



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

Office of the Schools Division  
Superintendent

AUG 29 2025

MEMORANDUM  
No. 426, s. 2025

**PERSONNEL STRATEGIC PLANNING AND PROCESS STREAMLINING SEMINAR**

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 the **2025 Omnibus Rules on Appointment and Other Human Resource Actions**, the Division Office, through the Personnel Unit, initiates the capacitation of school administrative officers in the school on September 18-19, 2025, at Nagcarlan Forest Resort.
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 September 5, 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-PERSONNEL STRATEGIC PLANNING AND PROCESS STREAMLINING SEMINAR  
426 /August 27, 2025

NUM-2025-426

426



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Annex A.

**LIST OF PARTICIPANTS**  
**September 18-19, 2025**

<b>No.</b>	<b>NAME</b>	<b>POSITION</b>	<b>SCHOOL</b>
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	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	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>DULCE B. SAMSON</b>  <b>JERICHO B. YLEN</b>  <b>NATHALEE D. ESTILLER</b>	Facilitator
6	<b>AIRA G. PARILLA</b>  <b>DUN LUVIK MANDIGAL</b>	TWG



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<b>Day 1: September 18, 2025</b>		
<b>TIME</b>	<b>ACTIVITY</b>	<b>PERSON-IN-CHARGE</b>
8:00 a.m	Registration	<b>Ms. Aira G. Parilla</b> Administrative Aide VI
8:10 a.m – 8:30 a.m	Opening Program National Anthem Prayer	AVP
8:30 a.m - 8:45 a.m	Welcome Remarks	<b>DR. LILIA A. RICERO</b> Education Program Supervisor Officer-in-Charge Office of the Assistant Schools Division Superintendent
8:45 am - 9:00 a.m	Inspirational Message	<b>DR. VIOLETA M. GONZALES</b> Assistant Schools Division Superintendent Officer-in-Charge Office of the Schools Division Superintendent
9:00 a.m – 10:30 a.m	Topic 1: Orientation on the Salient Features of the 2025 Omnibus Rules on Appointment and Other Human Resource Actions	<b>Ms. Angela M. Francisco</b> Administrative Officer IV-HRMO
10:30 a.m – 10:45 a.m	Health Break	
10:45 a.m – 11:45 a.m	Topic 1: Orientation on the Salient Features of the 2025 Omnibus Rules on Appointment and Other Human Resource Actions	<b>Ms. Angela M. Francisco</b> Administrative Officer IV-HRMO
12:00 n.n – 1:00 p.m	Lunch Break	



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<b>Day 1: September 18, 2025</b>		
1:00 p.m – 1:15 p.m	Energizer	
1:15 p.m – 2:45 p.m	Topic 2: 2025 ORAOHRA Annexes: New List of Requirements and Forms	<b>Dulce B. Samson</b> Administrative Assistant III
2:45 p.m – 3:00 p.m	Health Break	
3:00 p.m – 4:45 p.m	Topic 3: Omnibus Rules on Leave	<b>Ms. Nathalee D. Estiller</b> Administrative Assistant III
4:45 p.m – 5:00 p.m	QAME Day 1 and Debriefing	<b>Monitoring and Evaluation Unit</b>

<b>Day 2: September 19, 2025</b>		
<b>TIME</b>	<b>ACTIVITY</b>	<b>PERSON-IN-CHARGE</b>
8:30 a.m	Registration	<b>Ms. Aira G. Parilla</b> Administrative Aide VI
8:45 a.m – 9:00 a.m	Opening Program	AVP
9:00 a.m – 9:15 a.m	Management of Learning	<b>Ms. Nathalee D. Estiller</b> Administrative Assistant III
9:15 a.m – 10:45 a.m	Discussion on the Unpaid Premiums and Securing the GSIS Benefits	<b>Jericho B. Ylen</b> Administrative Assistant III
10:45 a.m – 10:50 a.m	Health Break	
10:50 a.m – 11:45 a.m	Addressing Unpaid Premiums and Securing the GSIS Benefits FAQs	<b>Jericho B. Ylen</b> Administrative Assistant III
12:00 n.n – 1:00 p.m	Lunch Break	



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<b>Day 2: September 19, 2025</b>		
1:00 p.m – 1:15 p.m	Energizer	
1:15 p.m – 2:45 p.m	Topic: Permit to Study and Permit to Teach Process Flow and Requirements	<b>Noemi A. Valdez</b> Administrative Officer V
2:45 p.m – 3:00 p.m	Health Break	
3:00 p.m - 3:45 p.m	Ways Forward	<b>Ms. Angela M. Francisco</b> Administrative Officer IV-HRMO
3:45 p.m – 4:00 p.m	Closing Remarks	<b>Ms. Noemi A. Valdez</b> Administrative Officer V
4:00 p.m – 4:15 p.m	Distribution of Certificate of Participants	
4:15 p.m – 4:30 p.m	QAME Day 2	<b>Monitoring and Evaluation Unit</b>