



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

May 15, 2023

DIVISION MEMORANDUM
NO. 193S. 2023

CAPACITY BUILDING OF ADMINISTRATIVE OFFICER II (ELEMENTARY AND SENIOR HIGH SCHOOL) AND ADMINISTRATIVE ASSISTANT II (JUNIOR HIGH SCHOOL) RE: PERSONNEL AND PAYROLL PROCESSES AND ACTIONS

To: Principals (Elementary and JHS)
Division Office Personnel Unit Staff
Select Administrative Officers II (Elementary and SHS)
Administrative Assistants II Non-IUS
All Others Concerned

1. The DepEd SDO Bulacan Personnel and Payroll Unit will conduct a Two-Day Capacity Building of Administrative Officer II (Elementary and Senior High School) and Administrative Assistant II (Junior High School) Re: Personnel and Payroll Processes and Actions on May 18-19, 2023 , 8:00 AM-5:00 PM at Anne Raquel's Resort, Olongapo, Zambales.
2. This activity aims to:
 - 2.1 Provide an in-depth discussion of the KRAs of Administrative Officers II (Elementary and Senior High School) and Administrative Assistants II (JHS-non ius) and their roles in the attainment of the division's objective of an improved public service delivery aligned with DepED's agenda on MATATAG.
 - 2.2 Review the personnel processes and actions, including payroll processes.
 - 2.3 Capacitate the School Administrative Officers and Administrative Assistants to achieve submission of error-free documents relative to personnel actions and processes.
 - 2.4 Provide training-workshop to enrich familiarity and expertise in personnel management and other relative administrative functions.
3. The topics to be discussed are the following:
 - Payroll as part of HR Unit and KRAs of AO II and ADAS II
 - Overview of Personnel/Payroll Processes and Actions
 - Plantilla and Publication
 - Appointment Paper Process
 - Payment of Salaries, Step Increment, Loyalty, and other Benefits.
 - Step Increment and Loyalty




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- GSIS- Agency Remittance Advice
- 4. The participants in this activity are the select personnel in-charge of Personnel/Payroll functions. Each participant should bring a laptop, extension cord, portable Wi-Fi and Printer (1 per District).
- 5. The participants (one presenter per District) are advised to prepare a power point presentation on their best practices in Personnel Processes and Actions.
- 6. The meeting place for the departure on May 18, 2023 is at the Schools Division Office and participants are requested to arrive starting 5:30 am till 6:00 am. Buses will leave at exactly 6:00 am and are expected to arrive at the venue at 7:30 am.
- 7. Enclosed to this Memorandum are:
 1. Training Matrix
 2. List of Participants and their Bus Number assignment
 3. Training Program Management Team
- 8. Expenses to be incurred in the conduct of the said activity shall be charged against the Division Inset Fund and School MOOE fund subject to the usual accounting and auditing rules and regulations.
- 9. This Memorandum shall serve as the travel authority of all the participants.
- 10. Immediate and wide dissemination of this Memorandum is enjoined.


Digitally signed by
Valderama Cecilia Enriquez
Date: 2023.05.15 15:53:47
+08'00'
CECILIA E. VALDERAMA, Ph.D.
Assistant Schools Division Superintendent

HR/hrmo



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Personnel Unit
May 18-19, 2023

Enclosure No.1

TRAINING MATRIX

CAPACITY BUILDING OF ADMINISTRATIVE OFFICER II (ELEMENTARY AND SENIOR HIGH SCHOOL) AND ADMINISTRATIVE ASSISTANT II (JUNIOR HIGH SCHOOL) RE: PERSONNEL AND PAYROLL PROCESSES AND ACTIONS

DAY 1
(Elem Group)

