



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OF BULACAN

November 11, 2024

DIVISION MEMORANDUM  
No. 503, series 2024

**Empowering Excellence: Advancing Skills for Administrative and General Services Personnel in SDO Proper**

1. This Schools Division Office will hold the seminar for personnel of the administrative and general services on November 13-15, 2024. the venue will be at the Hacienda Galea, City of Baliwag.
2. The objectives of the seminar are:
  - 2.1. To further equip the personnel under the administrative and General Services with advanced skills in office management, technology integration, document management and improving daily communications.
  - 2.2. To strengthen understanding of the duties, responsibilities and accountabilities in the performance of administrative task.
  - 2.3. To be able to implement more efficient and effective practices in their daily responsibilities; and
  - 2.4. To enforce teamwork and collaboration, thereby contributing to the overall success of the school division operation.
3. Participants are sixty (60) non-teaching personnel from the Administrative and General Services Unit.
4. Assembly point will be at the SDO Proper. Participants are expected to be at the assembly area at exactly 7:00 AM on November 13, 2024. Departure will start at exactly 7:30 AM.
5. Expenses to be incurred shall be charged against Division MOOE Funds subject to the usual accounting and auditing procedures.
6. For information and guidance.

  
**NORMA P. ESTEBAN, EdD., CESO V**  
Schools Division Superintendent



**Address:** Provincial Capitol Compound, Brgy. Guinhawa,  
City of Malolos, Bulacan

**Website:** <https://bulacandeped.com>

**Email:** [bulacan@deped.gov.ph](mailto:bulacan@deped.gov.ph)



Republic of the Philippines  
**Department of Education**  
 REGION III  
 SCHOOLS DIVISION OF BULACAN

Enclosure to Div. Memo. No.\_\_\_\_, s. 2024

**PROGRAM OF ACTIVITIES**

TIME	ACTIVITY	PERSONNEL IN CHARGE
<b>DAY 1, November 13, 2024 (Wednesday)</b>		
9:00-12:00	Registration	TWG
	Opening Program	Video Presentation
	Checking of Attendance	TWG
	Welcome Remarks	Josefina S. Pedroche, AO V
	Inspirational Message	SDS Norma P. Esteban, CESO V Schools Division Superintendent
12:01-1:30	Lunch break	
1:31 -2:00	Check-in	
2:01-2:10	Energizer	Video Presentation
2:11-3:30	<i>Legal and Ethical Considerations in Office Administration</i>	Atty. Elmer D. Lopez, Attorney III
3:31-4:30	<i>Developing Effective Communication Skills in the Workplace</i>	Jay-Arr V. Sangoyo, PhD Education Program Supervisor
4:31-5:00	Question and Answer session	
6:01-7:00	Dinner	
<b>DAY 2, November 14, 2024 (Thursday)</b>		
7:00- 8:00	Breakfast	
8:01-8:10	Morning Exercise	Video Presentation
8:11-8:30	Words of Wisdom	Maria Celina L. Vega, CESO VI Asst. Schs. Div. Superintendent
		Atty. Bryan M. Santos, CESO VI OIC-Asst. Schs. Div. Superintendent
8:31-10:00	<i>Technology Integration in Administrative Work</i>	Jay-Arr C. Tayao, EdD-EM, DBA-ITSM Education Program Supervisor
10:00-10:20	Snack	
10:21-10:30	Afternoon energizer	Video Presentation
10:31-12:00	<i>Time Management and Productivity</i>	Marilene G. Ramos, SEPS, HRD
12:01-1:00	Lunch break	



**Address:** Provincial Capitol Compound, Brgy. Guinhawa,  
City of Malolos, Bulacan

**Website:** <https://bulacandeped.com>

**Email:** [bulacan@deped.gov.ph](mailto:bulacan@deped.gov.ph)



Republic of the Philippines  
**Department of Education**  
 REGION III  
 SCHOOLS DIVISION OF BULACAN

1:01-3:00	<i>Revisiting RA 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees)</i>	Eliseo E. Godoy, EdD Education Program Supervisor
3:01-5:00	<i>Stress Management in the Workplace: Maintaining Work Balance and Preventing Burnout</i>	Sherwin DR. Joaquin Division Nurse II
<b>DAY 3, November 15, 2024 (Friday)</b>		
7:00 -	Breakfast	
8:30-12:00	<i>Team Building Activities</i>	Loradel B. Pasco, AO II
12:01-1:00	Lunch break	
1:01	Heading home	

Enclosure to Div. Memo. No.\_\_\_\_, s. 2024

**TECHNICAL WORKING GROUP:**

Overall Program Manager:

Josefina S. Pedroche AO V/Admin and Gen. Services

Assistant Program Manager:

Victoria O. Madrigal AO IV/Personnel  
 Lorena P. Bodoso AO IV/Records  
 Rona Jema R. Mercurio AO IV/Cash  
 Raquel I. Climaco AO IV/Supply and Procurement

Core Training Team Members:

Loradel B. Pasco AO II/Payroll  
 Federico Sanvictores ADAS-III  
 Hana M. Hernandez ADAS-III  
 Lloyd Cunanan ADA VI  
 Shairo Centeno ADAS-II



