



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

Office of the Schools Division Superintendent

December 23, 2024

**DIVISION ORDER**

No. 0402 S, 2024

**RECALL OF APPROVED LEAVE OF ABSENCE**

**TO: ELAINE C. SAUSE - Administrative Officer II**

1. In the exigency of service, please be informed that your approved leave of absence on December 26-27, 2024 is hereby **recalled**.
2. As such, you are required to directly attend the **Conduct Capability Building on Empowering the Heart of School Operation: A Skill Enhancement for the Non-Teaching Personnel Assigned in Schools** shall ben on December 26-27, 2024, shall be at the Waterfront Hotel, Lanang, Davao City.
3. For strict compliance.

Noted by:   
**LEONORA D. CAÑETE**  
Principal II

Approved by:

  
**JINKY B. FIRMAN, Ph.D, CESO VI**  
Schools Division Superintendent

**RELEASED**

**DEC 26 2024**

RECORDS SECTION SDO PANABO CITY  
BY 



Schools Division Office of Panabo City  
City Hall Compound, Km 31, Panabo City  
Telephone No: (084) 823-1469  
Email: panabocity.division@deped.gov.ph

**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-2024-0659

**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**

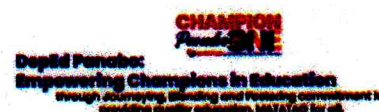
**DEC 16 2024**

Enclosed: As stated.  
SGOD/aba

RECORDS SECTION SGOD PANABO CITY  
BY 



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Tel. No. (084) 823-1469  
Email: panabocity.division@deped.gov.ph



**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 CAMELL	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	EDGEENE	GAMOLO	F	ADMINISTRATIVE OFFICER II - 11
41	San Vicente NHS	LLAGAS	LOVELYN	MANTILLA	F	ADMINISTRATIVE OFFICER II - 11
42		DOMALAUON	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. Niño 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	Deligencia	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	Jezzrel			SGOD
73	Division Office	Noel	Glady			SGOD
74	Division Office	Firman	Jinky			Top Mgt
75	Division Office	Mana-ay	Basilio Jir			Top Mgt