



Republic of the Philippines  
**Department of Education**  
REGION XI  
**SCHOOLS DIVISION OF DAVAO DE ORO**



Office of the Schools Division  
Superintendent

December 19, 2023


DIVISION MEMORANDUM  
No. 1051, s. 2023

**NON-TEACHING INDUCTION PROGRAM CY 2023**

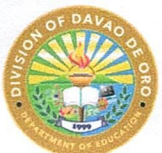
TO : Assistant Schools Division Superintendent  
Chief, School Governance and Operations Division (SGOD)  
Chief, Curriculum Implementation Division (CID)  
Concerned Non-teaching Personnel

1. This Division through the Human Resource Development Section of the School Governance and Operations Division will conduct a Non-teaching Induction Program (NTIP) CY 2023 among the newly hired non-teaching personnel on December 27-29, 2023 at Heroben Hometel, Tagum City. It aims to orient newly - hired non - teaching personnel of the Schools Division Proper on necessary information about the organization, their duties and responsibilities, policies and procedures as mandated by both the Department of Education and the Civil Service Commission. This will allow them to have a clear understanding of DepEd's mandates and regulate their work efforts towards achieving them.
2. Attached is the list of expected participants for the said induction program.
3. Attendance to NTIP is on **Official Business**. The meals and accommodation of the participants, learning facilitators and technical working group shall be charged against Organizational Professional Development – Non-teaching Personnel Funds while their daily transportation expenses will be charged to School/Division MOOE or any other local funds subject to the usual accounting and auditing rules and regulations.
4. In view of this, all approved leave of absence of the expected participants and the technical working group are hereby recalled.
5. For your information and compliance.

  
**CRISTY C. EPE**

Schools Division Superintendent 

As stated  
Reference:  
FN: DCA\_HRD\_NTIP CY 2023



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro  
Contact No. 0951-387-1728 (TNT); 0915-399-7779 (Globe)  
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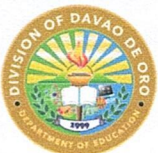
Enclosure 1:

Program Management Team

Name	Date	Role
Dennis C. Alcano	December 26-29, 2023	PMT - Lead
Erjen Mae N. Itanong	December 26-29, 2023	PMT - Member
Margirie M. Asuque	December 28-29, 2023	PMT - Member
Jassel V. Borila	December 26-29, 2023	PMT - Member

Learning Facilitators

Name	Position	Topic
Charmain Jay A. Refuerzo	School Principal IV	DepEd Aspiration – DepEd VMVs
Ana O. Cerbo	Administrative Officer II / OIC – Records Officer	Employees Benefits
Dennis C. Alcano	SEPS – HRDS	Complete Staff Work Session
Michael S. Añoda	Master Teacher / SIC	Interpersonal Relationship in the Workplace
Luz E. Comonal	Administrative Officer IV / HRMO II	Orientation of the Office Compendium version 3 and Individual Compendium
	Dennis C. Alcano SEPS - HRDS	Crafting of Individual Performance Commitment and Review Form



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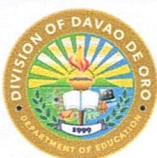
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Enclosure 2:

**LIST OF PARTICIPANTS**

<b>NO</b>	<b>LAST NAME</b>	<b>FIRSTNAME</b>	<b>MIDDLE NAME</b>	<b>POSITION</b>	<b>STATION / SCHOOL</b>
1	FRANCISQUETE	DYNA	GUDIO	ADMINISTRATIVE OFFICER II	Bahi, Langgawisan, Mapawa, New Albay, Paloc, Tupaz NHS
2	BORILA	JASEL	VARGAS	ADMINISTRATIVE OFFICER II	Libaylibay NHS, Pangin NHS, New Visayas NHS
3	QUIBOL	SARAH MAE	RAMOS	ADMINISTRATIVE ASSISTANT III	COMPOSTELAN NHS
4	ALIGUAY	JOHNY	CALLEOD	ADMINISTRATIVE ASSISTANT III	MONTEVICISTAS
5	BETONIO	LILY ROSE	ESPERANZA	ADMINISTRATIVE ASSISTANT III	BABAG NHS
6	URBODA	ANNIE ROSE	MEÑALES	ADMINISTRATIVE ASSISTANT III	DISTRICT OFFICE
7	BALUIS	DAVIE	EFONDO	ADMINISTRATIVE ASSISTANT III	MAINIT NHS
8	SAPIO	TEODORO JR	OCHO	ADMINISTRATIVE ASSISTANT III	LEGAL UNIT
9	BARROGA	JANNAH THERESE	REVILLEZA	ADMINISTRATIVE ASSISTANT III	NABUNTURAN CES
10	LUMANTAS	JUNA	TAFALLA	ADMINISTRATIVE ASSISTANT III	SGOD
11	CLARION	PAULINE	SORDILLA	ADMINISTRATIVE ASSISTANT III	ACCOUNTING UNIT
12	PONCE	MERCEDITA	RELAMPAGOS	ADMINISTRATIVE ASSISTANT III	MANAT NHS



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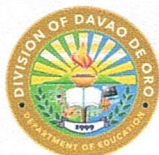




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13	CABONCE	ALYSSA SANDREA	CAÑON	ADMINISTRATIVE ASSISTANT III	MACO HCES
14	BINGIL	BALDWIN	REYES	ADMINISTRATIVE AIDE III	ASDS
15	BASCO	MARY ANN	AYSON	ADMINISTRATIVE AIDE III	NNCHS
16	NALAM	SARAH MAE	GUINOO	ADMINISTRATIVE AIDE III	NNCHS
17	SANGRADOR	LOVELY JOY	MANA-AY	ADMINISTRATIVE AIDE III	NNCHS
18	PELAEZ	GRINGO JOHN	FLORES	MEDICAL OFFICER III	SHN UNIT
19	CABANSAG	EDDIE	AGBON	EDUCATION PROGRAM SPECIALIST	SDO-LEARNING RESOURCE MANAGEMENT CENTER
20	DELA SILVA	RHOMARIE	JALOS	ADMINISTRATIVE ASSISTANT III	ELIZALDE NHS
21	VACALARES	GLENN	DUNQUE	ADMINISTRATIVE ASSISTANT III	SDO-ACCOUNTING UNIT
22	DINOPOL	LORMIE	MAGSAYO	ADMINISTRATIVE ASSISTANT III	MAGNAGA NHS
23	BANDIOLA	FE	LIBRANZA	ADMINISTRATIVE ASSISTANT III	COMPOSTELA WEST
24	LLANDA	HERMILENE	MAGHINAY	ADMINISTRATIVE ASSISTANT III	ANDILI NHS
25	PUSTA	VINCENT ELVIN	BANICO	ADMINISTRATIVE ASSISTANT III	MABINI CES



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