TIME	ACTIVITY	PERSON-IN-CHARGE
7:30-8:00	Breakfast	
8:00-8:30	Registration	Personnel and Payroll Unit TWG's
8:30-9:00	Preliminaries	
	Acknowledgement of Participants	
	Opening Remarks	CECILIA E. VALDERAMA, PhD Assistant Schools Division Superintendent
	Inspirational Message	NORMA P. ESTEBAN, EdD, CESO V Schools Division Superintendent
	Statement of Purpose	VICTORIA O. MADRIGAL Administrative Officer IV/HRMO
9:00-9:30	Payroll as Part of HR UNIT/AO II AND ADAS II KRA'S	JOSEFINA S. PEDROCHE Administrative Officer V
9:30-10:00	Plantilla and Publication	LORADEL B. PASCO Administrative Officer II
10:00-11:00	Appointment Paper Process	GARRY SALMAT/ HANA HERNANDEZ Administrative Assistant III
11:00-12:00	Workshop (Appointment) (Presentation of Output/Best Practice)	Participants
12:00-1:00 PM	Lunch Break	
1:00-1:15	Ice Breaker	Select Participants



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1:15-2:00	Payment of Salaries and Other Benefits	Kristine Joy Tico/ Melody Regalado Administrative Assistant III
2:00-3:30	Workshop (Payment of Salaries and other Benefits) /Presentation of Output -Best Practice	Kristine Joy Tico/ Melody Regalado Administrative Assistant III <i>Participants</i>
3:30-4:00	Step Increment and Loyalty	Gelene Anne Santos Administrative Aide VI
4:00-5:30	Workshop (Step Increment and Loyalty) Presentation of Output-Best Practice	Gelene Anne Santos Administrative Aide VI <i>Participants</i>
5:30-6:30	GSIS (ARA) – (Workshop)	Marilyn Santos / Lady Grace Santos Administrative Assistant III
6:30-7:00	Question and Answer	Administrative Officer II/ Administrative Assistant II
7:00	Closing Program	HR and Payroll Unit Staffs

DAY 1
(JHS and SHS Group)

TIME	ACTIVITY	PERSON-IN-CHARGE
7:30-8:00	Breakfast	
8:00-8:30	Registration	Personnel and Payroll Unit TWG's
8:30-9:00	Preliminaries	
	Acknowledgement of Participants	
	Opening Remarks	CECILIA E. VALDERAMA, PhD Assistant Schools Division Superintendent
	Inspirational Message	NORMA P. ESTEBAN, EdD, CESO V Schools Division Superintendent
	Statement of Purpose	VICTORIA O. MADRIGAL Administrative Officer IV/HRMO
9:00-10:00	Payment of Salaries and Other Benefits	Kristine Joy Tico/ Melody Regalado Administrative Assistant III
10:00-11:30	Workshop (Payment of Salaries and other Benefits) /Presentation of Output -Best Practice	Kristine Joy Tico/ Melody Regalado Administrative Assistant III <i>Participants</i>



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10:30-11:00	Step Increment and Loyalty	Gelene Anne Santos Administrative Aide VI
11:00-12:00	Workshop (Step Increment and Loyalty) Presentation of Output-Best Practice	Gelene Anne Santos Administrative Aide VI <i>Participants</i>
12:00-1:00 PM	Lunch Break	
1:00-1:15	Ice Breaker	Select Participants
1:15-1:45	Payroll as Part of HR UNIT/AO II AND ADAS II KRA'S	JOSEFINA S. PEDROCHE Administrative Officer V
1:45-2:15	Plantilla and Publication	LORADEL B. PASCO Administrative Officer II
2:15-3:15	Appointment Paper Process	GARRY SALMAT/ HANA HERNANDEZ Administrative Assistant III
3:15-4:30	Workshop (Appointment) (Presentation of Output/Best Practice)	Participants
4:30-5:30	GSIS (ARA) Discussion Workshop	Marilyn Santos / Lady Grace Santos Administrative Assistant III
5:30-7:00	Question and Answer	
7:00pm	Closing	

DAY 2

CAPACITY BUILDING OF ADMINISTRATIVE OFFICER II (ELEMENTARY AND SENIOR HIGH SCHOOL) AND ADMINISTRATIVE ASSISTANT II (JUNIOR HIGH SCHOOL) RE: PERSONNEL AND PAYROLL PROCESSES AND ACTIONS

