



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**

**DIVISION MEMORANDUM**  
No. 691, s. 2021

**November 29, 2021**

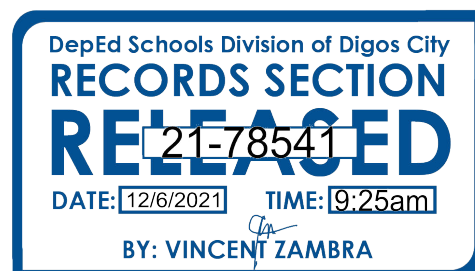
**ATTENDANCE TO THE 1<sup>ST</sup> VIRTUAL REGIONAL ASSEMBLY OF  
EDUCATION LEADERS FOR NON-TEACHING PERSONNEL (RAEL-NTP)**

To: Assistant Schools Division Superintendent  
Division Chiefs  
Public Schools District Supervisors  
Education Program Supervisors  
Unit/Section Heads  
SDO Personnel

1. This is in reference to Regional Memorandum dated November 3, 2021 signed by Allan G. Farnazo, Director IV, re: **Attendance to the 1st Virtual Regional Assembly of Education Leaders for Non-Teaching Personnel (RAEL-NTP) on December 7-9, 2021 via online platform.**
2. Attached is a copy of the list of participants for ready reference.
3. A one-day Compensatory Overtime Credit (COC) is granted to employees as a result of services rendered beyond regular working hours, and/or those rendered on Saturdays, Sundays, Holidays or scheduled days off without the benefit of overtime pay (CSC & DBM Joint Circular No. 2, s. 2004 dated October 4, 2004 entitled "Non-monetary Renumeration for Overtime Services Rendered").
4. A registration fee of Two Thousand Eight Hundred Pesos (2,800.00 Php) will be collected from each participant chargeable against School/Division MOOE/INSET Funds and other local funds subject to the usual accounting and auditing rules and regulations.
5. Wide dissemination of this Memorandum is highly enjoined.

**CRISTY C. EPE**  
Schools Division Superintendent

*Cristy C. Epe*  
11/29/2021





Republic of the Philippines  
**Department of Education**  
REGION XI

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Office of the Regional Director

**MEMORANDUM**

To: Schools Division Superintendents /OIC-SDS  
Assistant Schools Division Superintendents/OIC-ASDS  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
School/District/Division Non-Teaching Personnel

Subject: ATTENDANCE TO THE 1<sup>ST</sup> VIRTUAL REGIONAL ASSEMBLY OF EDUCATION LEADERS FOR NON-TEACHING PERSONNEL (RAEL-NTP)

Date: November 3, 2021

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Relative to the findings of the Training Needs Analysis conducted by the Regional Education Leaders through the PASS XI last October 2021, it was significantly revealed that the non-teaching personnel of Region XI highly need inputs on Accounting and Procurement Rules in the Department, Information Technology Enhancement, building interpersonal and intrapersonal relationships with spirituality in the workplace, succession planning and career development, and strategic leadership.

In view of this, PASS XI, in its mandate to provide technical assistance to the education leaders and personnel of the Department will conduct the 1<sup>st</sup> Virtual Regional Assembly of Education Leaders for Non-Teaching Personnel (RAEL-NTP) with the theme: **Empowerment in Leadership: A Breakthrough to Excellence** on December 7-9, 2021. This training assembly aims to:

1. Acquaint non-teaching personnel about the accounting and procurement rules in the government;
2. Maximize skills in manipulating, organizing and transmitting information through the Information Technology;
3. Enhance interpersonal and intrapersonal communication to create a harmonious working relationship among team players;
4. Provide direction of succession planning and career development;
5. Have a synchronous time with the DepEd Secretary, Assistant Secretaries, Undersecretaries, Regional Director and Assistant Regional Director.