**Address:** Provincial Capitol Compound, Brgy. Guinhawa,  
City of Malolos, Bulacan

**Website:** <https://bulacandeped.com>

**Email:** [bulacan@deped.gov.ph](mailto:bulacan@deped.gov.ph)



Republic of the Philippines  
**Department of Education**  
 REGION III  
**SCHOOLS DIVISION OF BULACAN**

Enclosure to Div. Memo. No.\_\_\_\_, s. 2024

**TOP MANAGEMENT:**

Norma P. Esteban, EdD, CESO V  
 Maria Celina L. Vega, CESO VI  
 Atty. Bryan M. Santos, CESO VI

Schools Division Superintendent  
 Asst. Schs. Div. Superintendent  
 OIC-Asst. Schs. Div. Superintendent

**LIST OF PARTICIPANTS**

<b>Office of the SDS</b>		
1	Maribel Cruz	ADAS III
2	Jamaica Desiree Marcelo	Admin. Staff
3	Camille Mallari	Utility
4	Allan Barredo	Driver
<b>Office of the ASDS</b>		
5	Maribel D. Enriquez	ADAS II
6	Kimran C. De Jesus	Admin. Staff
<b>Administrative and General Services</b>		
7	Josefina S. Pedroche	Administrative Officer V
8	Carina Jaminal	Admin Staff
9	Marvin B. Laderas	Driver
10	Vergel S Bodoso	ADA I/Security Guard
11	Juanito B. Santos	Utility
12	Franciso Salonga	ADA I
13	Bienvenido DG. Reyes Jr.	Admin Staff
14	Generosa DR.Roque	Utility
15	Angelo San Diego	Driver
16	Francis Owen Jaminal	Driver
17	Candido Bello	Security Guard
<b>Personnel Unit</b>		
18	Victoria Oronce Madrigal	Administrative Officer IV
19	Melissa Cabal Rodriguez	ADAS III
20	Karen Mineth Torres Danganan	ADAS III
21	Hana Molina Hernandez	ADAS III
22	Garry Sumera Salamat	AO II
23	Mariane T. Manarang	ADAS II
24	Lloyd Victoria Cunanan	Admin. Aide VI



**Address:** Provincial Capitol Compound, Brgy. Guinhawa,  
 City of Malolos, Bulacan

**Website:** <https://bulacandeped.com>

**Email:** [bulacan@deped.gov.ph](mailto:bulacan@deped.gov.ph)



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OF BULACAN

25	Wella Patricia Fernando	Admin Staff
26	April Rose Pascual Roldan	Admin Staff
27	Fresly John Mercado Corpuz	Admin Staff
28	Charlotte Joyce Cruz Casimiro	Admin Staff (CSC Detailed)
29	Cyril Alexandria D.A. Manansala	Admin Staff (CSC Detailed)
30	Czarina A. Laderas	Admin Staff
31	Diane M. Dela Isla	Admin Staff
32	Arhlo Vargas	Admin Staff
33	Ma. Patricia Santiago	Admin Staff
<b>Payroll Unit</b>		
34	Loradel Balbin Pasco	Administrative Officer II
35	Melody Gonzales Regalado	ADAS III
36	Marilyn Dimla Santos	ADAS III
37	Kristine Joy De Guia Tico	ADAS III
38	Lady Grace Bautista Santos	ADAS III
39	Mariella Mae Bernardo	ADAS III
40	Pauline Hilario Calayag	ADAS III
41	Gelene Anne Angeles Santos	ADAS II
<b>Records Unit</b>		
42	Lorena P. Bodoso	Administrative Officer IV
43	Federico Sanvictores Jr.	ADAS III
44	Kirsty Hanna DC. Caparas	ADA VI
45	Jose Levy G. Santos	Driver/Liaison Officer
46	Maybelyn R. Balite	Admin Staff
47	Alfredo S. Lopez III	Admin. Staff
48	Angelica DS. De Guia	Admin. Staff
49	Adrian M. Doroja	Admin. Staff
<b>Property and Procurement Unit</b>		
50	Raquel I. Climaco	Administrative Officer IV
51	Shairo R. Centeno	ADAS II
52	Dondi Torres	Admin Staff
<b>Office of the Cashier</b>		
53	Rona Jema R. Mercurio	Administrative Officer IV
54	Ivy Debhany S. Cabañal	ADA VI
55	Cecilia Protestante	Administrative Assistant II



**Address:** Provincial Capitol Compound, Brgy. Guinhawa,  
City of Malolos, Bulacan

**Website:** <https://bulacandeped.com>

**Email:** [bulacan@deped.gov.ph](mailto:bulacan@deped.gov.ph)



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OF BULACAN

56	Jason Sanchez	ADA VI
57	Jose Marie R. Marcelo	Admin Staff
<b>Nurse -in- charge</b>		
58	Joseph Jones C. Silverio	Nurse II
59	Sherwin DR. Joaquin	Nurse II



**Address:** Provincial Capitol Compound, Brgy. Guinhawa,  
City of Malolos, Bulacan

**Website:** <https://bulacandeped.com>

**Email:** [bulacan@deped.gov.ph](mailto:bulacan@deped.gov.ph)