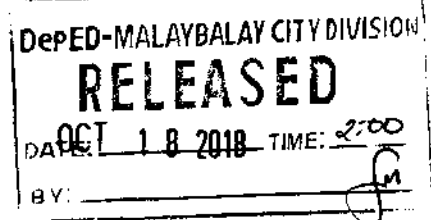




DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Corner Don Carlos and Guingona Sts., City of Malaybalay
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DM-2018-10-494



DIVISION MEMORANDUM
No. 494, s. 2018

To : **Public Elementary and Secondary School Heads
School Non-Teaching Personnel
This Division**

From:  **REBONFAMIL R. BAGUIO**
Schools Division Superintendent

Date: October 15, 2018

Re: **PARTICIPATION TO THE TRAINING PROGRAM ON CAPABILITY
BUILDING FOR SCHOOL NON-TEACHING PERSONNEL**

1. This Office will conduct a three-day Training Program on Capability Building for School Non-Teaching Personnel on November 14-16, 2018 at Loiza's Pavilion, Casisang, Malaybalay City. It is designed to enhance and develop the skills of the participants on basic customer service, 5S Good Housekeeping, records management and team building which will increase customer satisfaction and improve public service.
2. Participants of this training are the schools' Administrative Officers, Administrative Assistants, Registrars and Administrative Aides as listed in Enclosure 1.
3. Meals and snacks shall be charged against HRTD fund. Travelling allowance of participants are chargeable against school funds subject to existing accounting and auditing rules and regulations.
4. Queries relative to this can be relayed to Florabelle R. Porras, AO-IV at (088)3140094.

Encl: as stated

TO BE POSTED IN THE WEBSITE

LIST OF PARTICIPANTS

	Secondary Schools' NT Personnel	POSITION	SCHOOL
1	Pasia, Gerardo	Administrative Assistant III	Bangcud NHS
2	Cabalquinto, Yeyeth B.	Administrative Aide III	Bukidnon National High School
3	Cartin, Estrella E.	Administrative Assistant II	Bukidnon National High School-SHS
4	Conol, Archille B.	Registrar I	Bukidnon National High School-SHS
5	Fajardo, Dhairyl Jean C.	Administrative Assistant II	Bukidnon National High School
6	Lapeciros, Lorna Bethel Rae M.	Administrative Officer II	Bukidnon National High School-SHS
7	Saplot, Anna Angela C.	Administrative Assistant II	Bukidnon National High School-SHS
8	Almaco Filemon A. Villanueva, Jr.	Administrative Officer IV	Bukidnon National High School
10	Joel S. Licayan	Administrative Aide I	Bukidnon National High School
11	Madronero, Eduard Clem	Administrative Assistant II	Bukidnon NHS - Imbayao Annex SHS
12	Solito, Robert John	Administrative Assistant II	Busdi Integrated School-SHS
13	Bendijo, Alve Anne Christy	Administrative Assistant II	Can-ayan Integrated School-SHS
14	Clarete, Irish D.	Administrative Assistant II	Casisang NHS-SHS
15	Abendaño, Kervi Don A.	Registrar I	Casisang Senior High School
16	Alas, Xian April Jude	Administrative Assistant II	Casisang Senior High School
17	Romanillos, Jennifer	Administrative Assistant II	Casisang Senior High School
18	Tubeo, Sheila Joy B.	Administrative Officer II	Casisang Senior High School
19	Diabordo, Barbette Fame	Administrative Assistant II	Kalasungay NHS-SHS
20	Baul, Katleen Kristy	Administrative Assistant II	Malaybalay City SHS
21	Palma, Novilyn	Administrative Assistant III	Managok NHS
22	Pojas, Ivan Ray	Administrative Assistant II	Managok NHS-SHS
23	Tirol, Karol Lenin	Administrative Assistant II	Managok NHS
24	Borres, Ness Viola	Administrative Assistant II	Managok SHS - Lalawan Annex
25	Armezin, Nelvin	Administrative Assistant II	Managok SHS - Miglamin Annex
26	Adajar, Dayanara	Administrative Assistant II	San Martin NHS-SHS
27	Casinabe, Feonna	Administrative Assistant II	Silae NHS-SHS
28	Tagailo, Ednalyn Empuerto	Administrative Assistant III	Silae NHS
29	Maskariño, Bob Fortune	Administrative Assistant II	Silae NHS

	Elementary Schools' NT Personnel	POSITION	SCHOOL
30	Gamalo, Jeanne Crisel Joy	Administrative Assistant II	Aglayan Central School
31	Lambiguit, Gindy	Administrative Assistant III	Aglayan Central School
32	Jamago, Lance	Administrative Assistant II	Airport Village Elementary School
33	Penalosa, Cheryl Jane C.	Administrative Assistant III	Airport Village Elementary School
34	Dayo, Irene Joy	Administrative Assistant II	Apo Macote National High School
35	Miquiabas, Anabelle	Administrative Assistant III	Bangcud Central School
36	Mutia, Gennith	Administrative Assistant II	Bangcud Central School
37	Balansag, Jeralyn	Administrative Assistant III	Can-ayan Integrated School
38	Pepito, Khristie Myr	Administrative Assistant II	Can-ayan Integrated School
39	Cruz, Calvin	Administrative Assistant II	Casisang Central School
40	Israel, Joe Randy	Administrative Assistant III	Casisang Central School
41	Alonzo, Gladys	Administrative Assistant II	Casisang National High School
42	Deximo, Don	Administrative Assistant III	Dalwangan Elementary School
43	Gulle, Airl	Administrative Assistant II	Dalwangan Elementary School
44	Dela Calsada, Irene	Administrative Assistant II	Kalasungay Central School
45	Rabanes, Coleen	Administrative Assistant III	Kalasungay Central School
46	Lumasag, Ronadette	Administrative Assistant III	Linabo Central School
47	Neri, Juvy Ann	Administrative Assistant II	Linabo Central School
48	Ejem, Lee	Administrative Assistant II	Malaybalay City Central School
49	Talaroc, Bless Joy	Administrative Assistant II	Malaybalay City National High School
50	Butal, Jason	Administrative Assistant II	Malaybalay City National Science HS
51	Cruzado, Niel Mar	Administrative Assistant III	Malaybalay City National Science HS
52	Bautista, Janice M.	Administrative Assistant III	Managok Central School
53	Delos Reyes, Welrose A.	Administrative Assistant II	Managok Central School
54	Pasulojan, Corazon	Administrative Assistant II	Sumpung Central School
55	Reyes, Manilyn	Administrative Assistant III	Sumpung Central School