



DEPARTMENT OF EDUCATION  
Region X- Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**  
Purok 6, Casisang, Malaybalay City



Telefax: 088 - 314 - 0094 email: [depedmalaybalay@gmail.com](mailto:depedmalaybalay@gmail.com)

**DIVISION MEMORANDUM**

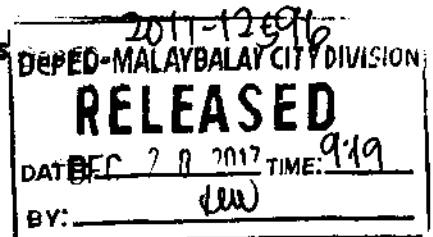
No. 691 s. 2017

**TO: Chief Education Supervisors and Staff, SGOD and CID  
Section Heads OSDS  
Public Elementary and Secondary School Heads  
All others concerned  
This Division**

**FROM: EDILBERTO L. OPLENARIA, CESO VI**  
OIC-Schools Division Superintendent

**DATE:** December 19, 2017

**SUBJECT: DIVISION YEAR-END ASSESSMENT FOR NON TEACHING PERSONNEL**



1. To ensure alignment of the implemented programs, projects and activities, this Office will conduct a Division Year-End Assessment on **December 20, 2017 (Wednesday)** for Division Non- Teaching Personnel at Loiza's Pavillion, Casisang, Malaybalay City.
2. This activity aims to:
  - a) Assess the different Programs, Projects and Activities implemented in the Division;
  - b) Celebrate victories of the strong performances of the Division for the year 2017.
3. Enclosed are the list of participants of the above mentioned activity. the section heads are advised to report at the venue at exactly 7:30am-8:00am for registration. The program will formally start at 8:00am while the staff will report at the venue at 11:00am. Meals and snacks of the participants are chargeable against Division MOOE subject to the usual auditing rules and regulations.
4. Immediate and wide dissemination of this memorandum is highly desired.

Encl:

As stated

Copy furnished:

Records Unit

SEPS Planning and Research Section

To be posted on the website.



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Enclosure no 1. Of Divlson Memorandum 691 s. 2017

**LIST OF PARTICIPANTS**

**Division Personnel- December 20,2017-Loiza's Pavilion, Casisang, Malaybalay City**

Daguinotas, John Fabre	Admin. Aide	General Services
Dayoc, Jerson Albarote	Admin. Aide	General Services
Gantalaog, Jeck Garcia	Admin. Aide ( J.O. City)	General Services
Calisas, Ritchel Abne	Admin. Aide ( J.O. BNHS )	General Services
Carlou, Anelin	Admin. Aide ( J.O. City)	General Services
Sias, Rendon	Admin. Aide ( J.O. City)	General Services
Palutao, Ailyn	Admin. Aide ( J.O. City)	Accounting
Sias, Roselyn	Admin. Aide ( J.O. City)	General Services
Jamisola, Mark Brian B.	Admin. Aide ( J. O. D.O.)	General Services
Bautista, Carlito	Admin. Aide ( J. O. D.O.)	Supply
Balansag, Jeralyn Gandilan	SHS ADAS2 - Bangcud NHS	Personnel (detailed)
Bendiño, Alve Anne Biong	SHS ADAS2 - Can-ayan IS	Personnel (detailed)
Lumasag, Ronadette Mendoza	SHS ADAS2 - Dalwangan Annex	Personnel (detailed)
Welrose A. De los Reyes	Admin. Aide VI	Personnel
Reyes, Manilyn Porras	SHS ADAS2 - St. Peter NHS	Personnel (detailed)
Tagailo, Ednalyne Empuerto	ADAS 3 - Silae NHS	Personnel (detailed)
Opleneria, Cyndilbert Gavia	Admin. Aide ( J.O. City)	Personnel
Sulito, Robert John Manukil	Admin. Aide VI	Personnel
Porras, Florabelle Rubiato	Administrative Officer IV	Records
Amacanin, Ma. Theresa	Admin Aide VI	Records
Rivera, Anavella Villarin	Admin. Aide ( J.O. City)	Records
Baul, Kathleen Kristy Melendez	SHS ADAS2 - MCNHS (San Jose)	Records (detailed)
Dayanara O. Adajar	SHS ADAS2 -San MartinAINHS	Records (detailed)
Daguimol, Darvy C.	Administrative Officer IV	Property
Labata, Alvin John	Admin. Aide ( J.O. BNHS)	Property
Madronero, Eduard Clem Ontong	SHS ADAS 2 - Imbayao Annex	Property (detailed)
Peñalosa, Cheryl Jane Cabusas	Admin. Aide VI	Cash



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Garcia, Joseph Lupac	Administrative Assistant III	Accounting
Madronero, Clementina Ontong	Administrative Assistant III	Accounting
Maglangit, Janice	Administrative Assistant II	Accounting
Salga, Nelly Ladrillo	Administrative Assistant III	Accounting
Deximo, Don	SHS ADAS 2 - Bangcud NHS	Accounting (detailed)
Ricarte-Limena	SHS ADAS 2 - MCNSHS	Accounting (detailed)
Borres, Ness Viola M.	SHS ADAS 2 - ManagokNHS - Lalawan	Accounting (detailed)
Beltran, Maurielle Charisse	COS Personnel	Accounting
Miquiabas, Anabelle Bulaquena	Administrative Assistant I	Budget
Blasé, Edgar		
Garces, Bryan	Administrative Assistant II	OSDS
Casinabe, Feona	Administrative Assistant II	OSDS
Astudillo, Pamela	Administrative Assistant III	OSDS