



Republic of the Philippines
Department of Education

National Capital Region
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MEMORANDUM

To: OIC- Assistant Schools Division Superintendent
All Public Elementary and Secondary School Heads
All School Administrative Officers and School HR-Incharge
Administrative Officer V
All Others Concerned

**TRAINING WORKSHOP ON THE IMPROVED PROCESS
AND SERVICES OF PERSONNEL UNIT FOR
SCHOOLS ADMINISTRATIVE OFFICERS AND SCHOOL HR IN-CHARGE**

1. Pursuant to **CSC Memorandum Circular No. 24, s. 2017** and **DepEd Order No. 19 s. 2022**, this training-workshop provides activities that will capacitate the Division Personnel Unit, School Administrative Officers and HR-In charge on their duties and responsibilities.
2. All School Administrative Officers II and School HR-in charge are required to attend the training workshop on December 20, 2022, at the EXCELSIOR Hotel, Alabang Zapote Road, Las Piñas City.
3. Attached are the list of attendees and matrix of activities.
4. For compliance of all concerned.


CARLEEN S. SEDILLA CESO V
Schools Division Superintendent

To be indicated in the Perpetual of Index
Under the following subjects:

WORKSHOP	TRAINING
ADMINISTRATIVE	HUMAN RESOURCES

AMF/430 / December 12, 2022

430



 Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan,
Muntinlupa City
 8805-9935, 8805-9940
 sdo.muntinlupa@gmail.com





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December 20, 2022

TIME	ACTIVITY	PERSON-IN-CHARGE
7:30am – 8:00am	Registration	Registration Committee
8:01am – 8:30am	Opening Program Welcome Remarks	Carleen S. Sedilla CESO V Schools Division Superintendent
	-Introduction of Resource Speaker	Master of Ceremony
8:30am – 12:00nn	Training Proper -Recruitment and Selection	Resource Speaker TBD
12:00nn – 1:00pm	Lunch Break	
1:00pm – 3:00pm	CSC Training on LACE	TBD
3:00pm – 3:30pm	Break	
3:30pm – 4:30pm	Training on Human Resource Services	TBD
4:30pm – 5:00 pm	Issuance of Certificate	



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NO.	NAME OF PARTICIPANTS	POSITION / OFFICE / SCHOOL
1	CARLEEN S. SEDILLA	SDS - SDO Muntinlupa
2	NERISSA R. LOMEDA	ASDS - SDO Muntinlupa
3	NOEMI A. VALDEZ	AOV - SDO Muntinlupa
4	ANGELA M. FRANCISCO	AOIV - SDO Muntinlupa
5	JOAN VANESA FUSTER	AOII - Poblacion Elementary School
6	JASON RAYMUNDO	AOII - Itaas Elementary School
7	LADYLYN ELCHICO	AOII - Sucat Elementary School Annex Zone 3&4
8	GINA SABADO	AOII - Putatan Elementary School
9	JENNIFER SABDAO	AOII - F. De Mesa Elementary School
10	JULIEN RAIZA ESPINOSA	AOII - Tunasan Elementary School
11	JULIE ANN MANTO	AOII - Victoria Homes Elementary School
12	ELLA MARIE COLLADO	AOII - Filinvest Alabang Elementary School
13	MICHELLE CENTENO	AOII - Sucat Elementary School Main
14	MA. GISELLA VILLAMAYOR	AOII - Cupang Senior HS
15	MARIA TERESA DOMINGUEZ	AOII - Tunasan National HS
16	JOED ESPELETA	AOII - Lakeview Integrated School
17	RACHEL RODRIGUEZ	AOII - Soldiers Hills Elementary School
18	MA. RIZA DALUNGAN	AOII - Bagong Silang Elementary School
19	GRETA TAHUM	AOII - Bayanan Elementary School Main
20	ALMIRA HERNANDEZ	AOII - Alabang Elementary School
21	PAMELA BALDO	AOII - Cupang Elementary School Main
22	MARIA KIEDEN ZYNA HERRERA	AOII - Buli Elementary School
23	AILEEN BRILA	AOII - Cupang Elementary School Annex
24	THELMA MEDINA	AOII - Poblacion National HS
25	EVANGELINE COSARE	ADASII- Muntinlupa Science High School
26	RODELLA BUENAFLORE	AOIV - Muntinlupa National High School
27	MISSY BUENVENIDA	TIII - Pedro E. Diaz High School
28	MELINDA ADESNA	ADASII - Muntinlupa Business High School
29	SHIELA ROSE BACHOCO	ADASI - SDO Muntinlupa
30	JERICHO YLEN	ADASI - SDO Muntinlupa
31	JOHN LORD VIVO	ADASI - SDO Muntinlupa
32	MELANIO SAN JOSE	ADASI - SDO Muntinlupa
33	EILEEN SIOAO	ADASI - SDO Muntinlupa
34	MICHAEL DOMINGO	AAVI - SDO Muntinlupa
35	ANGELICA CACHUELA	SAO - SDO Muntinlupa
36	ELOISA MARI SAN JUAN	AOII - SDO Muntinlupa



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