



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

Office of the Schools Division
Superintendent

MEMORANDUM

**EMPOWERED: DIGITAL EXCELLENCE, WORKPLACE WELLNESS, AND
ORGANIZATIONAL INNOVATION TRAINING FOR ADMINISTRATIVE
AIDES, ASSISTANTS, AND OFFICERS**

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

1. In line with the thrust of the Schools Division Office of Muntinlupa City to ensure the efficient and effective delivery of administrative, technical, financial, human resource, records management, and other essential support services across the Division and its schools, this Office shall conduct the strategic competency enhancement seminar titled **"EMPOWERED: Digital Excellence, Workplace Wellness, and Organizational Innovation Training for Administrative Aides, Assistants, and Officers,"** on September 15-17, 2026, at the Lakeview Integrated School Learning and Development Center.
2. This training is designed to offer professional development support to non-teaching personnel aimed at strengthening existing competencies of non-teaching personnel based on identified workplace demands and organizational priorities; providing targeted and practical learning interventions that can be directly applied in the workplace; and enhancing the adaptability, efficiency, innovation, and quality of service of non-teaching personnel;
3. The list of official participants, the Program Management Team, and the Indicative Program of Activities are reflected in **Enclosures 1 to 3** of this Memorandum. All participants are directed to pre-register on or before **September 11, 2026**, through the link: <https://tinyurl.com/EMPOWERED-2026-Registration>.
4. Registration is scheduled to commence at 7:30 AM, followed by the opening program starting at 8:00 AM in the plenary session.
5. Similarly, all participants are required to complete the pretest and posttest, which will be administered before and after the training sessions.
6. All participants are advised to wear appropriate attire during the seminar and bring their own water tumblers, portable fans, and personal medications, as necessary, to ensure comfort, safety, and well-being throughout the training. Please note that the PMT is limited in its ability to provide medication for chronic or long-term conditions and other prescribed health concerns.



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7. The participants are expected to adhere to the following requirements:

- Maintain **100% attendance and focus** during training hours;
- Ensure **100% submission** of the required outputs; and
- Achieve a **100% passing rate** in the post test.

8. Meals and training kits of the participants shall be charged against **RO-NCR-25-01662** intended for the conduct of the **Non-Teaching Personnel for the Learning and Development Programs and Interventions**, subject to usual accounting and auditing rules and regulations.

9. The following enclosures are provided, for reference:

Enclosure 1: List of Official Participants
Enclosure 2: Program Management Team
Enclosure 3: Indicative Program of Activities

10. Immediate and wide dissemination of, and strict compliance with this Memorandum is desired.


VIOLETA M. GONZALES CESO VI
Schools Division Superintendent

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects

EMPLOYEES

TRAINING

SCHOOLS

ADMINISTRATION

IMR/ Empowered2026

367 September 9, 2026



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Enclosure 1: List of Official Participants

	Name	School	Position
1	Lourdes Rodilla	SDO	AO IV
2	Joan Vanesa L. Fuster	Poblacion ES	AO II
3	Marissa D. Antonio	Sucat ES Main	AO II
4	Ladylam N. Elchino	Sucat Zone Pagkakaisa	AO II
5	Juliean Raiza T. Espinosa	Tunasan ES	AO II
6	Joed D. Espeleta	Lakeview Integrated School	AO II
7	Jenny R. Andor	Muntinlupa ES	AO II
8	Pamela D. Baldo	Cupang ES	AO II
9	Julie Ann A. Manto	Victoria Homes ES	AO II
10	Jason S. Raymundo	Itaas ES	AO II
11	Almira P. Hernandez	Alabang ES	AO II
12	Maria Kieden Zyna L. Herrera	Buli ES	AO II
13	Rachel L. Rodriguez	Soldiers Hills ES	AO II
14	Gina A. Sabado	Putatan ES	AO II
15	Michael Evan Aguelo	Bayanan ES Main	AO II
16	July A. Macaraeg	Bayanan Unit 1	AO II
17	Romalyn Milca N. Javier	Cupang Annex ES	AO II
18	Ma. Riza R. Dalungan	Bagong Silang ES	AO II
19	Arianne Mae B. Ramiez	PNHS	AO II
20	Lourdes Norally D. Lumaad	Lakeview Integrated School	AO II
21	Melinda M. Adesna	MBHS Main	AO II
22	Myrna D. Ibañez	PEDHS	AO II
23	Rosalie T. Torres	MBHS Annex	AO II
24	Mary Grace H. De Acosta	Cupang Senior HS	ADAS II
25	Lenny C. Belen	Muntinlupa National HS	AO II
26	Ella Marie A. Collado	Filinvest ES	AO II
27	Thelma V. Medina	Muntinlupa Science HS	AO II
28	Jennifer L. Sabdao	F. De Mesa	AO II
29	Rocille D. Mendoza	Sucat Senior HS	ADAS II
30	Joshlord Galieb O. Catindig	SDO	AO II
31	Sheila Rose H. Bachoco	SDO	AO II
32	Natalee D. Estiller	SDO	ADAS III
33	Cherry E. Luis	MBHS Main	ADAS II
34	Ryan B. Fallarme	SDO	ADAS II
35	Myleen D Espeleta	SDO	ADAS II
36	Fe T. Cabrera	MNHS	AO I
37	Ma. Katleeb F. Fabonan	SDO	ADAS III
38	Ma. Rizza R. Moralde	MSHS	ADAS II
39	Mauren Malay	SDO	ADAS I
40	Jewelie Mae L. Baldado	SDO	Clerk
41	Aira G. Parilla	SDO	Admin Aide VI
42	Doyle E. Delantar	TNHS	ADAS II
43	Merlyn E. Abucay	PEDHS	ADAS II
44	Evelyn N. Dingal	SDO	Admin Aide VI
45	Algin B. Pulga	SDO	Admin Aide VI
46	Aileen R. Magayanes	MNHS	Admin Aide VI



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Enclosure 2: Program Management Team

	Name	Office	Position
1.	Ma. Regale A. Olarte	SDO	SGOD, Chief
2.	Noemi A. Valdez	SDO	AO V
3.	Ivy M. Romano	SDO	SEPS-HRD
4.	Andres F. Sicam Jr.	SDO	EPS-HRD
5.	Zoren Pepito L. Gubalane	SDO	SEPS-SMME