



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

SGOD-2025- 829

To : Assistant Schools Division Superintendent
CID and SGOD Chiefs
All Non-Teaching Personnel
All Others Concerned

Subject : **AI AND SELF-MASTERY: EMPOWERING NON-TEACHING PERSONNEL FOR EXCELLENCE**

Date : December 11, 2025

Non-teaching personnel play a vital role in ensuring smooth school operations and supporting the delivery of quality education. To strengthen their skills and well-being, this Office will conduct an activity titled **“AI and Self-Mastery: Empowering Non-Teaching Personnel for Excellence”** on **December 17–19, 2025** at **Greenleaf Hotel, San Miguel Street, General Santos City**. This activity aims to improve personal effectiveness, emotional intelligence, and adaptability to new technologies.

The specific objectives are:

- Improve self-awareness and emotional intelligence for better workplace relationships.
- Equip participants with basic AI knowledge and practical applications for administrative efficiency.
- Develop personal action plans for continuous growth and productivity.

Attached are the program matrix and the list of identified non-teaching personnel who will join the activity. All participants are required to bring a **laptop and extension cord** for the workshop.

Participants must also prepare **data** from their assigned school (**School Profile**) or functional division (**FD Profile for Division personnel**). A **template** will be shared through the official Non-Teaching Personnel group chat for completion.

On **December 18, 2025**, at **5:00 PM**, the **Non-Teaching Personnel Year-End Thanksgiving Party** titled "*Celebrating Who We Are Batang 90's/Denim*" will be held with the theme "**Batang 90s (Denim)**," and a **voluntary exchange gift** activity with a minimum amount of **₱300.00**.

Travel, meals, and other incidental expenses shall be charged to the School MOOE for DiCNS participants and Division MOOE/Local Funds for SDO participants, subject to usual accounting and auditing rules and regulations.

For information, guidance and compliance.

For and in the absence of the
Schools Division Superintendent

Sollie B. Oliver 12/12/25
SOLLIE B. OLIVER, JD, MATE
Chief ES, SGOD
Officer-In-Charge

DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
DATE: DEC 12 2025 TIME: 5:00 PM
BY: [Signature]

Enclosed: As stated.
SGOD/SEPS/PJS

Attachment 1: Program Matrix

Time	Activity / Session	Person In-Charge
Day 1 (Dec. 17, 2025)		
8:00 – 9:00 AM	Arrival, Registration, & Opening Program Preliminaries (AVP) Presentation of Participants (Emcee) Message (Melanie P. Estacio, PhD., CESO VI, SDS)	
9:00 – 10:00 AM	Session 1: QUALITY STARTS HERE: ISO Awareness and NMQS Orientation for Newly-Hired Non-Teaching Personnel	Clarence S. Pillerin, EdD
10:00 – 10:15 AM	Health Break	
10:15 – 11:00 AM	Session 2: Introduction of Artificial Intelligence (AI)	Stephen Pascual
11:00 AM – 12:00 NN	Session 3: Prompt Engineering	Thonver Sampaga
1:00 – 2:00 PM	Session 4: PIVOT in Excel	Eleser D. Mateo
2:00 – 3:00 PM	Session 5: Data Privacy Act	Atty. Clarrise Joy C. Arnaez-Llaban
3:00 – 3:15 PM	Health Break	
3:15 – 5:00 PM	Session 6: Dashboard and Analytics using Google Studio	Ruben Evarretta
DAY 2 (Dec. 18, 2025)		
8:00 – 8:30 AM	Management of Learning	
8:30 – 9:30 AM	Session 7: Dashboard (Presentation)	Ruben Evarretta
9:30 – 9:45 AM	Health Break	—
9:45 – 11:45 AM	Session 8: Understanding Self-Mastery	Maria Raquel D. Pastera
11:45 – 1:00 PM	Lunch Break	—
1:00 – 3:00 PM	Session 8: Understanding Self-Mastery	Maria Raquel D. Pastera
3:00 – 3:30 PM	Synthesis, Sharing, and Closing Program	Facilitator / Secretariat
3:30 – 5:00 PM	Preparation for the NTP Year-End Party	
5:00 Onwards	Celebrating Who We Are Batang 90's/Denim Dress Code/Theme: Batang 90's (Denim)	NEU Officers

