



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

Office of the Schools Division  
Superintendent

JUL 29 2025

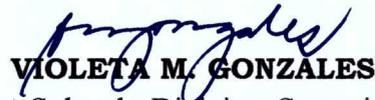
**Advisory No.064, s. 2025**  
**July 28, 2025**

In compliance with DepEd Order (DO) No. 8, s. 2013  
This Advisory is issued for the information of DepEd Officials,  
personnel/staff, as well as the concerned public.

**RESCHEDULING THE DATE OF TRAINING AS POSTED IN**  
**DIVISION MEMORANDUM NO. 356, S. 2025**

Please be informed, that as per Division Memorandum No. 356, s. 2025, referring to the scheduled training titled, "Empowering HR Workforce: Strategies Towards Excellent Services", will now take place at the **Hortz Hotel in Tagaytay City** on **August 5-6, 2025**, as a result of the suspension of government office operations and classes as stipulated in Memorandum Circular No. 90, dated July 22, 2025.

Please be guided accordingly.

  
**VIOLETA M. GONZALES**

Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

AD-2025-064

064





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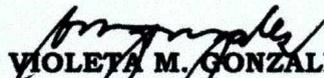
JUL 28 2025

**MEMORANDUM**  
No. **356**, s. 2025

**EMPOWERING HR WORKFORCE: STRATEGIES TOWARDS EXCELLENT SERVICES**

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

1. In connection to **DepEd Order No. 20 s. 2024**, titled, **Recruitment, Selection, and Appointment to Higher Teaching Positions**, and **Executive Order No. 174, s. 2022, Establishing the Expanded Career Progression System for Public School Teachers**, the Division Office through the Personnel Unit initiates to capacitate school administrative officer in the school, on July 23-24, 2025.
2. In view hereof, the School Administrative Officer II/HR-in-Charge are requested to register online to confirm their attendance through this link, <https://tinyurl.com/RegistrationFormTrainingHR>. A registration fee of Four Thousand Pesos (P 4,000.00) shall be paid to the Cash Unit on or before July 23, 2025.
3. Attached is Annex A - List of Participants, Training Matrix and Program Management Team (PMT).
4. Expenses relative to this training for school-based personnel shall be charged against MOOE/Local funds, while expenses for division personnel shall be charged to Division GASS Training 2025, subject to the existing accounting and auditing rules and regulations.

  
**VIOLETA M. GONZALES**

Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

References: As stated.

Encl. As stated

To be indicated in the Perpetual Index under the following subjects:

HUMAN RESOURCE

AMF/DM-EMPOWERING HR WORKFORCE: STRATEGIES TOWARDS EXCELLENT SERVICES

356 / July 15, 2025

NUM-2025-356



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

8805-9935, 8805-9940

[sdo.muntinlupa@gmail.com](mailto:sdo.muntinlupa@gmail.com)

[deped-muntinlupa.com](http://deped-muntinlupa.com)



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Annex A.

**LIST OF PARTICIPANTS**  
**July 23-24, 2025**

No.	NAME	POSITION	SCHOOL
1	Jenny R. Andor	Administrative Officer II	Muntinlupa Elementary School
2	Michael Evan Aguelo	Administrative Officer II	Bayanan Elem School Main
3	Jason S. Raymundo	Administrative Officer II	Itaas Elementary School
4	Joan Vanesa L. Fuster	Administrative Officer II	Poblacion Elementary School
5	Gina A. Sabado	Administrative Officer II	Putatan Elementary School
6	Julien Raiza T. Espinosa	Administrative Officer II	Tunasan Elementary School
7	Julie Ann A. Manto	Administrative Officer II	Victoria Homes Elementary School
8	Rachel L. Rodriguez	Administrative Officer II	Soldier's Hills Elementary School
9	Jennifer L. Sabdao	Administrative Officer II	F. De Mesa Elementary School
10	Almira P. Hernandez	Administrative Officer II	Alabang Elementary School
11	Ella Marie A. Collado	Administrative Officer II	Filinvest Alabang Elementary School
12	Ma. Riza R. Dalungan	Administrative Officer II	Bagong Silang Elem School
13	July Macaraeg	Administrative Officer II	Bayanan Elem. School Unit I
14	Marie Kieden Zyna L. Herrera	Administrative Officer II	Buli Elementary School
15	Romalyn Milca N. Javier	Administrative Officer II	Cupang Elementary School Annex
16	Ladylyn N. Elchico	Administrative Officer II	Sucat Elementary School Zone 3 & 4
17	Rodella T. Buenaflor	Administrative Officer IV	Muntinlupa National High School - JHS
18	Lenny C. Belen	Administrative Officer II	Muntinlupa National High School - SHS
19	Maria Teresa P. Dominguez	Administrative Officer II	Tunasan National HS - SHS
20	Arienne Mae Ramirez	Administrative Officer II	Poblacion National High School
21	Ma. Giselle F. Villamayor	Administrative Officer II	Cupang Senior High School
22	Joed D. Espeleta	Administrative Officer II	Lakeview Integrated School
23	Melinda M. Adesna	Administrative Assistant II	Muntinlupa Business High School Main
24	Rosalie T. Torres	Administrative Officer II	Muntinlupa Business High School - Annex
25	Myrna D. Ibañez	Administrative Assistant III	Alabang Elementary School (Pedro E. Diaz High School)
26	Grace L. Rivero	Administrative Officer II	Tunasan National HS - JHS
27	Thelma S. Medina	Administrative Officer II	Muntinlupa Science High School
28	Rocille Mendoza	Administrative Assistant II	Sucat Senior High School
29	Marissa Antonio	Administrative Officer II	Sucat Elementary School
30	Pamela D. Baldo	Administrative Officer II	Cupang Elementary School



