



Republic of the Philippines  
**Department of Education**  
DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

OSDS-2024- 025

To : Maria Genevieve T. Francisquete, ASDS  
Francis Jude D. Alcomendras, Administrative Officer V  
Myhrra Faye Ll. Balingit, Administrative Officer IV  
Mary Ann I. Devalgue, Administrative Assistant III  
Regie V. Clemente, Administrative Aide VI  
Chariss M. Altamera, Administrative Aide VI  
Non-Teaching Personnel Assigned in the Schools

Subject : RE-ORIENTATION WORKSHOP ON HUMAN RESOURCE FUNCTIONS  
OF THE ADMINISTRATIVE OFFICER II AND ADMINISTRATIVE  
ASSISTANTS DEPLOYED IN THE SCHOOLS

Date : January 29, 2024

The Human Resource Section will conduct Re-Orientation Workshop on Human Resource Functions of the Administrative Officer II and Administrative Assistants Deployed in the Schools on February 2, 2024 at Arnaldo's Hotel and Restaurant, Digos City, Davao del Sur.

This activity aims to strengthen and empower personnel administration and other HR-related functions in the school.

Attached is the List of Participants. All participants are required to bring their laptops and extension wire to be used during the workshop session.

Meals, snacks, venue, and transportation expenses shall be charged to School MOOE. Expenses are subject to the usual accounting and auditing rules and regulations.

For the information and compliance with by all concerned.

*Melanie P. Estacio*  
**MELANIE P. ESTACIO, Ph.D, CESO VI**  
Schools Division Superintendent

JepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**  
74-116098  
DATE: JAN 30 2024 TIME: 8:57 AM  
BY: *[Signature]*

OSDS/ ADMIN / HR/ dbc



**Address:** Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)  
**Telephone Nos.:** (082) 553-8375; (082) 553-8396

**LIST OF PARTICIPANTS**

NO.	NAME (Family Name, First Name, MI)	POSITION	STATION
1	Acedilla, Danica L.	Administrative Officer II	Aplaya Elementary School
2	Alcaide, Roseter C.	Administrative Officer II	Don Mariano Marcos Elementary School
3	Bacamante, Ramel R.	Administrative Assistant II	Ruparan Senior High School
4	Baritua, Janice C.	Administrative Officer II	Rizal Central Elementary School
5	Barotoc, Narelhind B.	Administrative Assistant II	Kibanban Elementary School
6	Bengil, Jessrael T.	Administrative Officer II	Gaudioso Reusora Elementary School
7	Beterbo, Marichu C.	Administrative Officer II	Pedro Garcia Elementary School
8	Cabardo, Daynie Beth D.	Administrative Officer II	Mahayahay Elementary School
9	Camingawan, John Paul R.	Administrative Assistant II	Kapatagan Senior High School
10	Cardines, Juvy A.	Administrative Officer II	Colorado Elementary School
11	Casono, Eljane G.	Administrative Assistant II	Soong Elementary School
12	Dela Cruz, Irene	Administrative Assistant II	Digos City National High School
13	Duran, Ina Abigail A.	Administrative Assistant II	Jolencio Alberca Elementary School
14	Ebol, Danilo Jr. M.	Administrative Officer II	Damñas Elementary School
15	Enanoria, May Abeguil L.	Administrative Assistant II	Kapatagan National High School
16	Enanoria, Yvonna Mae E.	Administrative Aide I	Digos City National High School
17	Evarretta, Karyl A.	Administrative Assistant III	Domingo V. Abawag Elementary School
18	Gonzales, Giselle D.	Administrative Assistant III	Arcaflor Maniapao Elementary School
19	Gonzales, Sharon I.	Administrative Officer II	Balabag Elementary School
20	Iglesias, Jay-ar S.	Administrative Officer II	Necencio A. Isidro Elementary School
21	Loma, Aljun Jay A.	Administrative Officer II	Marawer Elementary School
22	Loyola, Qumran M.	Administrative Officer II	Dawis Elementary School
23	Nahine, Hadley T.	Administrative Officer II	Digos City Senior High School
24	Ortiz, Manne James R.	Administrative Assistant II	Matti Senior High School
25	Pagayon, Maria Bernadette V.	Administrative Officer II	Cogon Elementary School
26	Rabaya, Bonafe Cathrine B.	Administrative Officer II	Isaac Abalayan Elementary School
27	Ranara, Geraldine M.	Administrative Officer II	Ramon Magsaysay Central Elementary School
28	Rosalita, Mary Sol S.	Administrative Officer II	San Miguel Elementary School
29	Salazar, Maria Leonora P.	Administrative Officer II	Federico Alferes Elementary School
30	Solon, Helena O.	Administrative Officer II	Pedro V. Basalan Elementary School
31	Ymalay, Alnie Fe V.	Administrative Officer II	Digos City Central Elementary School

**LIST OF FACILITATORS/SPEAKERS**

NO.	NAME (Family Name, First Name, MI)	POSITION	STATION
1	Francisquete, Maria Genevieve T.	ASDS	SDO - ASDS Office
2	Alcomendras, Francis Jude D.	Administrative Officer V	SDO - Human Resource Section
3	Balingit, Myhrra Faye Ll.	Administrative Officer IV	SDO - Human Resource Section
4	Devalgue, Mary Ann I.	Administrative Assistant III	SDO - Human Resource Section
5	Clemente, Regie V.	Administrative Aide VI	SDO - Human Resource Section
6	Altamera, Chariss M.	Administrative Aide VI	SDO - Human Resource Section

Total = 37

# RE-ORIENTATION WORKSHOP ON HUMAN RESOURCE FUNCTIONS OF THE ADMINISTRATIVE OFFICER



## II AND ADMINISTRATIVE ASSISTANTS

*Deployed in the Schools*

**02 FEB,**

**2024**

**START AT**

**08:00 AM**

Arnaldo's Hotel and  
Restaurant



Rizal Avenue, Digos City,  
Davao del Sur

Human Resource Section

# PROGRAM

**\*\*\* MORNING**

**PRELIMINARIES**

**WELCOME MESSAGE**

ASDS Maria Genevieve T. Francisquete, CESO VI

**OBJECTIVE & OVERVIEW**

Francis Jude D. Alcomendras

**PRESENTATION**

**PROMOTION – DO 66, S. 2007 & MEC 10, S. 1979**

Francis Jude D. Alcomendras

**RECLASSIFICATION**

Myhrra Faye Ll. Balingit

**D.O. NO. 7, S. 2023 – SCHOOL  
ADMINISTRATION**

Myhrra Faye Ll. Balingit

**LUNCH**

**\*\*\* AFTERNOON**

**PRESENTATION**

**LEAVE | RETIREMENT | RESIGNATION**

Mary Ann I. Devalgue

**WORKSHOP**

**PROMOTION**

Regie V. Clemente

**PERSONAL DATA SHEET**

Regie V. Clemente

**EQUIVALENT RECORD FORM (ERF)**

Myhrra Faye Ll. Balingit

**QUESTION & ANSWER FORUM**

**AWARDING OF CERTIFICATES**

**CLOSING REMARKS**

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