



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

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15 October 2026

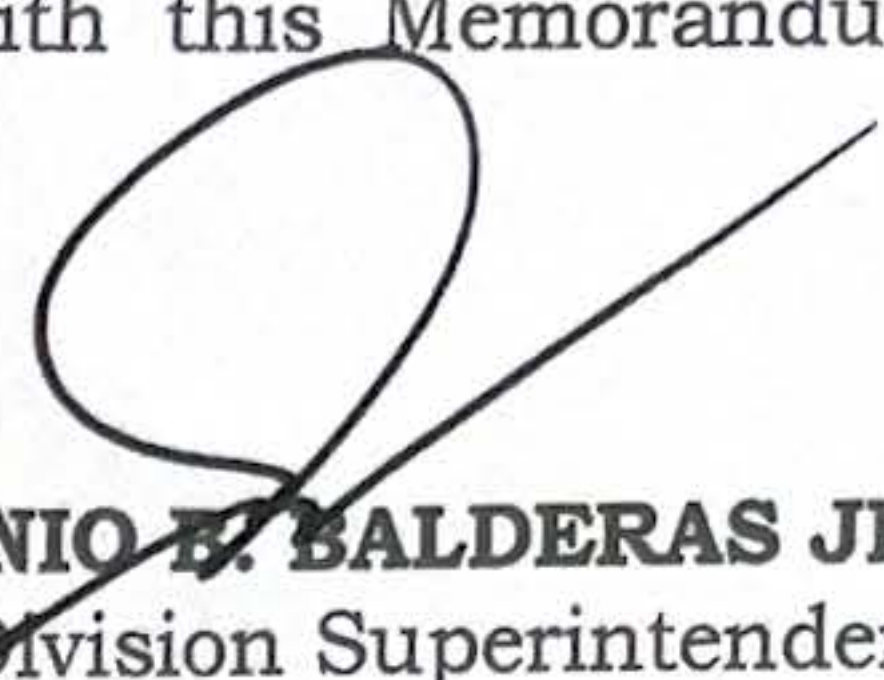
DIVISION MEMORANDUM  
No. 681 s. 2026

**ON-BOARDING PROGRAM FOR NEWLY HIRED ADMINISTRATIVE OFFICERS,  
PROJECT DEVELOPMENT OFFICERS, AND SCHOOL  
COUNSELOR ASSOCIATES**

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

1. In line with the Department of Education's commitment to promoting effective personnel integration, strengthening organizational capacity, and ensuring the efficient delivery of education services, the Schools Division Office of Tayabas City, through the Human Resource Development Section (HRDS), shall conduct the **On-Boarding Program for Newly Hired Administrative Officers, Project Development Officers, and School Counselor Associates** on **October 19, 2026, at M.I. Sevilla's Resort, Lucena City.**
2. The program aims to familiarize newly hired personnel with the Department's vision, mission, organizational structure, policies, systems, and procedures, as well as their respective roles, responsibilities, and performance expectations. It also seeks to facilitate their smooth transition into the organization, promote professional accountability, and equip them with the essential knowledge and skills necessary to perform their functions effectively and contribute to the attainment of the Division's goals and objectives.
3. The list of participants is attached as Enclosure No. 1. **A registration fee of Six Hundred Ninety Pesos (Php 699.00)** participant shall be collected to cover meals (AM snacks, lunch, and PM snacks), chargeable against local funds, while expenses of participating Schools Division Office (SDO) personnel shall be charged against Division MOOE, both subject to existing accounting and auditing rules and regulations.
4. For further information and coordination, concerned personnel may contact **Dr. John Cavin S. Rodil**, Senior Education Program Specialist – Human Resource Development Section (SEPS-HRDS).

5. Immediate dissemination of and compliance with this Memorandum are desired.

  
**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

Encl.: As stated

Reference: None

To be indicated in the Perpetual Index  
under the following subjects:

ON-BOARDING  
SCHOOL COUNSELOR ASSOCIATE  
PROJECT DEVELOPMENT OFFICER  
ADMINISTRATIVE OFFICER

SGOD- on-boarding program for newly hired administrative officers, project development officers, and school counselor associates