TIME	ACTIVITY	PERSON-IN-CHARGE
7:30-8:00		
8:00-8:30		Personnel and Payroll Unit TWG's
8:30-9:00	Preliminaries	
	Acknowledgement of Participants	
	Opening Remarks	ZUREX T. BACAY, PhD Assistant Schools Division Superintendent
	Inspirational Message	NORMA P. ESTEBAN, EdD, CESO V Schools Division Superintendent
9:00-9:15	Management of Learning	Select Administrative Officer II



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9:15-10:00	BIR	Lady Grace Santos Administrative Assistant III
10:00-12:00	Philhealth, Pag ibig Remittances	Kristine Joy Tico Administrative Assistant III
12:00-1:00	LUNCH BREAK	
1:00-4:00	Continuation of Presentation of Outputs and Best Practices	Participants
4:00-5:00	Closing Program	



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Enclosure No.2

LIST OF PARTICIPANTS and Bus Number Assignment

DISTRICT		NAME OF PARTICIPANT (A.O II-ELEM)	BUS NO.
ANGAT			
	1	CHERRY IVY C. FRANCISCO	1
	2	OLIVIA ANN D. SANTOS	1
	3	ARMIE RICA SP. ESGUERRA	1
	4	MARIA GLIZEL M. MONTESA	1
	5	EMMANOEL AVERY A. GALANG	1
	6	JEWELL S. ENRIQUEZ	1
	7	GENEVIE ANNE S. VALMOCENA	1
BALIUAG SOUTH			
	1	MARY GRACE S. RAMOS	1
	2	THEODOSIA G. RAMOS	1
	3	KRISTINA CASSANDRA B. DELA CRUZ	1
	4	MA. CECELIA BALTAZAR	1
	5	GEM RICEA MINELLI R. ALHAMBRA	1
	6	MIRASOL DG. CRUZ	1
	7	JAYSON R. MANGAHAS	1
BALAGTAS			
	1	VANESSA JOVEL F. CABINGAS	1
	2	KAREN R. FELICIANO	1
	3	CHERIE MARIE G. TAN	1
	4	ROWENA C. BERGES	1
	5	AMELIA M. HISARZA	1
	6	ARNOLD V. QUILAO	1
	7	MICAH CAMILLE C. QUINTO	1
BOCAUE			
	1	RHODORA T. TIBURCIO	1
	2	DANICA S. GARCIA	1
	3	JANETTE B. MOSTAZA	1
	4	ERNEST YGAN DG. DE GUZMAN	1
	5	CHRISTHOFFER CLYDE C BODOSO	1
	6	IVAN MOWIE B. MOLINA	1
	7	KATE EDRIENNE C. ROQUE	1
BULAKAN			



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	1	Enelyn C. Aquino	2
	2	Ester Grace G. Joson	2
	3	Emerson A. Carreon	2
	4	Susana A. Morelos	2
	5	Jersey Linneth C. Marcelo	2
	6	Armando E. Gonzales	2
	7	Lea Manahan	2
BUSTOS			
	1	REISSE M. SAN ANDRES	2
	2	JAIMEE MARIZ CRUZ	2
	3	BERNADETTE M. SANTOS	2
	4	MA. CHARIZA C. ALFONSO	2
	5	VANGIE S. GATDULA	2
	6	NINA FRANCIA T. VILLANUEVA	2
	7	JOHN ROWELL D. JIMENEZ	2
CALUMPIT NORTH			
	1	LEONA RITA B. CRUZ	2
	2	RAINIELL G. ZIALCITA	2
	3	JACLYN C. MANIO	2
	4	ANGELICA M. DEL MORO	2
	5	RONALD P. CRUZ	2
	6	JENIFFER B. TEODORO	2
	7	BABY T. SUNGA	2
GUIGUINTO			
	1	MARICEL B. CRUZ	2
	2	MARICEL P MAILIG	2
	3	FLORABEL B NARCISO	2
	4	PERSLEY B BILLONES	2
	5	SHIELA YORADYL N RESPLANDOR	2
	6	ERNEST ANTHONY M ESTEBAN	2
	7	MICHELLE D. BONDE	2
HAGONOY EAST			
	1	CHRISTIAN ALEXANDER T. SOLIS	2
	2	KEVIN P. CABAZAL	2
	3	RAMON S. CRISTOBAL	2
	4	CAMILLE B. GONZALES	2
	5	ALAH KHALIFA D. MORAN	2
	6	REYNALYN B. PASCUAL	2
	7	JULIENNE MHA E. P. REYES	2