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**Program Management Team**

No.	Name	Designation
1	<b>DR. VIOLETA M. GONZALES</b> Assistant Schools Division Superintendent Officer-in-Charge Office of the Schools Division Superintendent	Chairperson
2	<b>DR. LILIA A. RICERO</b> Education Program Supervisor Officer-in-Charge Office of the Assistant Schools Division Superintendent	Vice- Chairperson
3	<b>NOEMI A. VALDEZ</b> Administrative Officer V	Program Manager
4	<b>ANGELA M. FRANCISCO</b> Administrative Officer IV HRMO	Program Owner
5	<b>ANDRES F. SICAM</b> Education Program Specialist HRDD	Technical Coordinator Documentation and Evaluation in charge
6	<b>VIRMA U. AMISTOSO</b> Budget Officer	Resource Speaker
7	<b>SHIELA ROSE H. BACHOCO</b> <b>JOEYCOR J. RENDON</b> <b>MAUREEN MALAY</b>	Facilitator
8	<b>WENDY S. HERNANDEZ</b> <b>AIRA G. PARILLA</b> <b>DUN LUVIK MANDIGAL</b> <b>DULCE B. SAMSON</b>	TWG / Support Staff /Participants



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**Training Matrix**

<b>Day 1: July 23, 2025</b>		
<b>TIME</b>	<b>ACTIVITY</b>	<b>PERSON-IN-CHARGE</b>
7:45 a.m – 8:00 a.m	Registration	Registration Committee  <b>Ms. Wendy S. Hernandez</b> Administrative Aide VI  <b>Ms. Aira G. Parilla</b> Administrative Aide VI
8:01 a.m – 8:30 a.m	Opening Program National Anthem Prayer	AVP
	Welcome Remarks	<b>DR. LILIA A. RICERO</b> Education Program Supervisor Officer-in-Charge Office of the Assistant Schools Division Superintendent
	Inspirational Message	<b>DR. VIOLETA M. GONZALES</b> Assistant Schools Division Superintendent Officer-in-Charge Office of the Schools Division Superintendent
8:31 a.m – 10:00 a.m	Topic: Revisiting DepEd Order No. 20, s. 2024 and Outlining Strategies and Techniques to Streamline the Recruitment Process	<b>Ms. Angela M. Francisco</b> Administrative Officer IV-HRMO
10:00 a.m – 10:15 p.m	Health Break	
10:15 a.m – 11:45 a.m	Workshop Proper Structured Recruitment: Enhancing the Selection of Higher-Level Teaching Personnel	<b>Ms. Angela M. Francisco</b> Administrative Officer IV-HRMO
12:00 n.n – 1:00 p.m	Lunch Break	



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SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

<b>Day 1: July 23, 2025</b>		
1:00 p.m – 2:30 p.m	Payroll Simplified: Best Practices for Seamless Salary Management	<b>Ms. Virma U. Amistoso</b> Budget Officer
2:30 p.m – 3:00 p.m	Workshop Proper  Payroll Simplified: Best Practices for Seamless Salary Management	<b>Ms. Joeycor J. Rendon</b> Administrative Assistant III  <b>Ms. Shiela Rose H. Bachoco</b> Administrative Officer II  <b>Ms. Mauren Malay</b> Administrative Assistant I
3:00 p.m – 3:10 p.m	Health Break	
3:10 p.m – 4:00 p.m	Presentation of outputs for Payroll Simplified: Best Practices for Seamless Salary Management	<b>Ms. Joeycor J. Rendon</b> Administrative Assistant III  <b>Ms. Shiela Rose H. Bachoco</b> Administrative Officer II
4:00 p.m – 4:45 p.m	Group Activity: Reconciliation of Plantilla Item	<b>Ms. Shiela Rose H. Bachoco</b> Administrative Officer II
4:45 p.m – 5:00 p.m	QAME Day 1 and Debriefing	<b>Mr. Andres F. Sicam</b> Education Program Specialist

