



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OFFICE OF NUEVA ECIJA

DEP-ED SDO N.E.  
**RELEASED**  
MAY 22 2023

**RECORDS SECTION**

22 May 2023

DIVISION MEMORANDUM  
No. 146 s. 2023

**CAPACITY BUILDING ON PERSONNEL ACTIONS AND PROCESSES FOR ADMINISTRATIVE OFFICERS**

To: Assistant Schools Division Superintendents  
Division Chiefs  
Public Schools District Supervisors  
Elementary and Secondary School Principals/Head Teachers  
All Others Concerned

1. To capacitate the administrative officers with knowledge, skills, and competencies in personnel actions and processes, this division will be conducting an activity titled "Capacity Building on Personnel Actions and Processes for Administrative Officers" at the Schools Division Office of Nueva Ecija Conference Hall, PAGCOR Building, Santa Rosa, Nueva Ecija with the following schedules:
  - a. Batch 1: June 13 & 14, 2023
  - b. Batch 2: June 15 & 16, 2023
2. The said activity aims to capacitate the participants in the standard process and procedures of the different personnel actions to ensure the efficient delivery of government services.
3. Attached are the following enclosures:
  - Enclosure 1. List of Participants
  - Enclosure 2. Technical Working Group
  - Enclosure 3. Training Matrix
4. This memorandum shall serve as the authority to travel of the trainers and participants which shall be charged against school/local funds subject to usual accounting and auditing procedures.
5. Immediate dissemination of this memorandum is desired.

  
**ENGR. EDGARD C. DOMINGO, PhD, CESO V**  
Schools Division Superintendent

Encl.: As stated  
Reference: 2017 ORA-OHRA (Revised 2018)  
To be indicated in the Perpetual Index  
Under the following subject:  
CAPACITY BUILDING PERSONNEL ACTIONS AND PROCESSES

DM 2023: CAPACITY BUILDING ON PERSONNEL ACTIONS AND PROCESSES FOR ADMINISTRATIVE OFFICERS  
1-3-2/RBG 05-22-2023



**Address:** Brgy. Rizal, Santa Rosa, Nueva Ecija 3101  
**Telephone No.:** (044) 940 3121  
**Email:** nueva.ecija@deped.gov.ph  
**Facebook Page:** DepEd SDO Nueva Ecija  
**Webpage:** www.deped-ne.net.ph



**List of Participants**

**Batch 1 - June 13 & 14, 2023**

<b>NO.</b>	<b>NAME</b>	<b>DISTRICT</b>
1	Jocelyn De Leon Cabe	Aliaga
2	John John Jimenez Villanueva	Aliaga
3	Kimberly Jose Claro	Aliaga
4	Louise Daphne Ancheta Tabigne	Aliaga
5	Mark Daniel Bigornia	Aliaga
6	Clayzes Santiago Vargas	Bongabon
7	Jasmin Valdez Calosa	Bongabon
8	Marivie Anne Valerio Garcia	Bongabon
9	Alex De Guzman Bulanadi	Cabiao
10	Alexis Ivan Fernando Jacosalem	Cabiao
11	Christian Carillo-Maraya	Cabiao
12	Jennifer Villaflor Mesa	Cabiao
13	Jovelle Santos Dela Cruz	Cabiao
14	Aiza Gapasin Umagat	Carranglan
15	Bernardo Serios Agbuya	Carranglan
16	Dea Ronna B. Lorenzo	Carranglan
17	Eduardo Bulado Pangilinan	Carranglan
18	Mary Ann Orpilla Peñalosa	Carranglan
19	Ruben Rosas Garcia Jr.	Carranglan
20	Ayeen Ordonia Dacanay	Cuyapo East
21	Cherjorie Oasay Pascual	Cuyapo East
22	Honey Jane Pablo Abarquez	Cuyapo East
23	Marieanne M Viray	Cuyapo East
24	Richard Facunla Mateo	Cuyapo East
25	Alexis Seraspi Dagdag	Cuyapo West
26	Clydell Mar Laureano Pascua	Cuyapo West
27	Jaypee Dela Cruz Lacsá	Cuyapo West
28	Julieta Garcia	Cuyapo West
29	Katherine Obedoza Gapulan	Cuyapo West
30	Marian Cauzon Reyes	Cuyapo West
31	Melissa Mae Onal Descalso	Cuyapo West
32	April Jane Agas Cabuang	Gabaldon
33	Argie Mae Lopez Villasan	Gabaldon
34	Arvin Catalan Cañamo	Gabaldon
35	Liezl Ann Germino Cañamo	Gabaldon
36	Ma. Librada Trinidad Linaza Perez	Gabaldon
37	Mark Angelo A. Magtalas	Gabaldon
38	Raymond I. Laureano	Gabaldon
39	Ronn Eddie Gabriel Lopez Melgar	Gabaldon
40	Rose Ann Basa	Gabaldon
41	Divina Gracia Duque Ison	Gen. M. Natividad
42	Jan Carlo M. Tenerife	Gen. M. Natividad