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MARILAO NORTH		
1	SHERYLL T. BRIONES	2
2	EMERINE LOPEZ	2
3	MYLENE GUMAPOS	2
4	AUDREY SIA	2
5	JOSHUA JOY LOZANO	2
6	CONRADO MAÑANITA	2
7	FITZ GERALD SALVADOR	2
NORZAGARAY EAST		
1	BEVERLUZ D. DIZON	2
2	JULIE-ANNE A. BUENAVENTURA	2
3	ROSEMARIE A. TENOZO	2
4	LOVELY LYKALYN P. MANGAHAS	2
5	BABY RUTH R. CRUZ	2
6	MARIMAR L. REYES	2
7	ROD ROYCE M. ANDRES	2
8		
OBANDO		
1	GENEVIEVE A. AGUILAR	3
2	JOSAN J. ARCHES	3
3	MA. CRISTINA B. CRUZ	3
4	KENNEDY D. DASALLA	3
5	MARK ANTHONY D. TEJADA	3
6	MARY ANN M. RAMOS	3
7		
8		
PANDI NORTH		
1	DEVY C. CORONEL	3
2	SHERIA LOUH S. TOLENTINO	3
3	MELISSA P. ILETO	3
4	MA. ALAIZA B. ELQUIERO	3
5	MANNY B. SANTOS	3
6	ALYZZA ANN S. VALMADRID	3
7	CEDRICK P. CHUA	3
PAOMBONG		
1	REGAN I. SANTIAGO	3



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	2	ROWEL A. REYES	3
	3	NERISSA U. NICOLAS	3
	4	TIMOTHY JOSEPH C. ARREOLA	3
	5	RONEL M. SULIT	3
	6	ALDOUS IAN C. CAPARAS	3
	7	KRISTINE DIANE Y. DE GUZMAN	3
PLARIDEL			
	1	BERNARDO, RONIEL L.	3
	2	JUGUILON, KATHRYN LIZETTE V.	3
	3	GUTIERREZ, LESYL T.	3
	4	PEREZ, NELIZA V.	3
	5	DUMAGO, ARGADE C.	3
	6	SIXTO, CHRISTIAN NOEL G.	3
	7	SARMIENTO, SHANE-ANNE A.	3
PULILAN			
	1	AUREA P. COMENDADOR	3
	2	JAN ANTHONY A. BANAG	3
	3	MERICA RIZA Z. IGNACIO	3
	4	CAESAR C. DE JUAN	3
	5	CAMILLE A. HERRERA	3
	6	MARY JOYCE M. PINEDA	3
	7	RUTH V. DOMINGO	3
SAN ILDEFONSO NORTH			
	1	JULIE ANN P. CORTES	3
	2	RONALD B. VICTORIA	3
	3	KIMBERLY T. MEMPIN	3
	4	PATRICIA EUNICE V. GUTIERREZ	3
	5	LIEZEL V. VICMUDO	3
	6	CLARISSE B. LIBUNAO	3
	7	ROXANNE DR. GUEVARRA	3
SAN MIGUEL SOUTH			
	1	MICHAELA JOY G. DELA CRUZ	3
	2	MICHAEL M. RIVERA	3
	3	ANALYN S. MAPILI	3
	4	ARVIN C. TUANDO	3



