



29-24349

Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2024-0670

To : Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division (CID)
Chief, Schools Governance and Operations Division (SGOD)
Education Program Supervisors
Public Schools District Supervisors
School Heads/Principals of Public Schools
All concerned

Subject: **ADDENDUM TO DM 0638 RE: EMPOWERING THE HEART OF SCHOOL OPERATIONS: A SKILL ENHANCEMENT FOR THE NON-TEACHING PERSONNEL ASSIGNED AT SCHOOLS**

Date: December 23, 2024

Attached are the Division Memorandum SGOD-2024-0638 and 0659 re: **EMPOWERING THE HEART OF SCHOOL OPERATIONS: A SKILL ENHANCEMENT FOR THE NON-TEACHING PERSONNEL ASSIGNED AT SCHOOLS.**

In view of this, **CHADEE MARC SALADAS** of Don Manuel Javellana ES is hereby instructed to attend the said activity in lieu of **JOHN DARWIN M. JADULCO**, AO II assigned at the Accounting Section of this Division.

Travelling and other incidental expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

Other details and information are provided in the enclosures.

For your information and guidance.


JINKY B. FIRMAN PhD, CESO VI
Schools Division Superintendent

RELEASED

DEC 23 2024

RECORDS SECTION-SDO PANABO CITY
BY 

Encl: as stated.
SGOD/aba/gcn



Schools Division Office of Panabo City
City Hall Drive, Brgy. JP Laurel, Km 31, Panabo City
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CHAMPION
Panabo ONE
DepEd Panabo:
Empowering Champions in Education
through Journeying, Blending and Fostering commitment in
providing quality education. MATATAG for all.



Republic of the Philippines
Department of Education
 REGION XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2024-0638

To: **BASILIO P. MANA-AY JR., CESO VI**
 Assistant Schools Division Superintendent
AILENE B. ANONUEVO, PhD
 Chief Education Supervisor (SGOD)

Subject: **EMPOWERING THE HEART OF SCHOOL OPERATIONS: A SKILL ENHANCEMENT FOR THE NON-TEACHING PERSONNEL ASSIGNED AT SCHOOLS**

Date: December 2, 2024

Please be informed that the conduct of the capability building on Empowering the Heart of School Operations: A Skill Enhancement for the Non-Teaching Personnel Assigned in Schools shall be on December 26-27, 2024, at the venue to be identified.

The main objective of this activity is to orient the non-teaching personnel in schools with regards to the schools' operations and governance. Participants to this activity are the non-teaching personnel assigned in schools. Final List of Participants shall be identified in a separate memorandum.

Travel and other incidental expenses relative to this activity are chargeable against the Division/School MOOE Funds while food and hotel accommodation are chargeable against the Division INSET Funds/Downloaded Funds subject to the usual accounting and auditing rules and regulations.

Please be guided accordingly.

For and in the Absence of the SDS:

[Signature]
BASILIO P. MANA-AY JR., CESO VI
 Assistant Schools Division Superintendent
 Officer In Charge

[Signature] **RELEASED**

[Signature] **DEC 02 2024**

Enclosed: As stated.
 SGOD/abs



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RECORDS SECTION, SDO PANABO CITY

BY



PROVIDING QUALITY EDUCATION
 Quality Education and Holistic Development in
 providing quality education, MATATAG for all.



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2024-0659

To: **BASILIO P. MANA-AY JR., CESO VI**
Assistant Schools Division Superintendent
AILENE B. ANONUEVO, PhD
Chief Education Supervisor, SGOD
JANWARIO E. YAMOTA
Chief Education Supervisor, CID
EDUCATION PROGRAM SUPERVISORS
PUBLIC SCHOOLS DISTRICT SUPERVISORS
SCHOOL HEADS/PRINCIPALS OF THE PUBLIC SCHOOLS
ALL CONCERNED

Subject: **ADDITIONAL INFORMATION IN THE CONDUCT OF EMPOWERING
THE HEART OF SCHOOL OPERATIONS: A SKILL ENHANCEMENT
FOR THE NON-TEACHING PERSONNEL ASSIGNED AT SCHOOLS**

Date: December 16, 2024

Please be informed that the conduct of the capability building on **Empowering the Heart of School Operations: A Skill Enhancement for the Non-Teaching Personnel Assigned in Schools** shall be on December 26-27, 2024, shall be at the Waterfront Hotel, Lanang, Davao City.

Please see attached list of participants for your reference.

All other provisions stated in Division Memorandum SGOD-2024-0635 remain in force.

Please be guided accordingly.


