



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

Office of the Schools Division
Superintendent

May 15, 2025

DIVISION MEMORANDUM
No. 282 , s. 2025

ONBOARD ORIENTATION OF NEWLY-HIRED AND PROMOTED NON-TEACHING PERSONNEL ON THEIR FUCTIONS, CSC RULES, ADMINISTRATIVE AND LEGAL MATTERS, AND GOVERNMENT BENEFITS

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

1. This Office announces the conduct of the **Onboard Orientation of Newly-Hired and Promoted Non-Teaching Personnel on their Functions, CSC Rules, Administrative and Legal Matters, and Government Benefits** on **May 21-22, 2025**. The venue will be announced later.
2. The activity aims to: a) familiarize with the duties and functions, CSC rules and DepEd policies on administrative and legal processes and procedures to enhance their understanding and efficiency in carrying out their roles as government employees; b) share ideas on how to become effective and responsive public servants towards excellent service; and c) recognize the importance of having the activity to be guided in the performance of their daily tasks.
3. The participants to this activity are the newly hired and promoted non-teaching personnel in the Division Office and schools, program management team, resource persons and DepEd officials. Please see the attached list of newly hired and non-teaching personnel for reference.
4. All expenses related to the said activity shall be charged to Organizational and Professional Development for Non-Teaching Personnel (OPDNTP) Funds, subject to the usual auditing and accounting rules and regulations.
5. Immediate dissemination of this Memorandum is desired.

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LIST OF NEWLY-HIRED & PROMOTED NON-TEACHING PERSONNEL

Mancha	Junicel	Taghap	Planning Officer III
Salise	Jose Andrew	Udtohan	Administrative Assistant III
Estaca	Mary Jean	Dumanat	Administrative Assistant II
Botero	Ralp	Rañada	Administrative Officer I
Yarte	Jericho	Lagrada	Project Development Officer II
Barbante	Ivy Joy	Rodemio	Administrative Assistant III
Bullecer	Christianne Salve	Olaivar	Administrative Aide VI
Evasco	Kent Chadric	Himalalo- an	Administrative Assistant II
Gumba	Karen	Ybañez	Administrative Aide VI
Babaison	Fairy Ann	Coto	Administrative Assistant III
Lopez	Rosalie	Lague	Administrative Aide III
Pague	Adel Eli	Idong	Project Development Officer I
Remolador	Rowena	Fernando	Administrative Assistant II
Babiano	Maria Maxima	Labor	Administrative Assistant III
Calipes	Marianne	Palomares	Administrative Assistant III
Centino	Elainie	Camelo	Administrative Assistant III
Galan	Maricel	Adaya	Administrative Officer II
Rallos	Marife	Castaño	Administrative Officer IV (Budget officer III)
Taghap	April	Revita	Administrative Assistant II
Tamos	Mary Grace	Alolino	Guidance Counselor II
Batin	Kashmer	Molina	Administrative Assistant III
Taguisa	Trisha Ann	N/A	Administrative Aide VI
Aboyabor	Cristy Mae	Cuyno	Administrative Assistant II
Galido	Jefferson	Pajegal	Administrative Aide VI
Ocon	Anna Mae	Concon	Administrative Aide VI
Balaba	Maureen		Administrative Assistant II