



102021-038

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

20 OCT 2021

DIVISION MEMORANDUM
No. 499 s. 2021

RENEW, REBUILD AND REVAMP: A SKILLS TRAINING FOR DIVISION OFFICE PERSONNEL

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Unit/Section
Public Elementary and Secondary School Heads
All Others Concerned

1. In reference **DepEd Order No. 32 s.2011** entitled **Policies and Guidelines on Training and Development (T&D) Programs and Activities**, each office in the Department is responsible for ensuring the relevance and adequacy of T&D or L&D programs and activities in support of the individual personnel competency development, with this regard, this office announces **Renew, Rebuild And Revamp: A Skills Training For Division Office Personnel** on **October 25-29, 2021** via limited face to face interaction at Malagonlong Hall, SDO proper.
2. The said training will focus on Electrical Installation and Maintenance and Computer-related software/ applications relevant to the field.
3. Participants of the said training will be all Job Order employees and Non-teaching personnel of the division including those that are deployed in different schools.
4. The Division medical team will ensure proper implementation of IATF Health protocol and monitor health condition of the participants and recommend appropriate action for those who needs medical attention.
5. Attached is the List of Participants and their schedule of training and the technical working committee:
Enclosure 1: List of Participants for Electrical Installation and Maintenance (October 25, 2021),
Enclosure 2: List of Participants for Computer-related software/ application Batch 2-5 (October 26-29, 2021), and
Enclosure 3: Technical Working Committee (October 25-29, 2021).



Brgy. PotoI, Tayabas City




(042) 710-0329 or (042) 785-9615

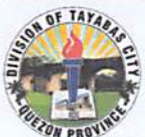


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6. Widest dissemination and strict compliance of this Memorandum is desired.


GERLIE M. ILAGAN, CESO VI
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent



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Enc. As stated.

Enclosure 1

**List of Participants for Electrical Installation and Maintenance
(October 25, 2021)
8:00a.m-5:00p.m**

NO.	LAST NAME	FIRST NAME	POSITION	ASSIGNED OFFICE
1	Averilla	Larry	Security Guard I	LPIHS
2	Capati	Nixon Leonard	Admin Aide III	LPIHS
3	Contreras	Abel	Admin Aide I	LPIHS
4	Dalit	Menandro	Security Guard I	LPIHS
5	Honrade	Lilioso	Security Guard II	LPIHS
6	Jasmin	Norberto	Security Guard I	LPIHS
7	Pabulayan	Crisanto	Admin Aide I	LPIHS
8	Saberola	Eduardo	Admin Aide I	LPIHS
9	Guinto	Jojo	Security Guard	SDO
10	Ladines	Tristan Jay	UTILITY	SDO
11	Zafranco	Johny	UTILITY	SDO
12	Dalmacia	Jayson	UTILITY	SDO
13	Catipon	Rudvic	Security Guard	SDO
14	Padilla	Ian Paolo	Security Guard	SDO
15	Alvares	Jayson	Security Guard	SDO
16	Aranilla	Wilson	Security Guard	SDO
17	Cabuyao	Ervic	Security Guard	SDO
18	Eguia	Henry Reiner	Security Guard	SDO
19	Querubin	Buenaventura Jr.	Security Guard	SDO
20	Zarzadias	Joel	Security Guard	SDO
21	Sta Maria	John Carlo	Security Guard	SDO

Enclosure 2

**List of Participants for Computer-related software/ application- Batch 2
(October 26, 2021)
8:00a.m-5:00p.m**

NO.	NAME		POSITION	ASSIGNED OFFICE
	LAST	FIRST		
1	Limbo	Joyce Anne	Administrative Assistant III	ACCOUNTING
2	Rago	Charlene	Administrative Assistant III	ACCOUNTING
3	Pastrana	Maria Elizabeth	Administrative Assistant III	ADMIN
4	Millares	Benjamin	Administrative Officer V	BUDGET
5	Galleno	Mildred	Educational Program Specialist	CID
6	Quintero	Luzviminda Cynthia Richelle	Educational Program Supervisor	CID
7	Salazar	Beatrice	Administrative Aide VI	CID
8	Escobinas	Ermelo	Project Development Officer II	LRMDS
9	Maningas	Jobelle	Administrative Assistant III	OSDS
10	Oabel	Josefina	Administrative Officer IV/ HRMO II	PERSONNEL
11	Zafranco	Ferex	Administrative Officer II	PERSONNEL
12	Contreras	Mariles	NURSE II	SGOD
13	Lagar	Marife	Planning Officer III	SGOD
14	Saludares	Luzviminda	Senior Education Program Specialist	SGOD
15	Aranilla	Elvira	Admin Aide IV	LPIHS
16	Javier	Cristeta	Admin Aide I	LPIHS
17	Martillana	Noralyn	Admin Aide I	LPIHS
18	Pabulayan	Crisanto	Admin Aide I	LPIHS
19	Oabel	Loveday Alyssa	Administrative Officer II	TWCS I
20	Aguila	Joy Liwayway	Administrative Officer II	KALUMPANG
21	Rivera	Rosalie	REGISTRAR I	BANHS-SHS
22	Collantes	Mark Joseph	Administrative Aide II	ADMIN
23	Nadres	Lourdes	Administrative Aide II	CID
24	Saberola	Aeryll	Administrative Aide II	CASH
25	Zaracena	Janine	Administrative Aide II	CID
26	Claveria	Lawrence	Administrative Aide II	ADMIN
27	Vito	Charlene	Administrative Aide II	SUPPLY
28	Aguilar	Frederick	Administrative Aide II	ICT

