CALIDGUID, SHIELA PAPA	ADMINISTRATIVE ASSISTANT III	AYUNGON II
35	DALES, LEOANTRUVIC CATAN	ADMINISTRATIVE ASSISTANT II	STA. CATALINA I
36	DAPAT, KEITH DOMINIC WONG	ADMINISTRATIVE ASSISTANT II	NOHS
37	EDIZA, JINKY GARCIA	ADMINISTRATIVE ASSISTANT II	MABINAY III
38	JUANILLO, ANGELYN ABIAN	ADMINISTRATIVE ASSISTANT II	STA. CATALINA I
39	LAGRAMA, LENDY ORPNER	ADMINISTRATIVE ASSISTANT II	SIATON IV
40	ROLDAN, ANA MARIE MAYAN	ADMINISTRATIVE ASSISTANT II	STA. CATALINA I
41	AGUILAR, HEMA TA-UB	ADMINISTRATIVE ASSISTANT II	LA LIBERTAD I
42	ALAM, JOHN VIR DIAZ	ADMINISTRATIVE ASSISTANT II	DAUIN
43	ALAMPAY, YORICA ALABATA	ADMINISTRATIVE ASSISTANT II	ZAMBOANGUITA II
44	CARO, JAMES ENOJO	ADMINISTRATIVE ASSISTANT II	STA. CATALINA II
45	DIA-UNA, JOYCIE OMBION	ADMINISTRATIVE ASSISTANT II	MANJUYOD I
46	GARNICA, LADISLAO JR. BABOR	ADMINISTRATIVE ASSISTANT II	LA LIBERTAD II
47	GRAVADOR, CHERYL PAJUNAR	ADMINISTRATIVE ASSISTANT II	STA. CATALINA IV
48	JUMALON, CANDIDO III CUESTA	ADMINISTRATIVE ASSISTANT II	SIATON II
49	LORETO, ADRIAN IMBO	ADMINISTRATIVE ASSISTANT II	STA. CATALINA I
50	MAYOL, JOHN REY ADOLFO	ADMINISTRATIVE ASSISTANT II	MABINAY III
51	MEDEZ, RODNEY CATALBAS	ADMINISTRATIVE ASSISTANT II	SIBULAN I
52	MISSION, LOREN LIU	ADMINISTRATIVE ASSISTANT II	MABINAY I
53	PINO, EVA MAE GENEL	ADMINISTRATIVE ASSISTANT II	STA. CATALINA I
54	RICARDO, CHRISTINE BARRERA	ADMINISTRATIVE ASSISTANT II	STA. CATALINA II
55	SINCERO, YAMAMINA SALIMBAGAT	ADMINISTRATIVE ASSISTANT II	STA. CATALINA IV
56	TAGHAP, MELEDYN BALSIMO	ADMINISTRATIVE ASSISTANT II	AYUNGON II