Attachment 2: List of Participants

No.	Position	Names
1	Schools Division Superintendent	ESTACIO, MELANIE PLEÑOS
2	Assistant Schools Division Superintendent	FRANCISQUETE, MARIA GENEVIEVE TEMPLADO
3	Administrative Officer II	MARA-ASIN, GUY RABAGO
4	Administrative Officer IV	CHIONG, ALELI
5	Administrative Officer V	VENCIO, JAKE LLOYD
6	Administrative Officer II	ENANORIA, MAY ABEGUIL LUMANTAO
7	Administrative Officer II (TWG)	ASARAK, SHEENA ASILO
8	Administrative Officer II (TWG)	PAGAYON, MA. BERNADETTE VILLARAN
9	Administrative Officer II	CASTAÑARES, MARK VILLARICO
10	Administrative Officer II	MORAL, CLAIRE MARRIZ NACIONALES
11	Administrative Officer II	CARDINES, JUVY ALTAMERA
12	Administrative Assistant III	TAGALOG, DEMI MOORE GENOZA
13	Administrative Assistant III	TABALBA, ETHEL MASCARDO
14	Administrative Assistant III	OBENZA, MERLYN ESTOMO
15	Administrative Assistant III	TAMBILAWAN, LEA NIÑA CABALLERO
16	Administrative Assistant III	PIUS, GENIE DELOS REYES
17	Administrative Assistant III	PETALCORIN, MILKIE PERES
18	Administrative Assistant III	NAHINE, JONA MOILERREEN MARATAS
19	Administrative Assistant III	ZAMBRA, VINCENT SAMAR
20	Administrative Assistant III	CALVA, ETHEL DIANA
21	Administrative Assistant III	DACALOS, NICOLE JAN RILLO
22	Administrative Assistant III	DEVALGUE, MARY ANN IBAÑEZ
23	Administrative Assistant III	ALAM, ALMIRA LARGO
24	Administrative Assistant III	MARATA, EVANGELINE BACALTOS
25	Administrative Assistant II	GEBANA, JAYSON GUZMAN
26	Administrative Assistant II	TAMPICO, MAUREEN AREVALO
27	Administrative Assistant II	ESTOMO, JOEL ESPAÑO
28	Administrative Assistant I	SUMALJAG, JENNY MAE D.
29	Administrative Aide VI	LUAYON, LERMALYN DOCTOLERO
30	Administrative Aide VI	PIUS, CARLA JANE GLADYS DELOS REYES
31	Administrative Aide VI	REBUSTO, DERICK MUCA
32	Administrative Aide VI	DATULAYTA, ALLIAH JAYNE SAYSON
33	Administrative Aide VI	ANTIPUESTO, FRAYCHILL CARTALABA
34	Administrative Aide VI	CONCOLES, RENIL R.
35	Administrative Aide VI	REBOSQUILLO, QUEEN KRIS ANTONNETTE QUILATON
36	Administrative Aide IV	ESPACIO, DOMINADOR ORCOLIO
37	Librarian II	COMAINGKING, JUVY ADOLFO
38	Project Development Officer II (TWG/RS)	EVARRETTA, RUBEN
39	Dentist II (Medic on Duty)	DALOPE, MYRACEL JAMILA

40	Dentist II (Medic on Duty)	ASARAK, JASMINE ASILO
41	Nurse II (Medic on Duty)	PEÑAS, DHELMIE CHRISTINE SEÑEDO
42	Nurse II (Medic on Duty)	EBALLE, GEMRO CIRUNAY
43	Nurse II (Medic on Duty)	MAURIN, RUSSEL KEVIN TAGAO
44	Nurse II (Medic on Duty)	GOMITO, JOEL BOLADO
45	Nurse II (Medic on Duty)	BEJARIN, KRISTIN MARIE YANGYANG
46	Nurse II (Medic on Duty)	DURANO, FRANCES MILLICENT RINONOS
47	Administrative Officer II	ALBINO, TIFFANY
48	Administrative Officer II (TWG)	EBOL JR., DANILO MALBUESO
49	Administrative Officer II	CABARDO, DAYNIE BETH DIAPERAS
50	Administrative Officer II	ALCAIDE, ROSETER CATUBAY
51	Administrative Officer II	LOMA, ALJUN JAY ALABATA
52	Administrative Officer II	YMALAY, ALNIE FE VILOS
53	Administrative Officer II	ROSALITA, MARY SOL SAYSON
54	Administrative Officer II	IGLESIAS, JAY-AR SABIO
55	Administrative Officer II	RABAYA, BONAFA CATHRINE BURGOS
56	Administrative Officer II	BETERBO, MARICHU CAPITAN
57	Administrative Officer II	BARITUA, JANICE CAGALITAN
58	Administrative Officer II	RANARA, GERALDINE MONTEZA
59	Administrative Officer II	LOYOLA, QUMRAN MUGOT
60	Administrative Officer II	SOLON, HELENA ORDANEZA
61	Project Development Officer I	MAGDADARO, FERDINAND CATULONG
62	Project Development Officer I	AMIGO, DIANA GRACE VELARDE
63	Project Development Officer I	DALUMATAN, MARYLOVE BANGAHON
64	Administrative Assistant III	DE GUIA, MICHELLE DACALLOS
65	Administrative Assistant III	PELLETERO, BEA PAQUERA
66	Administrative Assistant III	TAPALES, JOYMAR GEMPESAW
67	Administrative Assistant II	CARIQUITAN, PRECIOUS DANA
68	Administrative Assistant II	CABALLERO, MEL CHRIS FEBRE
69	Administrative Assistant II	BAGANDO, CHINDY ESTOYA
70	Administrative Officer II	NAHINE, HADLEY TOLEDO
71	Registrar I	LAPAZ, ZORAYA DIAMAD
72	Administrative Assistant II	BACAMANTE, RAMEL ROJO
73	Administrative Assistant II	ORTIZ, MANNE JAMES REPUSALA
74	Administrative Assistant II	GLORIA, NORBELITH DIAMANTE
75	Administrative Officer II	LACID, NARELHIND BAROTOC
76	Administrative Officer II	GALARAGA, LILY KATHERINE MABAO
77	Administrative Officer II	EVARRETTA, KARYL ANTONIO
78	Administrative Officer II	GONZALES, GISELLE DONALVO
79	Administrative Officer II	REPOLLO, ARLEN DECAPARON
80	Administrative Officer II	LAGARE, SUSHMITA SARAH JOY LABAJO
81	Administrative Officer II	BONGCAYAO, RIZALIEN JANE LOBOS

