



Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
DIVISION OF PAGADIAN CITY

Enclosure No. 1 to Division Memorandum No. _____

List of Participants

1. Christine F. Sy
2. Judith Mirasol A. Daan
3. Annjhorie J. Villa
4. Rosie A. Martinez
5. May Ann N. Sanchez
6. Abraham U. Tagalog
7. Fat'ma Sherifa Edayra M. Mama
8. Pennylove A. Rafal
9. Charlemagne Ryan O. Lerias
10. Mary Ann S. Savarez
11. Jho Anne D. Bagalando
12. Rheyra B. Gahapon
13. Emily T. Barnido
14. Jessabelle S. Camero
15. Mary Lita C. Caraca
16. Ofelia B. Egam
17. Marivic G. Nigus
18. Christian L. Singson
19. Karen C. Espinoza
20. Genevieve A. Abiles

HRMO/Division Memo
03/29/2023



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





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RELEASED
3-M-M
March 29, 2023

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DIVISION MEMORANDUM

No. 43, s.2023

**ORIENTATION-WORKSHOP ON HUMAN RESOURCE PERSONNEL ACTION
FOR THE NEWLY-HIRED ADMINISTRATIVE OFFICER II**

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 Administrative Officer II** on April 4-5, 2023, 8:00-5:00 pm at Hotel Guillermo, Pagadian City.
2. This activity aims to provide the newly-hired Administrative Officer II 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 AO II. Enclosed is the list of participants.
4. Meals, snacks, and materials shall be charged against OPDNTF Funds 2022 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.


MA. LIZA R. TABILON, EdD, CESO V
Schools Division Superintendent

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