



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAR 20 2024

NOTICE OF MEETING
March 19, 2024

TO : School Administrative Officers II
School Administrative Assistants
Project Development Officers
Head Teachers
All Other Concerned

FROM : **EVANGELINE P. LADINES**
Schools Division Superintendent

DATE : March 21 to 22, 2024

VENUE : 4th Floor, Conference Room, Schools Division Office

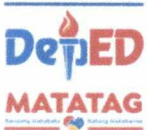
TIME : 8:00 AM to 5:00 PM

SUBJECT : **CLUSTERED ORIENTATION ON ADMINISTRATIVE TASKS FOR
NON-TEACHING PERSONNEL**

AGENDA : Discussion on the Administrative Tasks for Administrative Officers
and Assistants as per DepEd Order 2, s. 2024

Batch 1 – Administrative Officers and Assistants
Batch 2 – Project Development Officers and Head Teachers

040
NOM-2024-040



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
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Republic of the Philippines
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NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**CLUSTERED ORIENTATION ON ADMINISTRATIVE TASKS FOR
NON-TEACHING PERSONNEL**

Batch 1
March 21, 2024
8:00 a.m. -5:00 p.m.

NO	NAME OF PARTICIPANT	POSITION
1	RODELLA T. BUENAFLO	ADMINISTRATIVE OFFICER IV
2	ALMIRA P. HERNANDEZ	ADMINISTRATIVE OFFICER II
3	MA. RIZA R. DALUNGAN	ADMINISTRATIVE OFFICER II
4	GRETA J. TAHUM	ADMINISTRATIVE OFFICER II
5	CARMIE G. AQUINO	ADMINISTRATIVE OFFICER II
6	MARIA KIEDEN ZYNA L. HERRERA	ADMINISTRATIVE OFFICER II
7	PAMELA D. BALDO	ADMINISTRATIVE OFFICER II
8	ELLA MARIE A. COLLADO	ADMINISTRATIVE OFFICER II
9	JENNIFER L. SABDAO	ADMINISTRATIVE OFFICER II
10	JASON S. RAYMUNDO	ADMINISTRATIVE OFFICER II
11	JOED D. ESPELETA	ADMINISTRATIVE OFFICER II
12	JENNY R. ANDOR	ADMINISTRATIVE OFFICER II
13	JOAN VANESSA L. FUSTER	ADMINISTRATIVE OFFICER II
14	GINA A. SABADO	ADMINISTRATIVE OFFICER II
15	RACHEL L. RODRIGUEZ	ADMINISTRATIVE OFFICER II
16	MICHELLE R. CENTENO	ADMINISTRATIVE OFFICER II
17	LADYLYN N. ELCHICO	ADMINISTRATIVE OFFICER II
18	JULIEN RAIZA T. ESPINOSA	ADMINISTRATIVE OFFICER II
19	JULIE ANN A. MANTO	ADMINISTRATIVE OFFICER II
20	THELMA MEDINA	ADMINISTRATIVE OFFICER II
21	MA. GISELLA F. VILLAMAYOR	ADMINISTRATIVE OFFICER II
22	MARIA TERESA P. DOMINGUEZ	ADMINISTRATIVE OFFICER II
23	EVANGELINE S. COSARE	ADMINISTRATIVE ASSISTANT II
24	MELINDA M. ADESNA	ADMINISTRATIVE ASSISTANT II
25	DOYLE E. DELANTAR	ADMINISTRATIVE ASSISTANT II -
26	IBAÑEZ, MYRNA D.	ADAS III
27	LUMAAD, LOURDES NORALLY D.	ADAS III
28	PEÑAFLOR, MAILEEN M.	ADAS III
29	CABRERA, TUESDAE TAGLE	ADAS II
30	TORRES, ROSALIE TEOPE	ADAS III
31	HERNANDEZ, LORENA GEREMILLO	ADAS II
32	UNTALAN, MARIA TERESA DELOS REYES	ADAS II
33	LUIS, CHERRY ELCHICO	ADAS II
34	NIADAS, MELANIE TAGASA	ADAS III
35	MORALDE, MA RIZZA RIZALDE	ADAS II
36	DE ACOSTA, MARY GRACE HERRERA	ADAS II
37	GABAT, KENNETH BRYAN GONZALES	ADAS II
38	TERRADO, MARISA PAGULONG	ADAS II



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**CLUSTERED ORIENTATION ON ADMINISTRATIVE TASKS FOR
NON-TEACHING PERSONNEL**

Batch 2
March 22, 2024
8:00 a.m. -5:00 p.m.