43	Kathleen Gonzales Esteban	Gen. M. Natividad
44	Ma. Regina C. Obedoza	Gen. M. Natividad
45	Rommel Ortiz Bernardo	Gen. M. Natividad
46	Ellaine Rose I. Magat	Gen. Tinio
47	Kevin Christian M. Sombito	Gen. Tinio
48	Armel Kenneth Pascual Domingo	Guimba East
49	Giselle Fernandez Tumibay	Guimba East
50	Joseph Ross Fernandez Baliite	Guimba East
51	Lizelle Castaneda Rodriguez	Guimba East
52	Mary Ann Tulagan Gadiano	Guimba East
53	Analyn Dela Fuente Fajardo	Guimba West
54	Jeffrey Primero Arlantino	Guimba West
55	Maricar Aguilar Concepcion	Guimba West
56	Marissa Manago Cabrera	Guimba West
57	Regielyn Lagmay Arzadon	Guimba West
58	Romielyn Joy T. Francisco	Guimba West
59	Clarizza Paltao Santiago	Jaen North
60	Hazel C. Encarnacion	Jaen North
61	Jaye Chariz Cruz Bartolome	Jaen North
62	Katrina Alexis Chua Dulay	Jaen North
63	Myla Mariano Yabot	Jaen North
64	Sheena Hilado Banting	Jaen North
65	Arianne Cristobal Hipolito	Jaen South
66	Arriane Adriano Bayan	Jaen South
67	Camille Valmonte Castro	Jaen South
68	Jibbezzar Sagun Cayabyab	Jaen South
69	Karl De Belen Payumo	Jaen South
70	Aireen R. Ibanez	Laur
71	Clarette Ann Pio Daniel	Laur
72	Jeliza Katrine Carlos	Laur
73	Jillian Simbulan Evangelista	Laur
74	Kavina Kaye Valderama Bernabe	Laur
75	Marilyn Parica Galang	Laur
76	Ariane Joy Chico Pascua	Licab
77	Guillermo D. Galang Jr.	Licab
78	Mara Jane Galacgac Roque	Licab
79	Myra Sarmiento Pastidio	Licab
80	Abegail Gungon Dela Cruz	Llanera

**Batch 2 – June 15 & 16, 2023**

<b>NO.</b>	<b>NAME</b>	<b>DISTRICT</b>
81	Belinda Celine Bote Alota	Llanera
82	Danica Dela Cruz Alvarez	Llanera
83	John Moises Camoral Tomas	Llanera
84	Nirvana Winslet B. Alota	Llanera
85	Rea Aguinaldo Sinay	Llanera