In adherence with the IATF Health Protocols, PASS XI will conduct the RAEL for NTP 2021 via online platform. The Association will facilitate all the operational activities of such Virtual RAEL-NTP. Participants of 3,030 are prorated accordingly, to wit:

Active Now




Republic of the Philippines  
**Department of Education**  
REGION XI

Division	Number of Participants
Davao de Oro	200
Davao City	450
Davao Occidental	208
Davao Oriental	283
Davao del Norte	250
Davao del Sur	250
Digos City	131
Mati City	100
IGACOS	117
Panabo City	141
Tagum City	150
SDS's and STAFF	50
<b>TOTAL</b>	<b>2,330</b>

Attendance to the RAEL-TG is on Official Business. A **Registration Fee of Php 2,800.00** will be collected from each participant to defray the online training expenses chargeable against School/District/Division MOOE, INSET Funds and any other local funds subject to the usual accounting and auditing rules and regulations.

Please find attached enclosure for the Matrix of Activities of the said RAEL for NTP.

Widest and immediate dissemination of this Memorandum is highly enjoined.

  
**ALLAN G. FARNAZO**  
Director IV

## LIST OF PARTICIPANTS

		CID	
1	1	DAUGDAUG, BEVERLY SAGABAEN	CHIEF EDUCATION SUPERVISOR
2	2	ENDRINA, TITO MORALES	EDUCATION PROGRAM SUPERVISOR
3	3	CABRELLA, JEM BOY BUNTANOG	EDUCATION PROGRAM SUPERVISOR
4	4	TABANAO, MARY GLOR DAMO	EDUCATION PROGRAM SUPERVISOR
5	5	SALANGA, GEMMA PONTILLANO	EDUCATION PROGRAM SUPERVISOR
6	6	JASMIN, LUZMINDA BAUTISTA	EDUCATION PROGRAM SUPERVISOR
7	7	CADUNOG, MISHEL CASAS	EDUCATION PROGRAM SUPERVISOR
8	8	SALINAS JR., GERVASIO RUFO	EDUCATION PROGRAM SUPERVISOR
9	9	NIONES, JOAN MANITO	EDUCATION PROGRAM SUPERVISOR
10	10	BISAGA, ANGEL VIAGAN	EDUCATION PROGRAM SUPERVISOR
11	11	NIEVES, RONILYN PEDROSA	EDUCATION PROGRAM SUPERVISOR
12	12	LUCERO, JESSICA GONZAGA	PUBLIC SCHOOLS DISTRICT SUPERVISOR
13	13	CASIMIRO, HELEN ARAÑAS	PUBLIC SCHOOLS DISTRICT SUPERVISOR
14	14	JUEZAN, IDA ILUSTRISIMO	PUBLIC SCHOOLS DISTRICT SUPERVISOR
15	15	BONGCAYAO, NEIL DAÑOLKO	PUBLIC SCHOOLS DISTRICT SUPERVISOR
16	16	FORTUN, MARY JOY BO-OC	PUBLIC SCHOOLS DISTRICT SUPERVISOR
