



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

Office of the Schools Division
Superintendent

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 (₱ 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
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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	Sucate 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	Arianne 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	Sucate Senior High School
29	Marissa Antonio	Administrative Officer II	Sucate Elementary School
30	Pamela D. Baldo	Administrative Officer II	Cupang Elementary School



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Program Management Team

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



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Training Matrix

Day 1: July 23, 2025		
TIME	ACTIVITY	PERSON-IN-CHARGE
7:45 a.m – 8:00 a.m	Registration	Registration Committee Ms. Wendy S. Hernandez Administrative Aide VI Ms. Aira G. Parilla Administrative Aide VI
8:01 a.m – 8:30 a.m	Opening Program National Anthem Prayer	AVP
	Welcome Remarks	DR. LILIA A. RICERO Education Program Supervisor Officer-in-Charge Office of the Assistant Schools Division Superintendent
	Inspirational Message	DR. VIOLETA M. GONZALES 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	Ms. Angela M. Francisco 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	Ms. Angela M. Francisco Administrative Officer IV-HRMO
12:00 n.n – 1:00 p.m	Lunch Break	



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

Day 2: July 24, 2025		
TIME	ACTIVITY	PERSON-IN-CHARGE
8:00 a.m	Registration	Registration Committee Ms. Wendy S. Hernandez Administrative Aide VI Ms. Aira G. Parilla 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	Mr. Andres F. Sicam Education Program Specialist



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Day 2: July 24, 2025		
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	Ms. Angela M. Francisco 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	Ms. Noemi A. Valdez 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”	Ms. Noemi A. Valdez Administrative Officer V
3:00 p.m – 3:15 p.m	Health Break	
3:15 p.m – 4:00 p.m	Ways Forward	Ms. Angela M. Francisco Administrative Officer IV-HRMO
4:00 p.m – 4:20 p.m	Closing Remarks	Ms. Noemi A. Valdez Administrative Officer V
4:20 p.m – 4:30 p.m	Distribution of Certificate of Participants	Ms. Dulce B. Samson Administrative Assistant III
4:30 p.m – 5:00 p.m	QAME Day 2	Mr. Andres F. Sicam Education Program Specialist



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8	WENDY S. HERNANDEZ AIRA G. PARILLA DUN LUVIK MANDIGAL DULCE B. SAMSON	TWG / Support Staff
9	MONITORING AND EVALUATION UNIT	QAME