SGONEA5I-005812/October 15, 2026

Enclosure 1

**List of Participants**

| NO. | NAME                        | POSITION/DESIGNATION          | OFFICE/SCHOOL        |
|-----|-----------------------------|-------------------------------|----------------------|
| 1   | Krizza Vedette S. Alba      | Administrative Officer II     | Masin ES             |
| 2   | Neil Elaine P. Arriola      | Administrative Officer II     | Lawigue ES           |
| 3   | Nathaniel R. Lapuz          | Administrative Officer II     | EFIS                 |
| 4   | John Kevin R. Villa         | Administrative Officer II     | Valencia ES          |
| 5   | Gil M. Alfonso Jr.          | Administrative Officer II     | LPIHS                |
| 6   | Kirk Gourby Z. Causapin     | Administrative Officer II     | North Palale ES      |
| 7   | Ian Neric O. Ilao           | Administrative Officer II     | WPES                 |
| 8   | Edenel A. Abejar            | Administrative Officer II     | Malaoa – Calantas ES |
| 9   | Pietro Paolo S. Pagana      | Administrative Officer II     | Pandakake IS         |
| 10  | Angelica A. Rada            | Administrative Officer II     | Mate IS              |
| 11  | Pazzyla Lydda A. Cabalsa    | Administrative Officer II     | Alsam IS             |
| 12  | Juanito D. Domirez          | Administrative Officer II     | Mayuwi IS            |
| 13  | Rosalie M. Salvan           | Administrative Officer II     | Ilasan IS            |
| 14  | Ma. Zarina A. Bagangan      | Administrative Officer II     | Katigan -Alupay ES   |
| 15  | Joan C. Cabile              | Administrative Officer II     | Busal IS             |
| 16  | Romina Joy S. Cruzat        | School Counselor Associate    | BANHS                |
| 17  | Nicole May L. Lumanglas     | School Counselor Associate    | CJQES                |
| 18  | Mila Rosa B. Pabularcon     | School Counselor Associate    | TECS                 |
| 19  | Frenalyne B. Tabernilla     | School Counselor Associate    | TWCS I               |
| 20  | Leslie T. Valdeavilla       | School Counselor Associate    | Potol ES             |
| 21  | Bea Clarence C. Alegre      | School Counselor Associate    | TWCS III             |
| 22  | Johnnaica C. Balasabas      | School Counselor Associate    | FELES                |
| 23  | Shannen Blanche A. Bebida   | School Counselor Associate    | WPNHS                |
| 24  | Joiamah S. Catipon          | School Counselor Associate    | Calumpang IS         |
| 25  | Dyna C. Dalida              | School Counselor Associate    | Ipilan – Alitao ES   |
| 26  | Cydrick N. Magbuhos         | School Counselor Associate    | Dapdap IS            |
| 27  | Maria Katrina C. Panganiban | School Counselor Associate    | Ilasan IS            |
| 28  | Lloyd Dexter O. Cabalsa     | Project Development Officer I | WPNHS                |
| 29  | Olive G. Divinagracia       | Project Development Officer I | Dapdap IS            |
| 30  | Schenley Anne R. Sabacco    | Project Development Officer I | LPIHS                |
| 31  | Shalom Grace S. Quinsanos   | Project Development Officer I | Ilasan IS            |
| 32  | Arjoy C. Demandante         | Project Development           | SDO                  |

|    |                              |                                  |       |
|----|------------------------------|----------------------------------|-------|
|    |                              | Officer I                        |       |
| 33 | Alma Panganiban              | Project Development<br>Officer I |       |
| 34 | John Cavin S. Rodil          | SEPS-HRDS                        | SGOD  |
| 35 | La Trisha R. Dalit           | EPS II                           | SGOD  |
| 36 | Marinessa S. Villamater      | Guidance Counselor               | LPIHS |
| 37 | Benjamin A. Millares         | AO V/Budget Officer III          | OSDS  |
| 38 | Grasiela L. Hernandez        | AO IV/HRMO II                    | OSDS  |
| 39 | Joyce Anne P. Limbo          | AO IV/ Supply Officer II         | OSDS  |
| 40 | Montano L. Agudilla Jr       | SEPS-SMME                        | SGOD  |
| 41 | Joan Kathleen T.<br>Brizuela | EPS II                           | SGOD  |