**List of Participants for Computer-related software/ application- Batch 3
(October 27, 2021)
8:00a.m-5:00p.m**

NO.	NAME		POSITION	ASSIGNED OFFICE
	LAST	FIRST		
1	Cuaterno	Marilou	Admin Assistant III	ACCOUNTING
2	Javal	Frances Thea	Administrative Assistant III	ACCOUNTING
3	Malijan	Ma Jobelle	Administrative Assistant III	BUDGET
4	Sanchez	Juslyn Rose	Administrative Assistant II	CASH
5	Bables	Christian	Education Program Supervisor	CID
6	Chavez	Jerome	Education Program Supervisor	CID
7	Talabong	Georgia	Education Program Supervisor	CID
8	Eclavea	Edna	LIBRARIAN II	LRMDS
9	Dazo	Kathleen	Administrative Assistant III	PERSONNEL
10	Gob	Laura Vida	Administrative Assistant III	PERSONNEL
11	Buera	Jeanette	Administrative Assistant III	RECORDS
12	Brizuela	Joan Kathleen	Education Program Specialist II	SGOD
13	Rabano	Jean Rose	Education Program Specialist II	SGOD
14	Sia	Connie	MEDICAL OFFICER III	SGOD
15	Zagala	Francheska Wynori Jane	Administrative Aide VI	SGOD
16	Peñamora	Vilma	Admin Aide IV	LPIHS
17	Romero	Racel	Admin Officer I	LPIHS
18	Sabio	Aleli Grace	Admin Aide IV	LPIHS
19	Reyes	Jerick	Administrative Assistant III	TECS
20	Songcaya	April Jean	Administrative Officer II	TWCS III
21	Arriola	Neil Elaine	Administrative Assistant II	BANHS-SHS
22	Ayala	John Axl	Administrative Aide II	SGOD
23	Bombani	Mark Paul	Administrative Aide II	BUDGET
24	Mabilin	Philip Nerius	Administrative Aide II	ADMIN
25	Razon	Johanne Mae	Administrative Aide II	OSDS
26	Zafranco	Kim Harold	Administrative Aide I	ADMIN
27	Villa	Mavrick	Administrative Aide I	ACCOUNTING
28	Saligumba	Jhommel	Administrative Aide I	ICT

Enclosure 4

**List of Participants for Computer-related software/ application- Batch 4
(October 28, 2021)
8:00a.m-5:00p.m**

NO.	NAME		POSITION	ASSIGNED OFFICE
	LAST	FIRST		
1	Cabriga	Cleotilde	Administrative Assistant III	ACCOUNTING
2	Cabuyao	Dexter	Administrative Aide IV	ADMIN
3	Aureada	Joseph Jay	Educational Program Supervisor	CID
4	Cabalsa	Pazzyla Lydda	Administrative Assistant III	OASDS
5	Eslacin	Ma. Theresa	Administrative Aide VI	PERSONNEL
6	Hernandez	Grasiela	Administrative Officer II	PERSONNEL
7	Borbon	Maria Corazon	Senior Education Program Specialist	SGOD
8	Padillo	Alelie	NURSE II	SGOD
9	Rodriguez	Edwin	Chief Education Supervisor - SGOD	SGOD
10	Talavera	Jayne Paula	DENTIST II	SGOD
11	Palma	Maria Teresa	Admin Officer IV	LPIHS
12	Piquero	Rosanna	Senior Bookkeeper	LPIHS
13	Rosilla	Felisa	Admin Asisstant II	LPIHS
14	Caagbay	Donnabelle	Administrative Officer II	TECS
15	Rada	Claribel	Administrative Assistant II	TWCS I
16	Anareta	Joseito	Administrative Officer II	BANHS-SHS
17	Albos	Baby Joy	Administrative Aide III	OASDS
18	Baer	Jayron	Administrative Aide II	SGOD
19	Esquinas	Exequiel	Administrative Aide II	SUPPLY
20	Nadres	Lourdes	Administrative Aide II	CID
21	Tabernilla	Frenalyne	Administrative Aide II	SGOD
22	Esmiller	Robert Paul	Administrative Aide I	CID
23	Oabel	Anne Kristine	Administrative Aide II	CID
24	Jamilano	Marinelle	Administrative Assistant III	Accounting
25	Bulandos	Frederick	Administrative Aide VI	Cash
26	Calatrava	Sancho	Educational Program Supervisor	CID
27	Ocumin	Teofila	Educational Program Supervisor	CID
28	Cabriga	Kendrick	Information Technology Officer I	ICT
29	Abrigo	Rolando III	Administrative Aide I	ICT



