



Republic of the Philippines
Department Of Education
Region XI
Schools Division of Panabo

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2025-0701

To : Assistant Schools Division Superintendent
Chief of the Schools Governance and Operations Division
Chief of the Curriculum Implementation Division
Education Program Supervisors
Public Schools District Supervisors
All Section Heads
All Public Elementary and Secondary School Heads/Principals
All Concerned

Subject: **ATTENDANCE TO THE CONDUCT OF DIVISION TRAINING ON
ELEVATING SERVICE EXCELLENCE: STRENGTHENING THE ROLE OF
NON-TEACHING PERSONNEL (NTP) IN EDUCATION DELIVERY**

Date: November 20, 2025

This Office announces the conduct of the **Division Training on Elevating Service Excellence: Strengthening the Role of Non-Teaching Personnel (NTP) in Education Delivery** on **December 1-3, 2025** at **Grand Palms Villa and Hotel, Tagum City**. No proxy is allowed. *(Please see the enclosures for the complete list of participants)*

This training aims to enhance the service excellence competencies of non-teaching personnel by strengthening their administrative, technical, and support functions essential to effective education delivery. It seeks to improve their communication skills, professionalism, and teamwork while deepening their understanding of their critical role in achieving organizational goals.

The board and lodging of the participant shall be charged against PSF-OPDNTP while transportation shall be charged to Division MOOE/Local Funds for Division and to the School MOOE for school personnel, subject to the usual accounting, budgeting, and auditing rules and regulations.

For information and guidance of all concerned.


JINKY B. FIRMAN PhD, CESO VI
Schools Division Superintendent

RELEASED



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RECORDS SECTION-SDO PANABO CITY
BY 

List of Participants for AOII & PDOI Training on December 1-3, 2025

No.	Position	Name	Gender	Station
1	ACCOUNTANT III	SAGOT, MARY JOY CASAS	F	DIVISION OFFICE - Accounting Office
2	INFORMATION TECHN	DUJALI, TYRON OSTACO	M	DIVISION OFFICE - IT Office
3	ADMINISTRATIVE OFF	GACUS, RAUL ESTRADA	M	DIVISION OFFICE - Admin. Office
4	ADMINISTRATIVE OFF	MAGNO, NEO CARLO RACHO	M	DIVISION OFFICE - HR Office
5	ADMINISTRATIVE OFF	BUCAN, JENECES GRACE LAMOSTE	F	DIVISION OFFICE - HR Office/DPSU
6	ADMINISTRATIVE OFF	CANCAN, LESTER MARK SASO	M	LITTLE PANAY ES / PSD
7	ADMINISTRATIVE OFF	CUBERO, MARK DONNEL DORADO	M	A.OF ES / C.A SISON ES / PND
8	ADMINISTRATIVE OFF	GLORIA, MICHAEL JAY VILLACAMPA	M	A.O FLOIRENDO ES II / PCD
9	ADMINISTRATIVE OFF	RADO, GIZELLE IDJI	F	Admin. Office / Katipunan ES
10	ADMINISTRATIVE OFF	IGCASAMA, JUN ERNIE DEQUIT	M	G.L DONDOY ES / PSD
11	ADMINISTRATIVE OFF	MATULIN, MAY JERRYLEN TAGALOG	F	DIVISION OFFICE - DPSU / Nanyo NHS
12	ADMINISTRATIVE OFF	NIEZ, CATHERINE ARENAS	F	SAN PEDRO ES / PCD
13	ADMINISTRATIVE OFF	NOREEN KAY MARQUEZ	F	DIVISION OFFICE
14	SENIOR EDUCATION P	DELIGENCIA, KENNETH SOBRECARY	M	DIVISION OFFICE - SGOD
15	EDUCATION PROGRAM	SOMOSO, LILANNIE LAPAY	F	DIVISION OFFICE - SGOD
16	ADMINISTRATIVE OFF	SAUSE, ELAINE CASTILLO	F	GREDU ES / PCD
17	ADMINISTRATIVE OFF	DAHUYA, MARIA ODESSA DURANGO	F	DIVISION OFFICE - Accounting Office
18	ADMINISTRATIVE OFF	LIM, RICHEL CHIN ESTACA	F	DOÑA NENITA ES / PCD
19	ADMINISTRATIVE OFF	ANISCAL, REX CAPIN	M	DIVISION OFFICE - DPSU / Quezon NHS
20	ADMINISTRATIVE OFF	PORTRIAS, AILEEN YANGYANG	F	NEW VISAYAS ES / PSD
21	ADMINISTRATIVE OFF	ALIVIADO, JAMAICA ACLAO	F	RIZAL ES / PCD
22	ADMINISTRATIVE OFF	DE VERA, AIME OMPAD	F	SOUTHERN DAVAO ES / PND
23	ADMINISTRATIVE OFF	PALCES, EDGENE GAMOLO	F	SAN VICENTE ES / PCD
24	ADMINISTRATIVE OFF	MIJARES, CAMAELA BAUTISTA	F	SALVACION ES / PCD
25	ADMINISTRATIVE OFF	RETES, CARMINA DALAYGON	F	DIVISION OFFICE - HR Office/Sto. Nino ES
26	ADMINISTRATIVE OFF	ESCOBAL, CHERRIE MAE TUMANGDAY	F	PANABO CENTRAL ES / San Fran / PCD
27	ADMINISTRATIVE OFF	TABIGUE, EVANGELINE TUMANGDAY	F	VALENTIN DAQUIO ES / DALISAY ES
28	ADMINISTRATIVE OFF	MALAZARTE, ROLLYN MARIE OLAMIT	F	DIVISION OFFICE - DPSU/Cabili ES
29	ADMINISTRATIVE OFF	JADULCO, JOHN DARWIN MONTOYA	M	DIVISION OFFICE - ACCOUNTING / DATU AI
30	ADMINISTRATIVE OFF	REMOREN, SHERLYNNE CLAIRE MARIANO	F	MALATIVAS ES & KASILAK ES / PSD
31	ADMINISTRATIVE OFF	HINGPIT, RIZA LIMBAROC	F	DIVISION OFFICE / J.P LAUREL ES / PSD
32	ADMINISTRATIVE OFF	OLAER, SHIELA MAE ARLANTE	F	CONSOLACION ES / PSD
33	ADMINISTRATIVE OFF	OLAER, JONATHAN ANTALAN	M	MABUNAO ES / PSD
34	ADMINISTRATIVE OFF	SINGSON, AUBREY BUTANES	F	P. CHANGCO ES / PND
35	ADMINISTRATIVE OFF	CAVAN, AXL JAY QUIREZ	M	DIVISION OFFICE - IT Office / C.A Sison ES -
36	ADMINISTRATIVE OFF	OBLIGADO, CHESKA LOZANO	F	DALISAY VILLAGE ES / PND
37	ADMINISTRATIVE OFF	LOBUSTA, BONN GERONIMO, V SARANCA	M	MALATIVAS ES - PND
38	ADMINISTRATIVE OFF	VARGAS, ETHEL MAGNO	F	STA. CRUZ ES / PSD
39	ADMINISTRATIVE OFF	CABUGSAN, HANNA KAYE DUMAPIAS	F	ROXAS ES / PND
40	ADMINISTRATIVE OFF	CABERO, DIOMEDES JR. SERA	M	NAMUAG ES / PSD
41	ADMINISTRATIVE OFF	PAREDES, RHODA MULLET	F	SINDATON ES / PND
42	ADMINISTRATIVE OFF	MAGSAYO, MYRA JOHANNAH GELACIO	F	KIOTOY ES / PSD
43	PROJECT DEVELOPME	MALABAD, CHELSEE GWEN DELA CRUZ	F	DIVISION OFFICE - Legal/NB Galapin ES
44	PROJECT DEVELOPME	DISCAYA, MA. APRIL JOIE PANAGUITON	F	DIVISION OFFICE - HR Office / Licanan ES
45	PROJECT DEVELOPME	JUMALON, JENNIFER BAWIN	F	DIVISION OFFICE - Record Office / Lorenzo C
46	PROJECT DEVELOPME	VILLANUEVA, RONEL BUOT	M	DIVISION OFFICE - Supply Office / Don Manu