17	17	ALDE, FERNA RENIRA TORREON	PUBLIC SCHOOLS DISTRICT SUPERVISOR
18	18	OLIVA, CHERRY ROSSETTE ESMORES	PUBLIC SCHOOLS DISTRICT SUPERVISOR
19	19	PILLERIN, CLARENCE SULTAN	PUBLIC SCHOOLS DISTRICT SUPERVISOR
20	20	CATALUÑA, ELY GIGANTO	PUBLIC SCHOOLS DISTRICT SUPERVISOR
21	21	PEÑAS, PATRIOTISO OLAGUER	PUBLIC SCHOOLS DISTRICT SUPERVISOR
22	22	TIMON, ELVIE ESTRADA	EDUCATION PROGRAM SPECIALIST II
23	23	COMAINGKING, JUVY ADOLFO	LIBRARIAN II
24	24	ROBIÑOS, MYLEEN CALIPSAN	PROJECT DEVELOPMENT OFFICER II
25	25	REBOSQUILLO, MARJUN	EDUCATION PROGRAM SPECIALIST II
25	1	EPE, CRISTY CABRAL	SCHOOLS DIVISION SUPERINTENDENT
26	2	MANA-AY JR., BASILIO PELAEZ	ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
27	3	ARNAEZ-LLABAN, CLARISSE JOY CORTES	ATTORNEY III
28	4	MISAL, NORELIZA ALEGARBES	ACCOUNTANT III
29	5	PASCUAL, STEPHEN RACHO	INFORMATION TECHNOLOGY OFFICER I
30	6	TAMBILAWAN, NEPTUNE LABAJO	ADMINISTRATIVE OFFICER V
31	7	ALCOMENDRAS, FRANCIS JUDE DINGLI	ADMINISTRATIVE OFFICER V
32	8	RANOLLO, MARCELINO ENOBIO	ADMINISTRATIVE OFFICER IV
33	9	CHIONG, ALELI MAYPA	ADMINISTRATIVE OFFICER IV
34	10	BONTIA, MYHRAA FAYE LLANOS	ADMINISTRATIVE OFFICER IV
35	11	DIAMANTE, ROSARIO BARING	ADMINISTRATIVE OFFICER IV
36	12	DE MESA, ROFELIA TE	GUIDANCE COORDINATOR II
37	13	MARA-ASIN, GUY RABAGO	ADMINISTRATIVE OFFICER II
38	14	REPOLLO, ARLEN DECAPARON	ADMINISTRATIVE ASSISTANT III
39	15	ESCALONA, HEIDI BORGONIA	ADMINISTRATIVE ASSISTANT III
40	16	ROSALITA, MARY SOL SAYSON	ADMINISTRATIVE ASSISTANT III
41	17	OBENZA, MERLYN ESTOMO	ADMINISTRATIVE ASSISTANT III
42	18	LOMA, ALJUN JAY ALABATA	ADMINISTRATIVE ASSISTANT III
43	19	PIUS, GENIE DELOS REYES	ADMINISTRATIVE ASSISTANT III
44	20	SALAZAR, MARIA LEONORA PACIENCIA	ADMINISTRATIVE ASSISTANT III
45	21	NAHINE, JONA MOILEREEN MARATAS	ADMINISTRATIVE ASSISTANT III
46	22	ZAMBRA, VINCENT SAMAR	ADMINISTRATIVE ASSISTANT III
47	23	ASARAK, SHEENA ASILO	ADMINISTRATIVE ASSISTANT III
48	24	DEVALGUE, MARY ANN IBANEZ	ADMINISTRATIVE ASSISTANT III
49	25	ALCAIDE, ROSETER CATUBAY	ADMINISTRATIVE ASSISTANT III
50	26	IYOG, SHARON ANN SISON	ADMINISTRATIVE ASSISTANT III