Enclosure 2

**Program Management Team**

**Overall Chairperson:** Celedonio B. Balderas, Jr. – Schools Division Superintendent

**Co-Chairperson:** Herbert D. Perez – Assistant Schools Division Superintendent

| Committee                                 | Person/s In-Charge                                                                                                                                                                                                                                                                         | Terms of Reference                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Program Manager                           | Imelda C. Raymundo                                                                                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>- Oversees the implementation of the entire program.</li> <li>- Orients the PMT on their terms of reference and details of the program design</li> <li>- Organizes and supervises the PMT to ensure that all processes are carried out and outputs delivered according to standards</li> <li>- Leads in crafting the Program Completion Report</li> </ul>                                                                                         |
| Learning Manager                          | John Cavin S. Rodil                                                                                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>- Leads the conduct of the program Ensures that the program is carried out based on the detailed design in collaboration with the resource persons</li> <li>- Prepares and maintains a conducive learning environment by facilitating unfreezing, levelling of expectations, and norm-setting activities and by addressing emerging learning needs</li> <li>- Facilitates management of learning activities as scheduled and as needed</li> </ul> |
| Resource Speakers / Learning Facilitators | Michelle C. Bautista,<br>RGC, Rpm<br>Conrado C. Gabarda<br>Maria Dolores D. Atienza<br>John Cavin S. Rodil<br>La Trisha R. Dalit<br>Marinessa S. Villamater<br>Benjamin A Millares<br>Grasiela L. Hernandez<br>Joyce Anne P. Limbo<br>Montano L. Agudilla Jr.<br>Joan Kathleen T. Brizuela | <ul style="list-style-type: none"> <li>- Applies effective presentation and facilitation techniques in conducting assigned sessions</li> <li>- Provides expert content input during learning sessions</li> </ul>                                                                                                                                                                                                                                                                         |
| M&E Officer                               | Montano L. Agudilla, Jr.                                                                                                                                                                                                                                                                   | <ul style="list-style-type: none"> <li>- Prepares and implements the Monitoring and Evaluation Plan in collaboration with the PMT</li> <li>- Applies process observation and prescribed tools to monitor and evaluate program delivery</li> <li>- Administers and analyzes the results of Level 1 evaluation which is to be</li> </ul>                                                                                                                                                   |

|                            |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----------------------------|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                            |                                          | <p>presented during debriefing</p> <ul style="list-style-type: none"> <li>- Assists the Learning Manager in administering and analyzing the results of Level 2 evaluation</li> <li>- Prepares Post-Program Delivery M&amp;E Report and submits to PM for inclusion in the Program Completion Report</li> </ul>                                                                                                                                                                                                                                                                            |
| Documenter/<br>Secretariat | La Trisha R. Dalit                       | <ul style="list-style-type: none"> <li>- Documents the proceedings of the learning sessions using the prescribed documentation template</li> <li>- Take photos of the different parts of the program delivery</li> <li>- Attends to registration needs of learners/participants</li> <li>- Ensures that the learners/participants fill up attendance sheets every day.</li> <li>- Assists in the distribution of learning materials and supplies</li> <li>- Assists in the collection of session outputs</li> <li>- Compiles session documents and learning resource materials</li> </ul> |
| Logistics<br>Officer       | John Cavin S. Rodil                      | <ul style="list-style-type: none"> <li>- Ensures the quality, adequacy, and availability of facilities and resources to support the successful implementation of the program</li> <li>- Leads the ocular inspection of venues to ensure adherence to standards and specifications</li> <li>- Checks that venue is always ready for use and conducive to learning</li> <li>- Ensure that training adheres to ethical considerations</li> </ul>                                                                                                                                             |
| Finance<br>Officer/s       | Benjamin A. Millares<br>Agnes M. Luzadas | <ul style="list-style-type: none"> <li>- Oversees all finance-related concerns of the program, including the efficient allocation and timely release of funds as well as the documentation for liquidation</li> <li>- Initiates procurement processes of resources, materials and relevant services, and follows up fund disbursement with appropriate offices</li> <li>- Monitors and documents all disbursements against budget to support liquidation</li> <li>- Liquidates all fund disbursement and prepares a financial report</li> </ul>                                           |