86	Christine Marie Barazon Quinto	Lupao
87	Hanah Grace Degan Nimer	Lupao
88	Lucel Marie Miranda Paguibitan	Lupao
89	Dayne Paulline B. Nuestro	Palayan City
90	Michelle Angela Cailing Abenoja	Palayan City
91	Michelle Ann L. Ramirez	Palayan City
92	Freida Luisa R. Garcia	Pantabangan
93	Aris Cruz Salvacion	Pantabangan
94	Danica Soriano Manubay	Pantabangan
95	Freida Luisa R. Garcia	Pantabangan
96	Jay Lord Meligrito Gamay	Pantabangan
97	Mariel Sambrano Guillermo	Pantabangan
98	Micah Castro Pablo	Pantabangan
99	Radiant Ray Ares Obina	Pantabangan
100	Aldren, Changa, Garcia	Peñaranda
101	Anna Marie Galiste Caling	Peñaranda
102	Guenna Abela Bautista	Peñaranda
103	Jerick Patiag Mariano	Peñaranda
104	Terry Lou Oanes Leabres	Peñaranda
105	Janet Dela Cruz Imperio	Quezon
106	Jayzel Reyes Santiago	Quezon
107	Joy Giron Cudia	Quezon
108	Kristelle Faye Macapagal Guevarra	Quezon
109	Marck Tristan B. Martin	Quezon
110	Mary Joy Sarmiento Fernando	Quezon
111	Aaron Inocencio Bartolome	Rizal
112	Alona Joy Mandia Angeles	Rizal
113	Grace Bulusan Allecer	Rizal
114	Jhenilyn Lucas Bernardo	Rizal
115	Lizel Ocampo Regala	Rizal
116	Maricel Blas Ugaban	Rizal
117	Maricel Grospe Dasalla	Rizal
118	Mark Ace Christian Acosta Cruz	Rizal
119	Mark Argel Trinidad	Rizal
120	Mark Joseph Factor	Rizal
121	Connie Manabat Arzanan	San Antonio
122	Cyrus Ashley Yaguil Crisostomo	San Antonio
123	Heherson M. Magbitang	San Antonio
124	Jowel Santiago Santiago	San Antonio
125	Odeah Jimenez Canedo	San Antonio
126	Blesilda Ramirez Matias	San Isidro
127	Deogracias Cabungcal Villareal Jr.	San Isidro
128	Jeanne De Jesus Ortiz	San Isidro
129	Lovely Mae S. Oria	San Isidro
130	Rowel Capinpin Mateo	San Isidro
131	Divina Paz Velasco Flores	San Leonardo
132	Karla Joy Reyes Francisco	San Leonardo

133	Ma. Kristina P. Diaz	San Leonardo
134	Meiissa Taipiacido Pineda	San Leonardo
135	Rodalyn Pagaduan	San Leonardo
136	Kathryn De Guzman Nicanor	Santa Rosa North
137	Mitchelle Pam Ongoco Dumlao	Santa Rosa South
138	Ronabie Paclarin Mallari	Santa Rosa South
139	Carizza Mae Iglesia Alapriz	Santo Domingo
140	Christian Aquino Lumabas	Santo Domingo
141	Jhenalene Roasa Murla	Santo Domingo
142	Cresta Marie Sevilla Banting	Sto. Domingo
143	Jaesary Mae Padlan Adalem	Sto. Domingo
144	Shierina May Panganiban Balmater	Sto. Domingo
145	Diana Kate S. Ylagan	Talavera North
146	Erriz Shayne Patacsil Aquino	Talavera North
147	Irish Fae Espiritu Bartolome	Talavera North
148	Krissiah Catembung Tirazona	Talavera North
149	Maureen Mae De Guzman Garcia	Talavera North
150	Sofia Magno Ibay	Talavera North
151	John Ray Vera Cruz Dela Cruz	Talavera South
152	Juvie Esperna Bolido	Talavera South
153	Melvin Isip Tolentino	Talavera South
154	April Joyce Castro Prejillana	Talugtug
155	Camille Rose Mateo Pimentel	Talugtug
156	Carlos Isagani Pascual Mateo	Talugtug
157	Gemma Angala Rigdao	Talugtug
158	Jennelyn Gorro Casul	Talugtug
159	Emily C. Magno	Zaragoza
160	Lovely Balingit Cayosa	Zaragoza

