



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAR 21 2022

MEMORANDUM

No. 061, s. 2022

**CAPACITY BUILDING FOR NEWLY APPOINTED ADMINISTRATIVE OFFICERS II,
SDO AND SCHOOL LEVEL ON EQUIVALENT RECORD FORMS (ERFs)
EVALUATION/ RECLASSIFICATION OF POSITIONS AND ASSET MANAGEMENT**

TO: OIC- Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Administrative Officer V
All Public Elementary & Secondary School Principals/OICs
All others concerned

1. This is with reference to Regional Memorandum No. 134 s. 2022 dated March 10, 2022, on the above-captioned title, contents of which are self-explanatory, for the information and guidance of all concerned.
2. Refer to the attached list of participants for the said activity.
3. Immediate and wide dissemination of this Memorandum is desired.


DOMINICO C. IDANAN CESO V
Schools Division Superintendent

Enclosure: As stated
References: As stated
To be indicated in the Perpetual of Index
under the following subject:
EVALUATION

HR-GFV/ DIV MEMO/ 061/ March 17, 2022



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City

(02) 805-9935, (02) 805 - 9940

sdo.muntinlupa@gmail.com



31832

061

LIST OF PARTICIPANTS

NO	NAME	SCHOOL
1	Ma. Gisella F. Villamayor	SDO
2	Almira Hernandez	AES
3	Greta Tatum	BESM
4	John Kevin Llander	BES U1
5	Ma. Rizza Dalungan	BSES
6	Maria Keiden Hernandez	BES
7	Pamela Baldo	CESM
8	Aileen Brila	CESA
9	Ella Marie Collado	FAES
10	Jennifer Sabdao	FDMES
11	Jason Raymundo	IES
12	Joed Espeleta	LIS
13	Angela Francisco	MES
14	Orlando Pistan	POBES
15	Gina Sabado	PES
16	Rachel Rodriguez	SHES
17	Michelle Centino	SESM
18	Ladylyn Elchico	SESA Zone 3 & 4
19	Julien Espinosa	TES
20	Julie Ann Manto	VHES

Prepared by:


Ma. Gisella F. Villamayor

Administrative Officer II/ OIC - HRMO

Noted by:


NOEMI A. VALDEZ

Administrative Officer V



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

DEPARTMENT OF EDUCATION
RECORDS SECTION, DEPED NCR
RELEASED
Date: **MAR 14 2022**
DNCR-F-ORD-033/RO/01112019

MEMORANDUM

No. NCR **134** s. 2022

TO : SCHOOLS DIVISION SUPERINTENDENTS

FROM : WILFREDO E. CABRAL
Regional Director, DepEd NCR and
Officer-In-Charge, Office of the Undersecretary
Human Resource and Organizational Development

SUBJECT : Capacity Building for newly appointed Administrative Officers II, SDO and School Level on Equivalent Record Forms (ERFs) Evaluation /Reclassification of Positions and Asset Management

DATE : March 10, 2022

1. In view of the creation of new Administrative Officer II positions at SDO and School Level, who are tasks to handle certain personnel actions and on asset management, this Office will conduct a one-day virtual capacity building on the above caption topic on March 24, 2022, 8:30 a.m. to 5:00 p.m. via goggle meet platform, to capacitate new appointees for the effective and efficient delivery of such services in their respective workplace.
2. Each SDO is requested to submit list of participants not later than March 21, 2022 at the Personnel Section through email at personnel.ncr@deped.gov.ph
3. The schedule of activities and the link will be given through the respective HRMOs at least 3 days prior to the conduct of said activity.
4. For immediate dissemination and strict compliance.

03/14/2022