Enclosure 3

**Program Matrix**

| Time              | Participants                                                                                                                            |                                                                                                                                                             |                                                                                                                                                                  |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                   | Project Development Officer I                                                                                                           | Administrative Officer II                                                                                                                                   | School Counselor Associate I                                                                                                                                     |
| 7:00–8:00 AM      | Registration and Attendance                                                                                                             |                                                                                                                                                             |                                                                                                                                                                  |
| 8:00–8:30 AM      | Opening Program                                                                                                                         |                                                                                                                                                             |                                                                                                                                                                  |
| 8:30–8:45 AM      | Ceremonial Signing of Commitment                                                                                                        |                                                                                                                                                             |                                                                                                                                                                  |
| 8:45–9:30 AM      | Personnel Administration (Human Resource Management)<br><i>Grasiela L. Hernandez</i><br><i>Administrative Officer IV/HRMO II</i>        |                                                                                                                                                             |                                                                                                                                                                  |
| 9:30–10:30 AM     | KRA 1: Program Implementation and Management<br><br><b>La Trisha R. Dalit</b><br>Education Program Specialist II - HRDS                 | KRA 2: Property and Supply Management (Asset and Inventory Control)<br><br><b>Joyce Anne Limbo</b><br>Administrative Officer IV/Supply Officer II           | KRA 1: Learner Profiling and Documentation<br><br><b>Marinessa Villamater</b><br>Guidance Counselor<br>Luis Palad Integrated HS                                  |
| 10:30–10:45 AM    | <b>Health Break</b>                                                                                                                     |                                                                                                                                                             |                                                                                                                                                                  |
| 10:45–11:45 AM    | KRA 2: Capacity Building and Leadership Development<br><br><b>Dr. John Cavin S. Rodil</b><br>Senior Education Program Specialist - HRDS | KRA 2: Property and Supply Management (Asset and Inventory Control)<br><br><b>Joyce Anne Limbo</b><br>Administrative Officer IV/Supply Officer II           | KRA 2: Advocacy and Mental Health Awareness Programs<br><br><b>Michelle C. Bautista, RGC, Rpm</b><br>Senior Education Program Specialist<br>DepEd Central Office |
| 11:45 AM–12:00 PM | KRA 3: Monitoring and Evaluation (M&E)<br><br><b>Dr. Montano Agudilla, Jr.</b><br>Senior Education Program Specialist - SMME            | KRA 3: Financial Management Support (Cashiering and Budgetary Assistance)<br><br><b>Benjamin A. Millares</b><br>Administrative Officer V/Budget Officer III | KRA 3: Initial Assessment and Early Identification<br><br><b>Marinessa Villamater</b><br>Guidance Counselor<br>Luis Palad Integrated HS                          |
| 12:00–1:00 PM     | Lunch Break                                                                                                                             |                                                                                                                                                             |                                                                                                                                                                  |
| 1:00–2:00 PM      | KRA 3: Monitoring and Evaluation (M&E)<br><br><b>Dr. Montano Agudilla, Jr.</b><br>Senior Education Program Specialist - SMME            | KRA 3: Financial Management Support (Cashiering and Budgetary Assistance)<br><br><b>Benjamin A. Millares</b><br>Administrative Officer V/Budget Officer III | KRA 3: Initial Assessment and Early Identification<br><br><b>Marinessa Villamater</b><br>Guidance Counselor<br>Luis Palad Integrated HS                          |
| 2:00–3:00 PM      | KRA 4: Stakeholder Engagement and Partnership Building<br><br><b>Joan Kathleen T. Brizuela</b><br>Education Program Specialist II       | KRA 4: General Administrative and Support Services (Records Management and Office Operations)<br><br><b>Conrado C. Gabarda</b><br>Administrative Officer V  | KRA 4: Psychological First Aid and Referral Mechanism<br><br><b>Marinessa Villamater</b><br>Guidance Counselor<br>Luis Palad Integrated HS                       |

|                |                                                                                                                                   |                                                                                                                                                                  |                                                                                                                                                                   |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3:00–3:15 PM   | Health Break                                                                                                                      |                                                                                                                                                                  |                                                                                                                                                                   |
| 3:15–4:15 PM   | KRA 4: Stakeholder Engagement and Partnership Building<br><br><b>Joan Kathleen T. Brizuela</b><br>Education Program Specialist II | KRA 4: General Administrative and Support Services (Records Management and Office Operations)<br><br><b>Maria Dolores D. Atienza</b><br>Administrative Officer V | KRA 4: Psychological First Aid and Referral Mechanism<br><br><b>Michelle C. Bautista, RGC, RPm</b><br>Senior Education Program Specialist<br>DepEd Central Office |
| 4:15–4:30 PM   | Synthesis and Open Forum                                                                                                          |                                                                                                                                                                  |                                                                                                                                                                   |
| 4:30 – 5:00 PM | Closing Program                                                                                                                   |                                                                                                                                                                  |                                                                                                                                                                   |