



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JUN 14 2023

MEMORANDUM

**STRATEGIC HUMAN RESOURCE MANAGEMENT TRAINING WORKSHOP
FOR SDO AND SCHOOL PERSONNEL OFFICERS**

TO: OIC- Assistant Schools Division Superintendent/Chief Education Supervisor,
School Governance and Operations Division
Chief Education Supervisor, Curriculum Implementation Division
Public Elementary and Secondary School Heads/OICs
Administrative Officer V
All Others Concerned

1. Pursuant to the Civil Service Commission Memorandum Circular No. 24, s. 2017 and DepEd Order No. 19, s. 2022, the Schools Division Office of Muntinlupa, through the Personnel Unit, will be conducting a training-workshop entitled "Strategic Human Resource Management Training Workshop for SDO and School Personnel Officers" on June 15-16, 2023, 7:30 AM – 5:00 PM at Swiss-Belhotel Blulane, Ongpin, Sta. Cruz, Manila, to be attended by the selected Division Personnel Unit, School Administrative Officers, and HR-in-Charge.
2. Expenses relative to the training for the Division participants shall be charged to the Division MOOE, while training cost for the schools' participants shall be charged from their respective school's MOOE, subject to existing budgeting, accounting, and auditing rules and regulations. A registration fee of **Three Thousand Four Hundred Pesos (P3,400.00)** shall be paid to the Cash Unit c/o Ms. Joiche I. Luna – Administrative Officer IV, OIC Cash Unit on or before June 14, 2023. All participants must register through this link <https://tinyurl.com/2023-Human-Resource-Workshop>
3. The List of Participants is attached. All participants are advised to bring a laptop and extension cord.
4. Compliance of all concerned is enjoined.


EVANGELINE P. LADINES, CESO V
Schools Division Superintendent

Encls: As stated
References: None
To be indicated in the Perpetual of Index
under the following subjects:

TRAINING WORKSHOP PERSONNEL

HR-SB/ Strategic Human Resource Management Training Workshop for SDO and School Personnel Officers /
192 June 13, 2023

UN-2023-192

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 Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City
 (02) 805-9935, (02) 805 - 9940
 sdo.muntinlupa@gmail.com





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SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

LIST OF PARTICIPANTS

NO	NAME OF PARTICIPANT	POSITION	OFFICE
1	DR. EVANGELINE P. LADINES, CESO V	SCHOOLS DIVISION SUPERINTENDENT	SCHOOL DIVISION OFFICE
2	DR. NERISSA R. LOMEDA	ASST. SCHOOLS DIVISION SUPERINTENDENT	SCHOOL DIVISION OFFICE
3	MS. NOEMI A. VALDEZ	ADMINISTRATIVE OFFICER V	SCHOOL DIVISION OFFICE
4	MS. ANGELA M. FRANCISCO	ADMINISTRATIVE OFFICER IV	SCHOOL DIVISION OFFICE
5	MS. SHIELA ROSE H. BACHOCO	ADMINISTRATIVE OFFICER II	SCHOOL DIVISION OFFICE
6	MR. ANDRES F. SICAM JR.	EDUCATION PROGRAM SPECIALIST II	SCHOOL DIVISION OFFICE
7	MS. EILEEN E. SIOAO	ADMINISTRATIVE ASSISTANT III	SCHOOL DIVISION OFFICE
8	MS. ALMIRA P. HERNANDEZ	ADMINISTRATIVE OFFICER II	ALABANG ELEMENTARY SCHOOL
9	MS. MA. RIZA R. DALUNGAN	ADMINISTRATIVE OFFICER II	BAGONG SILANG ELEMENTARY SCHOOL
10	MS. GRETA J. TAHUM	ADMINISTRATIVE OFFICER II	BAYANAN ELEMENTARY SCHOOL - MAIN
11	MS. CARMIE G. AQUINO	ADMINISTRATIVE OFFICER II	BAYANAN ELEMENTARY SCHOOL - UNIT 1
12	MS. MARIA KIEDEN ZYNA L. HERRERA	ADMINISTRATIVE OFFICER II	BULI ELEMENTARY SCHOOL
13	MS. PAMELA D. BALDO	ADMINISTRATIVE OFFICER II	CUPANG ELEMENTARY SCHOOL MAIN
14	MS. AILEEN E. BRILA	ADMINISTRATIVE OFFICER II	CUPANG ELEMENTARY SCHOOL ANNEX
15	MS. ELLA MARIE A. COLLADO	ADMINISTRATIVE OFFICER II	FILINVEST ALABANG ELEMENTARY SCHOOL
16	MS. JENNIFER L. SABDAO	ADMINISTRATIVE OFFICER II	F. DE MESA ELEMENTARY SCHOOL
17	MR. JASON S. RAYMUNDO	ADMINISTRATIVE OFFICER II	ITAAS ELEMENTARY SCHOOL
18	MR. JOED D. ESPELETA	ADMINISTRATIVE OFFICER II	LAKEVIEW INTEGRATED SCHOOL
19	MS. JENNY R. ANDOR	ADMINISTRATIVE OFFICER II	ELEMENTARY SCHOOL





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NO	NAME OF PARTICIPANT	POSITION	OFFICE
20	MS. JOAN VANESSA L. FUSTER	ADMINISTRATIVE OFFICER II	POBLACION ELEMENTARY SCHOOL
21	MS. GINA A. SABADO	ADMINISTRATIVE OFFICER II	PUTATAN ELEMENTARY SCHOOL
22	MS. RACHEL L. RODRIGUEZ	ADMINISTRATIVE OFFICER II	SOLDIERS HILLS ELEMENTARY SCHOOL
23	MS. MICHELLE R. CENTENO	ADMINISTRATIVE OFFICER II	SUCAT ELEMENTARY SCHOOL MAIN
24	MS. LADYLYN N. ELCHICO	ADMINISTRATIVE OFFICER II	SUCAT ELEMENTARY SCHOOL ANNEX ZONE 3&4
25	MR. JUN L. CABAGTONG	TEACHER III - (HR-IN-CHARGE)	TUNASAN ELEMENTARY SCHOOL
26	MS. JULIE ANN A. MANTO	ADMINISTRATIVE OFFICER II	VICTORIA HOMES ELEMENTARY SCHOOL
27	MS. MISSY B. BUENVENIDA	TEACHER III - (HR-IN-CHARGE)	PEDRO E. DIAZ HS
28	MS. EVANGELINE S. COSARE	ADMINISTRATIVE ASSISTANT II - (HR-IN-CHARGE)	MUNTINLUPA SCIENCE HS
29	MS. MELINDA M. ADESNA	ADMINISTRATIVE ASSISTANT II - (HR-IN-CHARGE)	MUNTINLUPA BUSINESS HS
30	MS. JESRAEL G. BABOL	TEACHER I - (HR-IN-CHARGE)	MUNTINLUPA BUSINESS HS - ANNEX
31	MS. RODELLA T. BUENAFLO	ADMINISTRATIVE OFFICER IV	MUNTINLUPA NATIONAL HS
32	MS. THELMA MEDINA	ADMINISTRATIVE OFFICER II	POBLACION NATIONAL HS
33	MS. MA. GISELLA F. VILLAMAYOR	ADMINISTRATIVE OFFICER II	CUPANG SENIOR HS
34	MS. MILLICENT ODILE B. MALAHITO	TEACHER I - (HR-IN-CHARGE)	TUNASAN NATIONAL HS
35	MR. DOYLE E. DELANTAR	ADMINISTRATIVE ASSISTANT II - (HR-IN-CHARGE)	MUNTINLUPA NATIONAL SENIOR HS

