



Republic of the Philippines  
Department of Education  
Region VI- Western Visayas  
SCHOOLS DIVISION OF SAGAY CITY

NOV 08 2024

Division **MEMORANDUM**  
No. 728, s. 2024

**UPSKILLING OF DIVISION ADMINISTRATIVE PERSONNEL AND SCHOOL  
ADMINISTRATIVE OFFICERS TO UPGRADE INDIVIDUAL AND TEAM PERFORMANCE**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors – CID & SGOD  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Please be informed that the Upskilling of Division Administrative Personnel and School Administrative Officers will be on November 13, 2024. The training will be held at two venues: the Division Conference Room and Balay Tulon-an (ALS Center).
2. The purpose of this training is to enhance the ICT skills of participants, enabling them to perform their tasks more effectively in the workplace.
3. The participants in this training are the Administrative personnel of the Division Office and school Administrative Officers. The List of Participants is attached for reference.
4. Participants are required to bring a laptop and extension wires for the workshop activities:
5. Expenses incurred in the conduct of this activity are chargeable against Division MOOE subject to the usual accounting and auditing rules and regulations.
6. It is understood that in the conduct of these activities, there shall be no discrimination in the provision of such learning and development interventions on account of age, school, gender, civil status, disability, religion, or other similar factors and personal circumstances that run counter to the principles of equal opportunity.
7. Immediate and wide dissemination of this memorandum is desired.

**MARSETTE D. SABBALUCA, CESO VI**  
Schools Division Superintendent



Enclosure : As stated  
Reference : None  
Allotment : N/A  
No. of Pages : 2  
To be indicate in the **Perpetual Index** under the following subjects:

**UPSKILLING                      NON TEACHING PERSONNEL**

mst/OSDS





List of Participants

Division Conference Room			Balay Tulon-an		
1	Rhea B. Alba	Administrative Officer II	1	Jomelyn G. Beleganio	Administrative Assistant III
2	Louiene Grace B. Macatual	Administrative Assistant III	2	Evamir D. Espiritu	Administrative Assistant III
3	Angeli D. Hablo	Administrative Officer II	3	Remil P. Castañeda	Administrative Assistant III
4	Grace Angelie P. Mañale	Administrative Officer II	4	Mary Ann S. Hernaez	Administrative Assistant III
5	Catherine F. Son	Administrative Officer II	5	Jim Carl Masueto	Administrative Assistant II
6	Donna Faye P. Soberano	Administrative Officer II	6	Princess D. Gargar	Administrative Aide VI
7	Chinky C. Balicas	Administrative Officer II	7	Junine O. Vistar	Administrative Aide VI
8	Pretzell A. Panolin	Administrative Officer II	8	Michael S. Paragoya	Administrative Aide VI
9	Vincent N. Demaisip	Administrative Officer II	9	Philip Howard B. Malundo	Administrative Aide VI
10	Justine Mae C. Payas	Administrative Officer II	10	Victory Z. Natan	Administrative Aide IV
11	Mary Rose Faith L. Desales	Administrative Officer II	11	Merianclaire Laurente	Administrative Officer II
12	Jasamine Hope Z. Aragon	Administrative Officer II	12	Kyrvilleem Keevin C. Celeste	Administrative Officer II
13	Ronald B. Aprecio	Administrative Officer II	13	Dunamis R. Ganancial	Administrative Officer II
14	Jovi C. Espina	Administrative Officer II	14	Ramil Duerme	Administrative Officer II
15	Chrisse Anne J. Barcelona	Administrative Officer II	15	Vieme Joy V. Denoy	Administrative Officer II
16	Cherry Bless S. Seposo	Administrative Officer II	16	Sheena Tiguelo	Administrative Officer II
17	Christy V. Callao	Administrative Officer II	17	Jay-Ann Aguirre	Administrative Officer II
18	Jonah A. Sabijon	Administrative Officer II	18	Romie J. Osal	Administrative Officer IV
19	Kathreen M. Calinsag	Administrative Officer II	19	Nadine N. Puey	Administrative Officer II
20	Angeline B. Leones	Administrative Officer II	20	Rosita M. Almaras	Administrative Officer II
21	Jade L. Vidal	Administrative Officer II	21	Raymond C. Casipong	Administrative Officer II
22	Lassy G. De Los Reyes	Administrative Officer II	22	Melea L. Guillen	Administrative Officer II
23	Althessa Mae A. Jemar	Administrative Officer II	23	Rhea V. Gemotra	Administrative Officer II
24	Lovely Shame J. Gabayeron	Administrative Officer II	24	Stephany G. Abiles	Administrative Officer II
25	Maricel M. Solitas	Administrative Officer II	25	Denny M. Manglar	Administrative Officer II
26	Dainielle J. Villanueva	Administrative Officer II	26	Lino Palmos	Administrative Aide II
27	Mafe B. Jaranilla	Administrative Officer II			
28	Rhodora D. Desamparado	Administrative Officer IV			
29	Aimee C. Emnace	Administrative Officer IV			
30	Ma. Leah Linda S.Tan	Administrative Officer IV			
31	Yvone V. Niar	Administrative Officer II			
32	Roselyn M. Geroldo	Administrative Officer II			