JINKY B. FIRMAN PhD, CESO VI
Schools Division Superintendent

RELEASED

DEC. 16 2024

Enclosed: As stated.
SGOD/aba

RECORDS SECTION SGD PANABO CITY

BY

Schools Division of Panabo City
City Hall Compound, Panabo City
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DepEd Province
Supporting Champions in Education
through Learning, Building and Promoting commitment in
providing quality education, MATATAG for all

List of Participants

No.	NAME OF SCHOOL	NAME OF PERSONNEL			PLANTILLA ITEM
1	A. O. Floirendo NHS	TUTOR	JEA ROSE	ALMOREN	F ADMINISTRATIVE ASSISTANT II - 08
2		ALEGRIA	RAQUEL	DIONAIDE	F ADMINISTRATIVE ASSISTANT III - 09
3		DELA TORRE	JEMMALYN	PEMENTIRA	F ADMINISTRATIVE ASSISTANT II - 08
4		DELA CERNA	CHARITY	ARTIZA	F ADMINISTRATIVE ASSISTANT II - 08
5	A.O. Floirendo ES/ Concordia A. Sison ES	CUBERO	MARK DONNEL	DORADO	M ADMINISTRATIVE OFFICER II - 11
6	Antonio O. Floirendo ES II/San Francisco ES	GLORIA	MICHAEL JAY	VILLACAMPA	M ADMINISTRATIVE OFFICER II - 11
7	Cabili ES	MALAZARTE	ROLLYN MARIE	OLAMIT	F ADMINISTRATIVE OFFICER II - 11
8	Don Manuel A. Javellana NHS	PORCADILLA	JONALYN	NAÏVE	F ADMINISTRATIVE ASSISTANT II - 08
9		CORTEZ	MERLYN	CEMPRON	F ADMINISTRATIVE ASSISTANT III - 09
10		TOLENTINO	JENNIFER	SITCHON	F ADMINISTRATIVE ASSISTANT II - 08
11	Dona Nenita R. Floirendo ES	LIM	RICHEL CHIN	ESTACA	F ADMINISTRATIVE OFFICER II - 11
12	Glecerio L. Dondoy CES	IGCASAMA	JUN ERNIE	DEQUIT	M ADMINISTRATIVE OFFICER II - 11
13	Gredu ES	SAUSE	ELAINE	CASTILLO	F ADMINISTRATIVE OFFICER II - 11
14	J.P Laurel ES	HINGPIT	RIZA	LIMBAROC	F ADMINISTRATIVE OFFICER II - 11
15	Licanan ES	DISCAYA	MA. APRIL JOIE	PANAGUITON	F PROJECT DEVELOPMENT OFFICER I - 11
16	Little Panay ES/Katipunan ES	CANCAN	LESTER MARK	SASO	M ADMINISTRATIVE OFFICER II - 11
17	Little Panay NHS	GERSAVA	MARICRIS	TAMONDONG	F ADMINISTRATIVE ASSISTANT II - 08
18	Lorenzo T. Concepcion IS	JUMALON	JENNIFER	BAWIN	F PROJECT DEVELOPMENT OFFICER I - 11
19	Mabunao NHS	MISOLES	LORELIE	MABOLOC	F ADMINISTRATIVE ASSISTANT II - 08
20	Malativas ES/Kasilak ES	AMOGUIS	IONE JEAN	BUSCAS	F ADMINISTRATIVE OFFICER II - 11
21	Malativas NHS	DAGASDAS	PRELA PETIT CAMELLIA	REYES	F ADMINISTRATIVE ASSISTANT II - 08
22	Manay NHS	PAYOT	KEELY SHAYE	LEYSA	F ADMINISTRATIVE ASSISTANT II - 08
23	Manuel A. Javellana ES	VILLANUEVA	RONEL	BUOT	M PROJECT DEVELOPMENT OFFICER I - 11