51	27	PANTONIAL, RENANTE ABAPO	ADMINISTRATIVE ASSISTANT III
52	28	MARATA, EVANGELINE BACALTOS	ADMINISTRATIVE ASSISTANT III
53	29	ARRIATE, RUBY FAILMA	ADMINISTRATIVE ASSISTANT II
54	30	TABALBA, ETHEL MASCARDO	ADMINISTRATIVE ASSISTANT II
55	31	ESTOMO, JOEL ESPAÑO	ADMINISTRATIVE ASSISTANT II
56	32	DURAN, INA ABIGAIL ALZATE	ADMINISTRATIVE ASSISTANT I
57	33	CABARDO, DAYNIE BETH DIAPERA	ADMINISTRATIVE AIDE VI
58	34	IBAÑEZ, MARIEFLOR ESPINOSA	ADMINISTRATIVE AIDE VI
59	35	ESCANER, GWENDOLYN MARA LINTUA	ADMINISTRATIVE AIDE VI
60	36	GAYUD, ROTSEN RAY NEROSA	ADMINISTRATIVE AIDE VI
61	37	ESPACIO, DOMINADOR ORCOLIO	ADMINISTRATIVE AIDE IV
62	38	ONGGO, MASARIPE VILLANUEVA	ADMINISTRATIVE AIDE I
63	39	VENDIOLA, RICARDO VERA CRUZ	ADMINISTRATIVE AIDE I
64	40	TAGULAO, RAE	
65	41	CONCOLES, RENIL	
66	42	EVARETTA KARYL A	
67	43	ESPACIO, CHRISTY MAXIMARIE J	
68	44	MAYONILA, ADELYN P.	
69	45	MORAL, BATHERINE N.	
		SGOD	
70	1	OLIVER, SOLLIE BERNANDINO	CHIEF EDUCATION SUPERVISOR
71	2	FRANCONAS, HELEN NATAD	ENGINEER III
72	3	MONSERATE, REYZEN OPEÑA	SENIOR EDUCATION PROGRAM SPECIALIST
73	4	SENARILLOS, PETER-JASON CALVAN	SENIOR EDUCATION PROGRAM SPECIALIST
74	5	DEDACE, RONALD BAUTISTA	SENIOR EDUCATION PROGRAM SPECIALIST
75	6	FUENTES, XAVIER SEBANDAL	SENIOR EDUCATION PROGRAM SPECIALIST
76	7	ALEJANDRO, AIRON MATIAS	PLANNING OFFICER III
77	8	DALOPE, MYRACEL JAMILA	DENTIST II
78	9	ASARAK, JASMINE ASILO	DENTIST II
79	10	MATEO, ELESER DELA PEÑA	EDUCATION PROGRAM SPECIALIST II
80	11	UY, CECILE CABAUG	EDUCATION PROGRAM SPECIALIST II
81	12	PEÑAS, DHELMIE CHRISTINE SEÑEDO	NURSE I
82	13	DANDOY, IREENE PRESTO	NURSE I
83	14	SANOY, DAISSY JANE PEÑAS	NURSE I
84	15	ESCABILLAS, HAZEL MARIE LATASA	NURSE I
85	16	GOMITO, JOEL BOLADO	NURSE I
86	1	CARDINES, JUVY ALTAMERA	ADMINISTRATIVE OFFICER II
87	2	CASTANARES, MARK VILLARICO	ADMINISTRATIVE OFFICER II
88	3	MORAL, CLAIRE MARRIZ NACIONALES	ADMINISTRATIVE OFFICER II
89	4	YMALAY, ALNIE FE VILOS	ADMINISTRATIVE OFFICER II
90	5	AYOP, RAMEL MANSUETO	ADMINISTRATIVE OFFICER II
91	6	EVARETTA, RUBEN N/A	ADMINISTRATIVE OFFICER II
92	7	RABAYA, BONAFE CATHRINE BURGOS	ADMINISTRATIVE OFFICER II
93	8	BETERBO, MARRICHU CAPITAN	ADMINISTRATIVE OFFICER II
94	9	ALCALA, APRIL ROSE ABAPO	ADMINISTRATIVE OFFICER II
95	10	LAGUNSAY, DANICA ANTONIO	ADMINISTRATIVE OFFICER II
96	11	RANARA, GERALDINE MONTEZA	ADMINISTRATIVE OFFICER II
97	12	LOYOLA, QUMRAN MUGOT	ADMINISTRATIVE OFFICER II
98	13	SOLON, HELENA ORDANEZA	ADMINISTRATIVE OFFICER II
99	14	GONZALES, GISELLE DONALVO	ADMINISTRATIVE ASSISTANT III
100	15	BENGIL, JESSRAEL TORREGOZA	ADMINISTRATIVE ASSISTANT III
101	16	EBOL, DANILO JR. MALBUESO	ADMINISTRATIVE ASSISTANT III
102	17	CALVA, ETHEL DIANA	ADMINISTRATIVE ASSISTANT II
103	18	BAROTOC, NARELHIND BUAT	ADMINISTRATIVE ASSISTANT II

