



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

Office of the Schools Division
Superintendent

April 18 2022

DIVISION MEMORANDUM

No. 33, s. 2022

ORIENTATION ON THE ROLES, DUTIES AND FUNCTIONS OF NEWLY-HIRED NON-TEACHING PERSONNEL OF THE DIVISION OFFICE AND SCHOOLS

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs/Section/Unit Heads
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. This Office will conduct an **Orientation on the Roles, Duties and Functions of Newly-Hired Non-Teaching Personnel of the Division Office and Schools on April 27-29, 2022**. The venue will be announced later.
2. The activity aims to increase awareness and knowledge of functions, duties and responsibilities of newly-hired non-teaching personnel and engage in activities that will keep them abreast of the new policies and guidelines through the different issuances and statutes to come up with excellent service to the clientele.
3. The participants of the foregoing activity are the newly-hired non-teaching personnel, facilitators, and the program management team. List of non-teaching personnel is hereto attached for reference.
4. Expenses relative to the said activity shall be charged against Division MOOE subject to the usual auditing and accounting rules and regulations.
5. Dissemination and compliance of this Memorandum are desired.

JOSEPH IRWIN A. LAGURA PhD
Schools Division Superintendent

JIAL/CPC/ADMIN/atm



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LIST OF PARTICIPANTS

NAME	POSITION
1. Acedo, Darlene Josefina P.	Administrative Officer I
2. Agustines, Mary Grace P.	Administrative Assistant II
3. Pajo, Aldrin M.	Administrative Assistant I
4. Regalado, Ana Lou S.	Administrative Assistant III
5. Coritico, Anna Stifane P.	Administrative Assistant III
6. Babaison, Fairy Ann C.	Administrative Aide VI
7. Gementiza, Karen	Administrative Assistant II
8. Domingo, Laura	Administrative Assistant III
9. Namoco, Lucia Crista A.	Administrative Assistant III
10. Malig-on, Karen M.	Administrative Assistant II
11. Robles, Mayflor L.	Administrative Aide VI
12. Arango, Meriam P.	Administrative Assistant III
13. Lumactod, Patrice Angeli KC A.	Guidance Counselor II
14. Olaivar, Rosene D.	Education Program Specialist II
15. Rios, Simon T.	Project Development Officer II
16. Veloso, Maria Flores P.	Administrative Assistant III
17. Tumabang, Jerelyn T.	Administrative Assistant III