No.	NAME OF SCHOOL	NAME OF PERSONNEL			PLANTILLA ITEM
24	Namuag ES	RADO	GIZELLE	IDJI	F ADMINISTRATIVE OFFICER II - 11
25	Nanyo CES	DAHUYA	MARIA ODESSA	DURANGO	F ADMINISTRATIVE OFFICER II - 11
26	Narciso B. Galapin ES	MALABAD	CHELSEE GWEN	DELA CRUZ	F PROJECT DEVELOPMENT OFFICER I - 11
27	New Visayas CES	PORTRIAS	AILEEN	YANGYANG	F ADMINISTRATIVE OFFICER II - 11
28	Center/San Francisco ES	ESCOBAL	CHERRIE MAE	TUMANGDAY	F ADMINISTRATIVE OFFICER II - 11
29	Panabo City NHS	PORLARES	MARIE CRIS	CALVO	F ADMINISTRATIVE OFFICER II - 11
30		CALIPES	IVY	ALCONERA	F ADMINISTRATIVE ASSISTANT II - 08
31		DEIRIT	RUBELYN	NENIEL	F ADMINISTRATIVE ASSISTANT III - 09
32		LIM	LEAH	FUENTES	F ADMINISTRATIVE ASSISTANT II - 08
33		LAURITO	APRIL MAE	FEGARIDO	F ADMINISTRATIVE ASSISTANT II - 08
34	Panabo City SHS	MADJUS	AILYN	BERMOY	F ADMINISTRATIVE OFFICER II - 11
35		SIOSON	JOAN	LUMANGCAS	F ADMINISTRATIVE ASSISTANT II - 08
36	QUEZON NHS	UBALDO	MARIE GRACE	BERNADAS	F ADMINISTRATIVE ASSISTANT II - 08
37	Rizal ES	ALIVIADO	JAMAICA	ACLAO	F ADMINISTRATIVE OFFICER II - 11
38	Rodrigo D. Mabitad Sr. ES	ANISCAL	REX	CAPIN	M ADMINISTRATIVE OFFICER II - 11
39	San Pedro ES	NIEZ	CATHERINE	ARENAS	F ADMINISTRATIVE OFFICER II - 11
40	San Vicente ES	PALCES	EDGENE	GAMOLO	F ADMINISTRATIVE OFFICER II - 11
41	San Vicente NHS	LLAGAS	LOVELYN	MANTILLA	F ADMINISTRATIVE OFFICER II - 11
42		DOMALAURON	JUDY ANNE	FURIA	F ADMINISTRATIVE ASSISTANT II - 08
43		TABUNO	HANNA MAE	YAP	F ADMINISTRATIVE ASSISTANT III - 09
44		TUGADE	TONY MARIE	MORATA	M ADMINISTRATIVE ASSISTANT II - 08
45	Southern Davao ES	DE VERA	AIME	OMPAD	F ADMINISTRATIVE OFFICER II - 11
46	Southern Davao NHS	SARDIÑA	CATHERINE GRACE	LOPEZ	F ADMINISTRATIVE ASSISTANT II - 08
47		CUBIJANO	YVONY	CUNOI	F ADMINISTRATIVE ASSISTANT III - 09

No.	NAME OF SCHOOL	NAME OF PERSONNEL			PLANTILLA ITEM
48		VIBA	DIANNE ROSS	N/A	F ADMINISTRATIVE ASSISTANT II - 08
49		GOMEZ	ALCE	LUZON	F ADMINISTRATIVE ASSISTANT II - 08
50	Sto. Niffo ES	RETES	CARMINA	DALAYGON	F ADMINISTRATIVE OFFICER II - 11
51	Tagurot ES	ZAFRA	MIRAFLOR	UY	F PROJECT DEVELOPMENT OFFICER I - 11
52	Teofanis G. Gerona, Sr. ES	MATULIN	MAY JERRYLEN	TAGALOG	F ADMINISTRATIVE OFFICER II - 11
53	Valentin N. Daquio ES/Dalisay Village ES	JADULCO	JOHN DARWIN	MONTOYA	M ADMINISTRATIVE OFFICER II - 11
54	Salvacion ES	Mijares	Camille		AO II
55	Desiderio F. Dalisay Sr. NHS	Diorda	Rosienes		School Head
56	Kauswagan NHS	Jorolan	Jennith		School Head
57	Sindaton ES	Eleria	Anbella		School Head
58	Kasilak NHS	Revamonte	Ronilo		School Head
59	Waterfall ES	Coquilla	Winston Mark		School Head
60	Sindaton NHS	Bajao	Jeanne		School Head
61	Cagangohan NHS	Martin	Benjho		School Head
62	Nanyo NHS	Alfonso	Gabriel		School Head
63	Datu Abdul E/S	Ramos	Ruel		School Head
64	Mabunao ES	Candelasa	Roberto		School Head
65	Division Office	Anonuevo	Ailene		SGOD
66	Division Office	Luma	Keren		SGOD
67	Division Office	Mendoza	Analiza		SGOD
68	Division Office	Diligencia	Kenneth		SGOD
69	Division Office	Jayoma	Ronmar		SGOD
70	Division Office	Isleta	Lea Jane		SGOD
71	Division Office	Somoso	Lilannie		SGOD

No.	NAME OF SCHOOL	NAME OF PERSONNEL			PLANTILLA ITEM
72	Division Office	Montefolca	Jezzrei		SGOD
73	Division Office	Noel	Gladys		SGOD
74	Division Office	Firman	Jinky		Top Mgt
75	Division Office	Manay	Basilio Jir		Top Mgt