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	5	JENNIFER B. CULIANAN	3
	6	KRIZZANIE S. DOMONGDONG	3
	7	MARICRIS M. CORREA	3
SAN RAFAEL EAST			
	1	MELWIN C. SAN PEDRO	4
	2	KIM CHRISTOPER DC. DE DIOS	4
	3	MARY JOY P. ESCOBILLA	4
	4	GLORYLYN V. CASTRO	4
	5	MICHELLE C. ACOSTA	4
	6	MARITES M. PUNZALAN	4
	7	RICHALYN R. MAPOY	4
STA MARIA EAST			
	1	PATRICK JAMES O. SANTOS	4
	2	CASSIE DENEISE Z. OCAMPO	4
	3	MAR JIM EMIL M. PEREZ, JR.	4
	4	ROSE ANNE M. ESTRELLA	4
	5	DIANNE G. TAYAG	4
	6	MARILOU P. PAMING	4
	7	ANN ROSELLE C. RODRIGUEZ	4
BALIUAG NORTH			
	1	ERICA E. MALLARI	4
	2	MARIEL T. AUSTRIA	4
	3	ALVIN G. GARCIA	4
	4	JAYVEE N. MAGLONZO	4
	5	ROSALIE M. SALVADOR	4
	6	DAN LOUIS M. IGNACIO	4
	7	ROCHELLE R. ARCEGA	4
HAGONOY WEST			
	1	GIMELLE M. SANTOS	4
	2	ANDREA B. LOPEZ	4
	3	KRIZZA ANDREA M. GARCIA	4
	4	MARICRIS P. ALFARO	4
	5	JULIENNE IRA DG PEREZ	4
	6	MA. LEONORA O. PAJE	4
	7	RODOLFO R. GASPAR	4



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SAN ILDEFONSO SOUTH			
	1	MARILYN F. LEUTERIO	4
	2	PRINCESS A. BANAG	4
	3	RIALYN A. NORCIO	4
	4	MARLON N. BABANTA	4
	5	MARA KLARISSA D. NAMBAYAN	4
	6	ALONICA B. CRUZ	4
	7	DOMINIC V. GALANG	4
SAN MIGUEL NORTH			
	1	SHAIRA MAE C. ARIZ	4
	2	CEDRIC A. REYES	4
	3	JOY ANGELI C. ROXAS	4
	4	ADRIAN PAUL L. ANILLO	4
	5	GLADYS B. STO. DOMINGO	4
	6	TROY JUSTINE O. DEL ROSARIO	4
	7	MA. CRISTINA L. CRUZ	4
DRT			
	1	LAILANIE C. PASCUAL	4
	2	RHOWELYN T. VALENCIA	4
	3	NINA FATIMA S. ZACARIAS	4
	4	CASELYN S. SOLOMON	4
	5	ALJON JOSEPH TOLENTINO	4
	6	MARC ALLEN H. VALENCIA	4
	7	JAMAICA C. PASCUAL	4
STA MARIA WEST			
	1	RIKKA DEANNISE DT. TORRES	5
	2	ARON ZALDY R. PIDLAOAN	5
	3	RICKY A. LORCA	5
	4	RICHARD M. HABLA	5
	5	CRISTINE JOY M. DE GUZMAN	5
	6	CATHERINE L. DE GUZMAN	5
	7	MA. ELLAINE A. FURTON	5
STA MARIA CENTRAL			
	1	LYN CHING C. PASCUAL	5



