



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
DIVISION OF PAGADIAN CITY



December 1, 2023

DIVISION MEMORANDUM

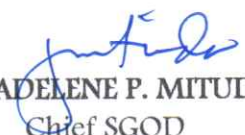
No. 289, s.2023

**ORIENTATION-WORKSHOP ON HUMAN RESOURCE PERSONNEL ACTION
FOR THE NEWLY-HIRED NON-TEACHING PERSONNEL**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors (SGOD, CID)
Education Program Supervisors
Public Schools District Supervisors
School Heads (Public Elementary and Secondary)
All Others Concerned

1. The Schools Division Office of Pagadian City through the Human Resource Personnel Section will conduct an **Orientation-Workshop on Human Resource Personnel Action for the Newly-Hired Non-Teaching Personnel** on December 4-5, 2023, 8:00-5:00 pm at Mardale Hotel, Pagadian City.
2. This activity aims to provide the newly-hired Non-Teaching Personnel with concrete and deeper understanding of the basic knowledge about personnel administration including remittances, personnel benefits and personnel qualifications for promotions and reclassifications and to equip them in checking the completeness of requirements for monetary claims and knowledge regarding leave administration and proportional vacation pay.
3. Participants to this activity are the newly-hired Non-Teaching Personnel. Enclosed is the list of participants.
4. Meals, snacks, and materials shall be charged against OPDNTP Funds 2023 subject to existing accounting and auditing rules and regulations
5. For further inquiries and clarifications, you may contact **Carlos M. Fuerzas, Jr.** at HRMO Section.
6. Immediate dissemination of this Memorandum to all concerned is earnestly desired.

For the Schools Division Superintendent:


MA. MADELENE P. MITUDA, EdD
Chief SGOD
In-Charge of Office

HRMO/Division Memo
12/01/2023



Department of Education, Pagadian City Division, San Jose Heights, San Jose, Pagadian City

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Enclosure No. 1 to Division Memorandum No. _____

List of Participants

1. LAROT, JIELEN P.	ADMINISTRATIVE AIDE-VI
2. RAMOS, AGAPITO C.	ADMINISTRATIVE ASSISTANT-III
3. ESPAÑOL, RICKY JAMES B.	ADMINISTRATIVE ASSISTANT-III
4. ASIM, GRACE JOY ANTHONY E.	ADMINISTRATIVE ASSISTANT-II
5. CABAUG, ABELOIEMA S.	ADMINISTRATIVE AIDE-VI
6. CENIZA, CARL JUN D.	ADMINISTRATIVE AIDE-VI
7. MARZON, SARAH KAYE M.	ADMINISTRATIVE AIDE-VI
8. BATERNA, WINLOVE F.	ADMINISTRATIVE AIDE-VI
9. ABDON, EMILY A.	ADMINISTRATIVE AIDE-VI
10. LATIP, BAI HASNAH	ADMINISTRATIVE AIDE-VI
11. JUSAY, RIEZEL MAE A.	ADMINISTRATIVE ASSISTANT-III
12. GLORIA, AUBREY SUNDAY M.	ADMINISTRATIVE ASSISTANT-III
13. ALONZO, NORJIN MAE A.	ADMINISTRATIVE ASSISTANT-III
14. BENDER, KEANU CEASAR V.	ADMINISTRATIVE ASSISTANT-II
15. MARBELLA, REA GRACE F.	ADMINISTRATIVE ASSISTANT-II
16. MONTERO, LOUEGY E.	DISBURSING OFFICER-II
17. BANCALE, JEFFREY A.	ADMINISTRATIVE ASSISTANT-II
18. GABOR, CZARVI MARK B.	SENIOR BOOKKEEPER
19. GUMIBAO, NECO NEPTALI E.	SENIOR BOOKKEEPER
20. OBERES, KENT GARRY G.	ADMINISTRATIVE ASSISTANT-III

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