<b>Day 2: July 24, 2025</b>		
<b>TIME</b>	<b>ACTIVITY</b>	<b>PERSON-IN-CHARGE</b>
8:00 a.m	Registration	Registration Committee  <b>Ms. Wendy S. Hernandez</b> Administrative Aide VI  <b>Ms. Aira G. Parilla</b> Administrative Aide VI
8:01 a.m – 8:20 a.m	Opening Program	AVP
8:20 a.m – 8:30 a.m	Management of Learning	<b>Mr. Andres F. Sicam</b> Education Program Specialist



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<b>Day 2: July 24, 2025</b>		
8:31 a.m – 10:00 a.m	Walkthrough of the Salient Points of Executive Order No. 174: Establishing the Expanded Career Progression System for Public School Teachers	<b>Ms. Angela M. Francisco</b> Administrative Officer IV-HRMO
10:00 a.m – 10:15 a.m	Health Break	
10:15 a.m – 12:00	Standard HR Protocols: Revisiting Processes and Required Forms	<b>Ms. Noemi A. Valdez</b> Administrative Officer V
12:00 n.n – 1:00 p.m	Lunch Break	
1:00 p.m – 3:00 p.m	Orientation on the DepEd Order No. 4, s. 2025, titled “Guidelines on the Adoption of the Flexible Work Arrangement in the Department of Education”	<b>Ms. Noemi A. Valdez</b> Administrative Officer V
3:00 p.m – 3:15 p.m	Health Break	
3:15 p.m – 4:00 p.m	Ways Forward	<b>Ms. Angela M. Francisco</b> Administrative Officer IV-HRMO
4:00 p.m – 4:20 p.m	Closing Remarks	<b>Ms. Noemi A. Valdez</b> Administrative Officer V
4:20 p.m – 4:30 p.m	Distribution of Certificate of Participants	<b>Ms. Dulce B. Samson</b> Administrative Assistant III
4:30 p.m – 5:00 p.m	QAME Day 2	<b>Mr. Andres F. Sicam</b> Education Program Specialist



**Office of the President**  
**Malacañang**

**MEMORANDUM CIRCULAR NO. 90**

Upon the recommendation of the National Disaster Risk Reduction and Management Council relative to the continuous heavy rainfall brought about by the Southwest Monsoon, work in government offices and classes at all levels in Metro Manila, Pangasinan, Zambales, Tarlac, Bataan, Pampanga, Bulacan, Cavite, Batangas, Rizal, Occidental Mindoro, Ilocos Norte, Ilocos Sur, La Union, Quezon, Oriental Mindoro, Marinduque, Romblon, Masbate, Sorsogon, Albay, Camarines Sur, Catanduanes, Palawan, Antique, Aklan, Capiz, Iloilo, Guimaras, Abra, Mountain Province, Ifugao, Benguet, Nueva Vizcaya, Nueva Ecija, Laguna and Negros Occidental are hereby suspended on 23 July 2025.

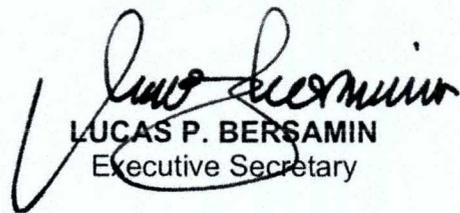
However, agencies responsible for basic, vital and health services, preparedness and response duties must continue to remain operational to ensure continuity of essential government functions despite the declaration of work suspension. Non-vital government employees of subject agencies and all other government employees may be engaged under approved alternate work arrangements, subject to applicable laws, rules and regulations.

Further thereto, the localized cancellation or suspension of classes and/or work in government offices in other regions may be implemented by their respective Local Chief Executives, pursuant to relevant laws, rules and regulations.

The suspension of work for private companies and offices is left to the discretion of their respective heads.

This Circular shall take effect immediately.

By authority of the President:

  
**LUCAS P. BERSAMIN**  
Executive Secretary

Manila, 22 July 2025





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**Day 2: July 24, 2025**

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4:30 p.m – 5:00 p.m	QAME Day 2	<b>MONITORING AND EVALUATION UNIT</b>



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9	<b>MONITORING AND EVALUATION UNIT</b>	QAME