**Technical Working Group**

**CAPACITY BUILDING ON PERSONNEL ACTIONS AND PROCESSES FOR  
ADMINISTRATIVE OFFICERS**

Schools Division Office of Nueva Ecija Conference Hall  
PAGCOR Building, Santa Rosa, Nueva Ecija  
June 13-16, 2023

**EXECUTIVE COMMITTEE:**

**ENGR. EDGARD C. DOMINGO, PhD, CESO V**  
Schools Division Superintendent

**MINA GRACIA L. ACOSTA, PhD, CESO VI**  
Assistant Schools Division Superintendent

**RONILO E. HILARIO, CESO VI**  
Assistant Schools Division Superintendent

**ORLANDO C. DE LEON**  
Administrative Officer V

**TECHNICAL WORKING COMMITTEE:**

**PLANNING COMMITTEE:**

**Chairperson: ROXER ERWIN B. GARCIA**  
Administrative Officer IV

**Co-chair: MARY JANE J. ROMERO**  
Administrative Assistant III

**Members: MELANIE S. GARCIA**  
Administrative Officer II

**SANDI D. BUENAVENTURA**  
Administrative Officer II

**LIBERTY R. CONSTANTINO**  
Administrative Officer II

**TECHNICAL COMMITTEE:**

**Chairperson: MARY JANE J. ROMERO**  
Administrative Assistant III

**Co-Chair: KENNETH TRISTAN SILVERIO**  
Administrative Assistant III

**Members: RENAN S. BERNARDO**  
Administrative Assistant III

**RYAN RAY A. CORTEZ**  
Administrative Aide VI

**COMMITTEE ON MONITORING AND EVALUATION:**

**Chairperson: JET LEE T. OCAMPO**  
SEPS II, M & E

**Members: MARK ANTHONY T. CALABANO**  
EPS II, M & E

**Training Matrix**

<b>TIME</b>	<b>TOPIC/ACTIVITY</b>	<b>TRAINER/FACILITATOR</b>
<b>First Day</b>		
8:00 - 8:30 a.m.	Registration of Participants	Training Management Team
8:30 - 9:00 a.m.	Opening Program Pre-Test	
9:00 - 10:30 a.m.	Session 1: Recruitment and Selection	Roxer Erwin B. Garcia <i>Administrative Officer IV</i> Aldreen G. Salonga <i>Administrative Officer II</i>
1030 - 11:00 a.m.	Session 2: Publication of Vacant Positions Workshop	Jayson M. Nool <i>Administrative Assistant II</i> Marissa M. Pondoc <i>Administrative Officer II</i>
11:00 - 12:00 p.m.	Session 3: Appointment and Other Human Resource Actions	Jan Michael C. Murla <i>Administrative Officer II</i>
12:00 - 1:00 p.m.	Lunch Break	
1:00 - 3:00 p.m.	Continuation of Session 3 Workshop	Mary Joy O. Garcia <i>Administrative Officer II</i>
3:00 - 5:00 p.m.	Session 4: Leave Administration Workshop	Arlyn B. Bautista <i>Administrative Officer II</i> Floyd B. Cabacungan <i>Administrative Officer II</i>
<b>Second Day</b>		
8:00 - 11:00 a.m.	Session 5: Claims and Benefits Workshop	Caironnisah P. Madale <i>Administrative Officer II</i> Kamille D. Santos <i>Administrative Officer II</i>
11:00 - 12:00 p.m.	Session 6: Payment	Jonalyn G. Bartolome <i>Administrative Officer II</i>
12:00 - 1:00 p.m.	Lunch Break	
1:00 - 2:00 p.m.	Continuation of Session 6 Open Forum	Vya G. Reyes <i>Administrative Officer II</i>
2:00 - 3:30 p.m.	Session 7: Payroll	Gennie D. Narca <i>Administrative Officer II</i>
3:30 - 4:30 p.m.	Session 8: GSIS Updating and Remittances	Ricomar G. Sindandum <i>Administrative Assistant III</i>
4:30 - 5:00 p.m.	Post Test Closing Program	Training Management Team