NO	NAME OF PARTICIPANT	POSITION
1	WEBENA, GERONA FANUGON	HEAD TEACHER III
2	ABEJAR, NELIA GREGORIO	HEAD TEACHER VI
3	MONTOJO, EDWARD ROLLON	HEAD TEACHER VI
4	LATINA, MARLYN BAUTISTA	HEAD TEACHER VI
5	OLAIRA, DAIFE CANLAS	HEAD TEACHER V
6	ALBARO, JASON BACLI	HEAD TEACHER V
7	RAZOTE, MARIJO BLANCADA	HEAD TEACHER III
8	OZARAGA, EMELDA ALMINE	HEAD TEACHER III
9	SALIVIO, MARLYN ESTORNINO	HEAD TEACHER III
10	ARAJA, MARIA ELENA BONETE	HEAD TEACHER III
11	CHAVEZ, EVELYN PINEDA	HEAD TEACHER III
12	CALAPANO, MELESA LEDESMA	HEAD TEACHER III
13	CABANTING JR, ROGELIO MORALES	HEAD TEACHER VI
14	AMBROCIO, EMELY VALLEJOSC	HEAD TEACHER VI
15	SANTOS, ONOFRE CASTRO	HEAD TEACHER VI
16	MENDOZA, DOROTHY ACUNA	HEAD TEACHER IV
17	GRAGEDA, SHARON ERIPOL	HEAD TEACHER III
18	IÑOSA, EVA ADAN	HEAD TEACHER III
19	NOBLETA, HERNAN DE GUZMAN	HEAD TEACHER III
20	CALIPAYAN, MARSHA LIZA MASAMAYOR	HEAD TEACHER I
21	ANDRESIO, MARILYN COROÑA	HEAD TEACHER I
22	VIVAR, RYAN GILBUENA	HEAD TEACHER I
23	ESPELETA, REYNANTE HETEROZA	HEAD TEACHER III
24	ABALOS, EDWIN LADAN	HEAD TEACHER I
25	LUNAR, MAYGLEEN LIBUIT	HEAD TEACHER I
26	DOLLETON, ROXANNE BARRETO	HEAD TEACHER I
27	WEBENA, GERONA FANUGON	HEAD TEACHER III
28	JOHN LORD GACOSTA VIVO	PDO I
29	MELANIO JR. RIZALDO SAN JOSE	PDO I
30	EILEEN ESPELETA SIOAO	PDO I
31	MICHAEL FABIANES DOMINGO	PDO I
32	JOHN LORD GACOSTA VIVO	PDO I



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List of Topics and Discussants

Time	Topic	Discussants
8:00-9:00 am	RPMS-HR / Personnel Management	Ms. Angela Francisco
9:00-10:00 am	Property Custodianship and Facilities Coordinator ship	Ms. Joiche I. Luna
10:00-11:00 am	Bid and Awards Committee/NDEDP	Ms. Phoebe R. Arroyo Ms. Cecelia Claudel
11:00-11:30 am	Record Management	Ms. Lourdes Rodilla
11:30-12:00 pm	Oplan Balik Eskwela	Ms. Phoebe Arroyo
12:00-1:00 pm	Lunch	
1:00-2:00 pm	External Partnership / Adopt-a-School Program	Ms. Rochelle A. Jimenez
2:00-3:00 pm	Finance Management	Ms. Karen Medna
3:00-4:00 pm	Learning Resource / Library Custodianship/ Gulayan	Ms. Gina U. Urquia
4:00-5:00 pm	LIS-eBEIS/	Mr. Joseph B. Nilo