82	Administrative Officer II	MAGDADARO, GLORY JENE ARELLANO
83	Administrative Officer II (TWG)	CLEMENTE, REGIE VILLARICO
84	Administrative Officer II	IBAÑEZ, MARIFLOR ESPINOSA
85	Administrative Officer II	ROJO, NIÑO VINCENT DAYANON
86	Administrative Officer II	AREVALO, DE JEAN GRAGASIN
87	Administrative Officer II	ALTAMERA, CHARISS MAGLUCOT
88	Administrative Officer II	CAMINGAWAN, JOHN PAUL ROJO
89	Administrative Officer II	RIVAS, RECYL VIBAS
90	Administrative Officer II	DUGASAN, GERALYN LAZARTE
91	Administrative Officer II	MABINI, MARK JAYSON CUTA
92	Administrative Officer II	CASONO, ELJANE GHOL
93	Administrative Officer II	MAGBANUA, ROSE SARAH MAE TIMTIM
94	Administrative Officer II	YAMOMO, KRISTEL JOY ROLLAN
95	Administrative Officer II	SERION, ALSER VONNE PIA
96	JOB ORDER (OSDS)	RAPHAEL RAE TAGULAO
97	COS (SGOD)	JERYL MERIONES
98	COS (SGOD)	JOLINA GILBUENA
99	COS (SGOD)	JAQUILYN ALBITE
100	COS (SGOD)	ANA MARIE GONZALES
101	COS (LEGAL)	JAPHETH GENITA
102	JOB ORDER (IT)	ALDVIN ALCASID
103	COS (RANAO ES)	BEATRIX PEARL BAJENTING
104	COS (SGOD)	GABRIEL CARVAJAL
105	EPS II - ALS	CHERRY LYNE V. GONZAGA
106	EPS II - ALS	ELVIE E. TIMON
107	PSDS (NEU Officer)/ TWG	MATEO, ELESER D.
108	PSDS / TWG	DEDACE, RONALD
109	EPS II (HRD) / TWG	ALQUIZAR, JANICE
110	SEPS (NEU Officer) / TWG	PETER-JASON SENARILLOS
111	AO I - DiCNHS (NEU Officer)/ TWG	IVY ROSE R. DONATO
112	Kapatagan NHS (Resource Speaker) / TWG	THONVER SAMPAGA
113	Divison ITO (Resource Speaker) / TWG	STEPHEN PASCUAL
114	Attorney III (Resource Speaker)	ARNAEZ-LLABAN, CLARISSE JOY CORTES
115	PSDS (Resource Speaker)	CLARENCE S. PILLERIN
116	Self-Mastery (Resource Speaker)	MARIA RAQUEL D. PASTERA
117	DiCNHS - Main	1. Christine Joy Salomon
118	DiCNHS - Main	2. Gwen Mara L. Escaner
119	DiCNHS - Main	3. Glorina Estomo
120	DiCNHS - Main	4. Rhona Mae Valencia
121	DiCNHS - Main	5. Carlito Pius
122	DiCNHS - Main	6. Joven Salanga

123	DiCNHS - Main	7. Lyra Jade Quirante
124	DiCNHS - Main	8. Rossiel Ann Dumas
125	DiCNHS - Main	9. Lovely M. Cabardo
126	Administrative Officer II	GUNDAYA, ELEORA CECILIA FABROA
127	Administrative Assistant II	TUMULAC, JESA ESPE
128	Administrative Officer II	ACEDILLA, DANICA LAGUNSAY
129	Project Development Officer I	BANHAO, IRENE BREGENTE
130	Administrative Assistant III	PANTONIAL, RENANTE ABAPO

A collage of 12 images showing various 1990s fashion trends and outfits. The images are arranged in two rows of six. The top row includes: a group of five young people in casual 90s attire; three young women in bright, colorful clothing; a group of young men in casual wear; two young women in blue and black outfits; a group of three young women in a checkered background with '90s Outfits' text; a group of young people in colorful, vibrant clothing; and a group of young people in casual wear. The bottom row includes: a group of young people in casual wear; two young women in black and white outfits; a group of young women in casual wear; a group of young women in casual wear; a group of young women in casual wear; and a group of young people in casual wear.