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	2	ERIANNE MATAWARAN	5
	3	PAUL JAKE MATUNAN	5
	4	JHON PAUL M. DE LEON	5
	5	NORMAN M. SANTOS	5
	6	JENNILENE REM C. QUITANEG	5
	7	RIA LOU C. GARCIA	5
MARILAO SOUTH			
	1	ISSA MARIE T. CABARLE	5
	2	ARGIE ROSE E. BAER	5
	3	JHOANNA LOU L. RUBIO	5
	4	BOBBY D. MACAPAGAL	5
	5	JACKLYN V. PABATANG	5
	6	ROMEL U. NAZARINO	5
	7	ESTRELLA T. BAYLE	5
	8	RONILLO P. NERVEZA	5
NORZAGARAY WEST			
	1	LEILANI C. BERNABE	5
	2	JANET C. RAMOS	5
	3	FIA ANN C. PASCUAL	5
	4	KELVIN L. GENER	5
	5	NATALIE V. VEGA	5
CALUMPIT SOUTH			
	1	MA. RITA S. BUFA	5
	2	MICHELLE M. SANTOS	5
	3	LAICA B. SEBASTIAN	5
	4	MARY MAE R. RESURECCION	5
	5	KIMBERLY KYLIE G. CENTENO	5
	6	ELOISE DAMILE C. CENTENO	5
	7	ANJEANETTE C. DE DIOS	5
SAN RAFAEL WEST			
	1	JENELYN V. DELA CRUZ	5
	2	MELANIE VILAFANE	5
	3	CLAIRE M. DELA CRUZ	5
	4	MAYREEN BUENAVENTURA	5
	5	MARIANNE S. RAMOS	5



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	6	LADY ANNEX M. VERGEL DE DIOS	5
SAN MIGUEL CENTRAL			
	1	LORAINNE ANNE SM. CRUZ	5
	2	CASSANDRA S. AMORANTO	5
	3	CHERRY QUEEN O. PASCUAL	5
	4	JENYLYN E. MACALINAO	5
	5	ALDRIN S. FELICIANO	5
	6	MARY JENELLE DC VILLAPANE	5
	7	GERALYN V. OBILLO	5
	8	MA. ALVIRA ALEXA NICA M. MANUZON	5
PANDI SOUTH			
	1	AURA A. ESPINAS	5
	2	FERNANDO C. SANDIL	5
	3	ELLANA GRACE DE LARA	5
	4	DAISY P. ANTONIO	5
	5	JHE CRUZ	5
	6	MARELENE RODRIGUEZ	5
	7	ANAKATRIANA HILARIO	5
	8	ASTI GONZALES	5

JUNIOR AND SENIOR HIGH SCHOOL PARTICIPANTS

NAME OF PARTICIPANT	POSITION	SCHOOL	BUS NUMBER
JACQUELINE B. FONTANILLA	AO II	ALEXIS G. SANTOS HS	6
ELEN M. SUATENGGCO	AO II	BALAGTAS NHS	6
LUZ I. SERRANO	AO II	BUNSURAN HS	6
EDMER PALMA	ADAS II	CALAWITAN HS	6
ALVIN S. CRUZ	AO II	CAMBAOG HS	6
ROELITA D. MATEO	AO II	DAMPOL 1ST NHS	6
JANELLE B. ROSETE	AOII	DAMPOL 2ND HS	6
LUCIA B. PASCUAL	AO II	STA. LUCIA HS	6
CRISTOPHER M. PLAMENCO	AO II	STA. PEREGRINA HS	6
MA. CHRISTINA B. HILARIO	AO II	FELIZARDO C. LIPANA NHS	6
MEYNARD B. BAPTISTA	AO II	STA. MARIA NHS	6
ROWENA V. SANCHEZ	AO II	IBA NHS	6
PAULO MARI C. CRUZ	AO II	RAMONA S. TRILLANA HS	6



