



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

Office of the Schools Division
Superintendent

March 25, 2024

DIVISION MEMORANDUM
No. 214 , s. 2024

**ORIENTATION OF NON-TEACHING PERSONNEL (NEWLY HIRED AND THOSE WHO
ASSUMED NEW ANCILLARY TASKS UPON THE IMPLEMENTATION OF
DEPED ORDER NO. 002, S. 2024)**

To: Division Office Personnel
Public Elementary and Secondary School Heads
All Others Concerned

1. This Office announces the conduct of Orientation of Non-Teaching Personnel (Newly Hired and those who assumed New Ancillary Tasks upon the Implementation of DepEd Order No. 002, s. 2024) on April 1, 2024.
2. The orientation covers the administrative, legal, financial, and newly assigned ancillary tasks which are essential for ensuring smooth integration in the Department and enhancing overall efficiency.
3. The activity aims to:
 - a. familiarize with DepEd's administrative processes and procedures to enhance their understanding and efficiency in carrying out their roles;
 - b. ensure compliance with legal regulations and requirements by providing comprehensive training on relevant laws and policies to mitigate risks and promote a culture of adherence to legal standards within the organization; and
 - c. equip employees with the necessary financial management skills and knowledge of ancillary tasks to support effective resource allocation, budgeting, and operational functions within the Department.
4. Expenses relative to the said activity shall be charged to Division MOOE/local funds for participants and resource speakers assigned at the Division Office and School MOOE/local funds for participants coming from the schools.
5. Immediate dissemination of this Memorandum is desired.

John Aivil A. Lopez o/c 3/25/24
Fr: **WILFREDA D. BONGALOS PhD, CESO V**
Schools Division Superintendent

WDB/ADMIN/atm



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LIST OF PARTICIPANTS

Bool ES	Jennifer Sarigumba	TC Science HS	Meriam Arango
Mansasa ES		TC Science HS	Ruel Pumatong
Booy ES	Mary Melody Ocon	TC Science HS	Jualey Misa
Booy South ES	Easter Sunday Muyco	S. Isidro NHS	Mary Grace Agustines
Tagbilaran High School for Hearing Impaired		S. Isidro NHS	Rosalie Cornell
Cabawan ES	Anna Mae Bellezas	Mansasa NHS	Anna Stifane Coritico
Tiptip ES		Mansasa NHS	Maria Flores Veloso
City East ES	Dinah Bustamante	Mansasa NHS	Karen Malig-on
Cogon ES	Raquel Arabaca	DCPNHS SHS	Hilaria Hora
SPED	Mary Lani Narvarte	DCPNHS SHS	Ronilo Canedo
Dao ES	Grace Rios	DCPNHS SHS	Ma. Camille Ranico
E. Cogon ES	Marecyl Mar	DCPNHS JHS	Ana Liza Calibugan
Manga ES	Aireen Ciruela	DCPNHS JHS	Sheila Mae Padillo
Ubujan ES	Ellen Cesar	DCPNHS JHS	May Jean Estaca
Dampas ES	Retchel Sumampong	DCPNHS JHS	Richard Noculan
TCCES	Ian Sumaylo	DCPNHS JHS	Darlene Josefina Acedo
Newly-Promoted	Japhet Reverreal	DCPNHS JHS	Melany Buntag
	Christian John Capon	DCPNHS JHS	Junna Kiza Cagoco
	Karyl Manlangit	DCPNHS SHS	Ragielyn Blantucas
	Lady May Karaan		
Manga NHS	Ralp Botero		
Manga NHS	Fatima Melody Ingles		
Manga NHS	Fairy Ann Babaison		
Manga NHS	Antonia Requina		
Cogon NHS	Maria Elena Bacus		
Cogon NHS	Antonette Oguis		
Cogon NHS	Karen Gementiza		
Cogon NHS	Helen Chatto		