47	PROJECT DEVELOPMENT	ZAFRA, MIRAFLOR UY	F	DIVISION OFFICE - HR Office / Tagurot ES
48	ADMINISTRATIVE OFF	PORLARES, MARIE_CRIS CALVO	F	PANABO CITY NHS
49	ADMINISTRATIVE OFF	MADJUS, AILYN BERMOY	F	PANABO CITY SHS
50	ADMINISTRATIVE OFF	LLAGAS, LOVELYN MANTILLA	F	SAN VICENTE NHS
51	ADMINISTRATIVE OFF	LUMANDONG, ERIKA RAYE OÑATE	F	NANYO NHS
52	ADMINISTRATIVE OFF	TAMULA, GABRIELLE SOPHIA LOZANO	F	DESIDERIO F. DALISAY NHS
53	ADMINISTRATIVE OFF	BATION, CHRISTINE JANE LANUTAN	F	KASILAK NHS
54	ADMINISTRATIVE OFF	LAMPON, MOIRA YSOBELLE UY	F	DIVISION OFFICE - SDS Office
55	ADMINISTRATIVE OFF	TACULIN, EMMA MAGDAYAO	F	DIVISION OFFICE - HR Office
56	ADMINISTRATIVE OFF	MARQUEZ, NOREEN KAY MAPUTOL	F	DIVISION OFFICE - HR Office
57	ADMINISTRATIVE OFF	ALBITE, CHARNEL FATE CASTRO	F	T.G GERONA ES / PSD
58	ADMINISTRATIVE OFF	PONTILAR, MARK MICHAEL JADULCO	M	R.D MABITAD ES / PND
59	ADMINISTRATIVE OFF	PADILLA, RUSHFER BOB JICK LACNO	M	SINDATON NHS
60	NURSE II	DESIREE LOREEN L. BARABAT	F	DIVISION-SGOD
61	ADMIN AIDE	KAREN O. ARABEJO	F	DIVISION-SGOD
62	EPS II	LEA JANE ISLETA	F	DIVISION-SGOD