100	1	BEJARIN, KRISTIN MARIE YANGYANG	NURSE I
101	2	DURANO, FRANCES MILLICENT RINONOS	NURSE I
102	3	NAHINE, HADLEY TOLEDO	ADMINISTRATIVE OFFICER II - 11
103	4	POSADAS, JULIE ANN NATAVIO	PROJECT DEVELOPMENT OFFICER I
104	5	MARAVILLES, JOSE ISRAEL MORIA	PROJECT DEVELOPMENT OFFICER I
105	6	LAPAZ, ZORAYA DIAMAD	REGISTRAR I
106	7	BACAMANTE, RAMEL ROJO	ADMINISTRATIVE ASSISTANT II
107	8	ORTIZ, MANNE JAMES REPUSALA	ADMINISTRATIVE ASSISTANT II
108	9	CAMINGAWAN, JOHN PAUL ROJO	ADMINISTRATIVE ASSISTANT II
109	10	GLORIA, NORBELITH DIAMANTE	ADMINISTRATIVE ASSISTANT II
110	1	BARITUA, JANICE CAGALITAN	ADMINISTRATIVE ASSISTANT III
		DiCNHS	
111	1	LASIB, CHONA ALFANTE	GUIDANCE COORDINATOR III
112	2	OBENZA, HARRY VALENTIN	ADMINISTRATIVE OFFICER IV
113	3	CORPUZ, RADEE KING ROSARIO	NURSE II
114	4	TORRES, MAE LAARNI LAÑAS	GUIDANCE COUNSELOR III
115	5	SAGOLILI, MARIA LAYDA SUR	GUIDANCE COUNSELOR III
116	6	DEGUILMO, JOEL MACABUTAS	ACCOUNTANT I
117	7	MIRALLES, ALMA ADLAWAN	SCHOOL LIBRARIAN II
118	8	ANGELES, AUVIE NUDQUE	GUIDANCE COUNSELOR I
119	9	SALANGA, JOVEN ANTHONY PONTILLANO	ADMINISTRATIVE OFFICER I
120	10	PAGAYON, MA. BERNADETTE VILLARAN	ADMINISTRATIVE ASSISTANT II
121	11	AGUILAR, JOJIE MONSERATE	ADMINISTRATIVE AIDE I
122	12	DONATO, IVY ROSE RABI	ADMINISTRATIVE AIDE IV
123	13	DELA CRUZ, IRENE	ADMINISTRATIVE AIDE III
124	14	DIACOSTA, ARVIN BALBUTIN	ADMINISTRATIVE AIDE III
125	15	SAYSON, SHEILA MAE CLAVECILLAS	ADMINISTRATIVE AIDE I
126	16	SOLATORIO, ESPEREDION URDANETA	SECURITY GUARD I
127	17	UMALAY, RODGILYN TABACON	SECURITY GUARD I
128	18	TUNGAL, LORNA CRUZADA	ADMINISTRATIVE AIDE I

### Summary of Participants

CID	25
OSDS	45
SGOD	16
Elementary Education	18
SHS	10
KNHS	1
DiCNHS	18
<b>TOTAL</b>	<b>133</b>

### Funding Requirements

School/Office	Number of Participants	Amount
SDO	82	229,600.00
Non-IUs	38	106,400.00
DiCNHS	11 (to be paid by DiCNHS)	30,800.00
SDS AND ASDS	2	FREE
<b>TOTAL</b>	<b>131</b>	<b>366,800.00</b>

Funding Requirement 120 pax (SDO & Non-IUS) Php 336,000.00

Note: 11 pax to be paid by Digos City NHS 30,800.00

TOTAL Php 366,800.00