



Republic of the Philippines
Department of Education
 NEGROS ISLAND REGION
 SCHOOLS DIVISION OF SAGAY CITY

FEB 02 2026


DIVISION MEMORANDUM

No. 004, s. 2026

**CONVERGENCE OF DIVISION ADMINISTRATIVE PERSONNEL
 AND SCHOOL ADMINISTRATIVE OFFICERS**

TO: Assistant Schools Division Superintendent
 Chief Education Supervisors (CID & SGOD)
 Public Schools District Supervisors
 Public Elementary & Secondary School Heads
 All Others Concerned

1. This Office announces the conduct of Convergence of Division Administrative Personnel and School Administrative Officers on **February 3, 2026** at Balay Kauswagan, Sagay City, Negros Occidental. The program will start at 8:00 a.m.
2. This training aims to familiarize participants with the following:
 - a. Understanding and applying the key policies and guidelines relevant to the Teacher I Recruitment and Selection Process, including DepEd Order No. 7, s. 2023, as well as other applicable DepEd and CSC guidelines and issuances;
 - b. Clarifying the roles and responsibilities of Division Administrative Personnel and School Administrative Officers in relation to the recruitment and selection process for Teacher I applicants;
 - c. Strengthening collaboration and coordination between school-level and division-level administrative personnel to ensure an accurate and timely recruitment process;
 - d. Enhance understanding and ensure correctness of official documents and strengthen the proper use of the Document Tracking System.
3. The participants of this activity are the Administrative Personnel in the Division and Administrative Officers deployed in schools. Enclosed is the list of participants.
4. Travel and other related expenses incurred in the conduct of this activity are chargeable against local funds subject to the usual accounting and auditing rules and regulations.
5. It is understood that in the conduct of this activity, there shall be no discrimination on the account of age, school, gender, civil status, disability, religion, or other similar factors, or personal circumstances that run counter to the principles of equal opportunity.
6. Immediate, wide dissemination, and compliance of this Memorandum is desired.


DANNIE CLARK M. UGUIL, CESE
 Assistant Schools Division Superintendent
 Officer-in-Charge
 Office of the Schools Division Superintendent



Enclosure : as stated
 Reference : as stated
 Allotment : N/A
 No. of Pages : 2
 To be indicated in the **Perpetual Index** under the following subjects:

TEACHERS CAREER PROGRESSION

FN: HRPERSONNEL/ MEMOS



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SCHOOLS DIVISION OF SAGAY CITY

Enclosure No. 1 of Division Memorandum No. *004* s. 2026

**LIST OF PARTICIPANTS FOR THE CONVERGENCE OF DIVISION ADMINISTRATIVE PERSONNEL
AND SCHOOL ADMINISTRATIVE OFFICERS**

Division Personnel (Administrative Personnel)

1. Dannie Clark M. Uguil, CESE
2. Mark Anthony J. Tan, PHD
3. Rhea P. Baroba
4. Rhodora D. Desamparado
5. Aimee C. Emance
6. Romie J. Osal
7. Louiene Grace B. Macatual
8. Stephany G. Abiles
9. Jim Carl F. Mansueto
10. Jomelyn G. Beleganio
11. Evamir D. Espiritu
12. April Jane C. Fernandez
13. Aiza Joy Bonifacio-Sonoy
14. Edlyn H. Manatad
15. Princess G. Peteza
16. Jennifer Joy G. Dublin
17. Rhea Mae R. Nacario
18. Stephanie Grace S. Medina
19. Jecoh Kriston Gadiane
20. Jennifer F. Bascar
21. John Mark N. Calvo
22. Philip Howard B. Malundo
23. Victory Z. Natan
24. Van Cyril B. Sibuha
25. Dannierose P. Ornopia
26. Marecar N. Encabo
27. Sophia D. Chu
28. Aldwin Spencer C. Ofianga
29. Mary Ann G. Fernandez

School Administrative Officers

1. Althessa Mae A. Jemar
2. Analyn V. Batusbatusan
3. Angeli D. Hablo
4. Angeline L. Pasilaban
5. Bonifacio Umadhay
6. Catherine F. Son
7. Cherry Bless S. Seposo
8. Chinky C. Balicas
9. Chrisse Anne J. Barcelona
10. Christy V. Callao
11. Dainielle J. Villanueva
12. Denny M. Malubay
13. Donna Faye P. Soberano
14. Dunamis Ganancial
15. Jade L. Vidal
16. Jasamine Hope Z. Aragon
17. Jay-Ann A. Aguirre
18. Jean Marie Beguas
19. Jera O. Mahilum
20. Jonah A. Sabijon
21. Jovi C. Espina
22. Justine Mae C. Payas
23. Kathreen M. Calinsag
24. Kyrvieleem Keevin C. Celeste
25. Lassy G. De Los Reyes
26. Lovely Shame J. Gabayeron
27. Mafe B. Jaranilla
28. Manny Potestad
29. Maricel M. Solitas
30. Mary Ann Hernaez
31. Mary Rose Faith L. Desales
32. Melea L. Guillen
33. Merianclaire L. Laurente
34. Michael S. Paragoya
35. Nadine N. Puey
36. Nelly Langcoy
37. Pretzell A. Panolin
38. Ramil A. Duerme
39. Raymond Casipong
40. Remil Castaneda
41. Rene G. Balolot
42. Rhea V. Gemotra
43. Ronald B. Aprecio
44. Roselyn M. Geroldo
45. Rosita M. Almaras
46. Ryan Redobles
47. Sheena Tiguelo
48. Viema Joy V. Denoy
49. Vincent N. Demaisip
50. Jean Marrie F. Beguas
51. Melona T. Celis
52. Dorothy Joyce L. Edaña

Program Management Team

1. Junmarl B. Alconga
2. Decelyn C. Doletin
3. Aroebelle Pearl L. Pasamanero