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MARIA IVY ANTONIO M. CRUZ	AO II	SAN ROQUE HS	6
ROWENA M. MARTIN	AO II	TAAL HS	6
MA. VERONICA V. ORTEGA	AO II	CARLOS F. GONZALES HS	6
CATHERINE A. PEREZ	AO II	STA. MONICA HS	6
MA. CONCEPCION C. SUMBILLO	AO II	MINUYAN NHS	6
CHRISTINE LYNNORE M. DEMOCRITO	AO II	NORZAGARAY HS	6
OLIVETTE D. SAMBO	AO II	PULONG BUHANGIN HS	6
LIZZETH JURIS E. GANTALA	AOII	SAN ILDEFONSO HS	6
JESSICA T. VIVAR	AO II	CALUMPIT NHS	6
MARIVIC P. DE GUZMAN	AO II	SAN MIGUEL HS	6
RODERICK R. ALEJANDRO	AO II	PARTIDA HS	6
REDENTOR C. ENRIQUEZ	AO II	ARGBMTS	6
CHRISTINE JOY V. SANTOS	AO II	PRENZA NHS	6
LORIE V. SAMPILO	AO II	AGUINALDO J. SANTOS NHS(TIBAGAN NHS)	6
JERINE C. DEL ROSARIO	AO II	VEDASTO SANTIAGO HS	6
CHARMINE D. SARMIENTO	AO II	PRES. DIOSDADO MACAPAGAL HS	6
MARIO A. EUGENIO JR.	AO II	TALBAK HS(NON-AUTONOMOUS)	6
PERLITA I. QUILAO	AO II	SAN PEDRO HS	6
ERCELYN SAN MIGUEL	AO II	ROMEO ACUNA MEMORIAL HS	6
MARY JOY P. ESCOBILLA	AO II	MARONQUILLO HS	6
JOSE CERI C. MANGARAN	AO II	LOLOMBOY NHS	6
CHRISTOPHER C. ARENAS	AO II	GUIGUINTO NVHS	6
JOHN T. SANTIAGO	AO II	BULIHAN HS(NON-AUTONOMOUS)	6
JEREMY JANE L. NICOLAS	AO II	BATIA HS	6
AIRA MAY AN M. CRUZ	AO II	TEODORO EVANGELIST MHS	6
DIANNE VILLANUEVA	AO II	GUIGUINTO TECHVOC ANNEX	6
PAOLO J. SUAREZ	AO II	DULONG MALABON INTEGRATED SCHOOL	6
LOUIE SYRON DC. IBAL	AO II	FF.HALILI NAS-CAYPOMBO ANNEX(NON-AUTONOMOUS)	6
MARIANNE S. RAMOS	AO II	SALAPUNGAN NHS - SHS	6



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Region III
SCHOOLS DIVISION OF BULACAN

SCHOOL	POSITION	NAME	BUS NUMBER
NATIONAL POWER CORPORATION HS(NON-AUTONOMOUS)	TEACHER III	GINA Q. LAZARO	7
BANGA HS(NON-AUTONOMOUS)	ADAS II	BENCJ JORDANE C. BALBIN	1
SAN GABRIEL HS(NON-AUTONOMOUS)	TEACHER I	DEE MARIE B TEODORO	7
KALAYAKAN HS	TEACHER I	KIMBERLY A. DADULA	7
BENEDICT A. BUENAVENTURA	ADAS II	BINAGBAG HS	7
VENETTE P. SANTOS	ADAS II	DRT HS (LAURA DE LEON HALILI HS)	7
NADIBIM KHAYIM G. NABONG	ADAS II	JOSE J. MARIANO MHS	7
LEAN BRYAN D. HILARIO	ADAS II	MASAGANA HS	7
JELLI ANNE R. COMIA	ADAS II	AKLE HS	7
DARWIN JOSEPH D. PANGANIBAN	ADAS II	KAPITANGAN HS(NON-AUTONOMOUS)	7
DESIREE E. PANGCOY	ADAS II	OBANDO SHS STAND ALONE	7
ANALYN T. PLENO	ADAS II	SULIVAN NHS	7
MARIA CARMELLE G. MONTON	ADAS II	PARADA HS	7
MARLON S. BADION	ADAS II	CANIOGAN HS	7
IRENE DELOS SANTOS	ADAS II	FF HALILI NAS	1
JIMMUEL MACARASIG	ADAS II	OBANDO SCHOOL OF FISHERIES	7
MA. ALMIE JANE M. MIGUEL	ADAS II	SAN RAFAEL NTS	7
ROBERT JOHN RAYO	ADAS II	SHS WITHIN LUIS GRAVADORES	7
PATRICIA GINA C. CHAN	ADAS II	JOHN J. RUSSELL MHS	7
SERGIUS PAULUS A. CAMUA	ADAS II	TALIPTIP NHS	7
MICHELLE G. DE LEON	ADAS II	TIAONG HS	7
JONALYN R. PUNO		STA. CRUZ NHS(NON-AUTONOMOUS)	7
MARLEN C. DE JESUS	ADAS II	FRANCES HS	7
MA. ARLENE S. DELA PEÑA	ADAS II	DONA CANDELARIA DUQUE MENESES HS	7
JHON RUSSEL J. LUARTEZ	ADAS II	BALIUAG SHS(VIRGEN DELAS FLORES HS)(NON-AUTONOMOUS)	7
JENNIFER E. DOMINGO	ADASII	JAIME J. VISTAN HS	7
MARIBETH B. DE GUZMAN	ADAS II	ANGAT NHS	7
MARY ANNE D. BATALLA	TEACHER II	SAPANG BULAC HS(NON-AUTONOMOUS)	7
RONALDO V. MORELOS	ADAS II	SAN FRANCISCO XAVIER HS	7
JOEY S. RONDUEN	ADAS II-SHS	ENGR. VIRGILIO V. DIONISIO HS	7
CHRISTIAN S.P. SIMON	ADAS II	BAJET CASTILLO HS	7



