

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. Rheyma 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

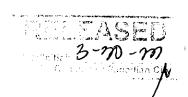




Republic of the Philippines

Department of Education

Region IX, Zamboanga Peninsula **DIVISION OF PAGADIAN CITY**



March 29, 2023

DIVISION MEMORANDUM No. <u>19</u>, 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 OPDNTP 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.

TABILON, EdD, CESO V Schools Division Superintendent y

HRMO/Division Memo 03/29/2023



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