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**List of Participants for Computer-related software/ application- Batch 5
(October 29, 2021)
8:00a.m-5:00p.m**

NO.	NAME		POSITION	ASSIGNED OFFICE
	LAST	FIRST		
1	Luzadas	Agnes	ACCOUNTANT III	ACCOUNTING
2	Gabarda	Conrado	Administrative Officer V	ADMIN
3	Racelis	Joselito	UTILITY WORKER I	ADMIN
4	Panganiban	Natalio	Administrative Assistant I	BUDGET
5	Fulledo	Louie	Education Program Supervisor	CID
6	Quesea	Sherwin	Education Program Supervisor	CID
7	Raymundo	Imelda	Chief Education Supervisor - CID	CID
8	Salazar	Carmelo	UTILITY WORKER I	General Services
9	Zubieta	Generosa	Education Program Supervisor	LRMDS
10	Mirandilla	Jennelyn	Administrative Assistant III	PERSONNEL
11	Rosales	Ronnie	Administrative Assistant II	PERSONNEL
12	Domirez	Juanito	Administrative Assistant III	RECORDS
13	Escobar	Jaypee	Senior Technical Assistant I	SGOD
14	Lagar	Nicole May	Project Development Office I	SGOD
15	Omlas	Lailani	NURSE II	SGOD
16	Baer	Sharlene	Nurse II	LPIHS
17	Lanfalon	Vera Rusella	Admin Aide I	LPIHS
18	Moreno	Maria Concepcion	Admin Officer I	LPIHS
19	Morales	Rosemarie	Administrative Assistant III	TWCS I
20	Zubieta	Armeen Krystel	Administrative Assistant II	TECS
21	Lubiano	Jhenna Lean	Administrative Assistant II	BANHS-SHS
22	Andaya	Marvin	Administrative Aide II	SUPPLY
23	Javin	Jerome	Administrative Aide III	SGOD
24	Leviste	Mary Joy Karen	Administrative Aide II	RECORDS
25	Villalba	Angelica	Administrative Aide II	ACCOUNTING
26	Abuel	Aren Krezel	Administrative Aide I	SGOD
27	Quimora	Immilyn	Administrative Aide I	HR
28	Nanez	Feliza	Administrative Aide I	BUDGET
29	Roxas	Lara Kresthia	Administrative Aide I	SUPPLY

Enclosure 3

TECHNICAL WORKING COMMITTEE
(October 25-29, 2021)
8:00a.m-5:00p.m

Over all Chairperson: DR. GERLIE M. ILAGAN, CESO VI
OIC - Schools Division Superintendent

Co- chairpersons: ANTONIO P. FAUSTINO JR.
OIC – Assistant Schools Division Superintendent
IMELDA C. RAYMUNDO
CID – Chief
DR. EDWIN R. RODRIGUEZ
Chief – SGOD

Committee	Person/s In-charge	Terms of Reference
Program Preparation/ Completion Report		<ul style="list-style-type: none"> Prepares Training Design and other Training Package requirements. Prepares and submits activity completion report (ACR).
Over-all L&D Management including (Logistics)	DR. JEAN ROSE B. RABANO	<ul style="list-style-type: none"> Manages the conduct of L&D. Analyzes gathered data and information to come up with recommendations for endorsement to SGOD Chief. Monitors L&D activities. Prepares and submits complete report (narrative report) to SGOD Chief Leads the debriefing sessions. Prepares memo/advisories. Assists the proponent in the preparation of documentary requirements including but not limited to PR.
QAME	DR. MARIA CORAZON A. BORBON	<ul style="list-style-type: none"> Quality Assure the Activity Designs an L&D Package Prepares evaluation tool and conduct QATAME and gather feedback. Analyzes harvested feedback and recommended solutions and forwards to concerned units/offices.
Resource Speakers/Facilitators	JUBERT A. REYES BENEDICK A. PALAD	<ul style="list-style-type: none"> Lead/s the discussion of topics Facilitate/s workshop Attend/s engages in the debriefing sessions
Medical/First Aid	DR. CONNIE SIA	<ul style="list-style-type: none"> Ensures observance/ compliance of health protocols including but not limited to conduct of Triage. Administers first aid and health services during the event.
Support Staff/s	JAYRON BAER & AREN	<ul style="list-style-type: none"> Take/s pictures from the opening until closing programs. Ensure/s that registration meals and



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	KREZEL ABUEL	attendance sheets are properly and completely accomplished. <ul style="list-style-type: none"> • Assist/s the session facilitators/s • Manage/s unexpected system glitches.
Certificate	JEROME A. JAVIN	<ul style="list-style-type: none"> • Prepares Certificate of Participation and Appearance for the session speakers/facilitators, TWG members, and participants with complete attendance.
Moderator	DR. JEAN ROSE B. RABANO	<ul style="list-style-type: none"> • Coordinates with the Program Proponent regarding the contents and flow of the activity • Host the Opening Program Preliminaries to include the following: <ul style="list-style-type: none"> • Present Agenda outline • Discuss relevant session protocol. • Moderate Q&A sessions • Close out conference