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ARLENE SP. AGUSTIN	ADAS II	JULIAN B. SUMBILLO HS	7
AILEEN F. AMADOR	ADAS II	CATMON HS	7
RAMICA M. GAYAP	ADAS II	ILUMINADA MENDOZA-ROXAS HS	7
JOEY S. RONDUEN	ADAS II-SHS	STO. NINO HS	7
GERARDO V. PAGUILIGAN	ADAS II-SHS	ANGEL DEL ROSARIO HS (NON-AUTONOMOUS)	7
AMAHA M. LOZADA		UPIG HS(NON-AUTONOMOUS)	7
CLARENCE PUNONGBAYAN	TEACHER I	ESTEBAN PAULINO HS(NON-AUTONOMOUS)	7
OFELIA D. BACALSO	TEACHER II	SAN MIGUEL-MEYSULAO HS(NON-AUTONOMOUS)	7
MARIEJOY I. IGNA	ADAS II	STA. CATALINA BATA HS(NON-AUTONOMOUS)	7
JAMIRA ANN M. ALONZO	ADAS II	STA. CRUZ HS (STA. MARIA)(NON-AUTONOMOUS)	7
LARISSE L. JOSE	ADAS II	LYDIA VILLANGCA TS(NON-AUTONOMOUS)	7
LAILANI C. PASCUA	ADAS II	BANGA HS (NON-AUTONOMOUS)	1
MAUREEN M. SINAGUINAN	TEACHER II	EMILIA PEREZ LIGON HS(NON-AUTONOMOUS)	7
MIRASOL S. DELA CRUZ	ADAS II	VIRGINIA RAMIREZ CRUZ NHS	7



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Enclosure No.3

TRAINING PROGRAM MANAGEMENT TEAM

Overall Program Manager -Victoria O. Madrigal
Administrative Officer IV

Assistant Program Manager -Loradel B. Pasco
Administrative Officer II

QATAME:

Marilene G. Ramos, LPT, MAT
SEPS/HRD

Cecille E. Cruz
EPS II

MEMBERS:

Lloyd Cunanan - Technical Assistance
Admin. Staff/Personnel

April Roldan - Registration
Admin. Staff/Personnel

Fresly John Corpuz - Registration
Admin. Staff/Personnel

Wella Patria Fernando - Registration
Admin. Staff/Personnel

Mary Grace V. Yutoc
Nurse II

Charity Grace V. Igaya
Nurse II



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