



Office Memorandum:

To: SHS Administrative Officer II
SHS Registrar I
SHS Administrative Assistant II
SDO personnel under Administrative Support Unit

Date: November 20, 2018

**Subject: Year-end Assessment and Development Planning Activity of SHS
Administrative Support Unit**

1. In line with our Department's thrust of continuing professional development, a capability building seminar-workshop shall be conducted by this office to all Senior High School Administrative Personnel will be held on November 27-28, 2018 at Reynas the Haven and Garden, Calceta St. Tagbilaran City.
2. This is a one (2) days activity aimed at enhancing and strengthening the competencies of SHS administrative personnel in dispensing their duties and responsibilities as public servants and to foster awareness of the team spirit and to reinforce commitment to the organization's work performance.
 - a. Specifically, the workshop aims to enhance and strengthen the participants' competencies in:
 - b. promoting a more ethical and accountable service to all its clientele;
 - c. identifying ethical issues of special relevance to their responsibilities in public service to improve accountability;
 - d. developing an action plan specifying programs to develop that would make changes in the work culture to fight graft and corruption.
3. Participants to this activity are the Administrative Officer II, Registrar I, Administrative Assistant II and selected SDO Admin. Support Staff. The first provision of meals on the said day will be Morning Snacks on November 27 and last meal provision will be afternoon snacks on November 28, 2018.
4. Accommodation, Transportation and other incidental expenses relative to this activity are chargeable against HRIS Funds, while traveling expenses to/from the venue are chargeable to school MOOE funds subject to the usual accounting rules and procedures.
5. This Memorandum shall serve as travel order to attend the activity.
6. Please be guided accordingly.


NIMFA D. BONGO, Ed.D., CESO V
Schools Division Superintendent 

ATTENDANCE SHEET

	DISTRICT	CD	NAME OF SCHOOL	NAME OF ADAS II	Day 1	Day 2
1	ALBURQUERQUE	1	San Roque NHS	Maria Leizl D. Cornito		
2	ALICIA	3	Alicia Technical-Voc'I HS	Ismira B. Butcon		
3	ALICIA	3	Cayacay HS	Aya Y. Caliso		
4	ALICIA	3	Katipunan HS	Jasmin P. Daquio		
5	ANDA	3	Anda HS	Maria Bella L. Hinampas		
6	ANDA	3	Badiang NHS	Monina C. Traya		
7	ANDA	3	Candabong National High School	Ann Marivic C. Masadas		
8	ANTEQUERA	1	Bantolinao National High School	April Joy L. Calipes		
9	BACLAYON	1	Baclayon National High School	Mae A. Trabajo		
10	BACLAYON	1	Pamilacan HS	Evelyn M. Maceren		
11	BALILIHAN	1	Cong. Pablo Malasarte NHS	Gladys Anne I. Montirola		
12	BALILIHAN	1	Hanopol NHS	Lydith T. Lansang		
13	BATUAN	3	Batuan NHS	Bruce D. Crecencio		
14	BATUAN	3	Quezon HS - Batuan NHS Annex	Myra P. Buaya		
15	BATUAN	3	Rizal High Sschool	Sandra Marie B. Taladoc		
16	BIEN UNIDO	2	Hingotanan NHS	Miriam J. Evangelista		
17	BIEN UNIDO	2	Pres. Carlos P. Garcia Technical Vocational School of Fisheries and Arts	Christine M. Suyman		
18	BILAR	3	Bilar NHS	Edenburg Z. Lonzaga		
19	BUENAVISTA	2	Cangawa NHS	Maria Melinda E. Laborte		
20	BUENAVISTA	2	Panghagban HS	Jeralyn D. Tesorio		
21	CALAPE	1	Calape NHS	Acel C. Imperial		
22	CALAPE	1	Panganan NHS Main	Jesselee T. Sevilla		
23	CANDIJAY	3	Anoling National High School	Maria Asuncion Olaivar		
24	CANDIJAY	3	Candijay NHS	Leonita T. Piquero		
25	CANDIJAY	3	Cogtong NHS	Mary Fiellen N. Tadios		
26	CANDIJAY	3	La Union NHS	Michelle T. Gabo		
27	CANDIJAY	3	Tambongan NHS	Ruth A. Batulan		
28	CARMEN	3	Ambassador Pablo R. Suarez, Jr. NHS	Leoncio B. Bastes		
29	CARMEN	3	Francisco L. Adlaon HS	Van M. Evangelista		
30	CARMEN	3	Katipunan NHS	May Dawn M. Vedra		
31	CARMEN	3	Katipunan NHS Annex	Diane S. Soriano		
32	CARMEN	3	Policronio S. Dano, Sr. HS	Apollo Rey D. Banga		
33	CATIGBIAN	1	Catigbian NHS	Joveluna T. Lungay		
34	CATIGBIAN	1	Haguilanan High School	Ormida May A. Maglajos		
35	CATIGBIAN	1	Mantacida NHS	Christine Joy Bulante		
36	CLARIN	2	Clarín National School of Fisheries	Ma. Evelyn S. Tapayan		
37	CLARIN	2	Nahawan NHS	Ma. Kia Cornito		

38	CORELLA	1	Corella NHS	Jenifer P.Potane		
39	CORTES	1	Fatima NHS	Edna C.Hubac		
40	DAGOHOY	2	Dagohoy NHS	Karen C. Garcia		
41	DAGOHOY	2	San Miguel Puertos HS	Emma S. Etable		
42	DANAO	2	Cantubod NHS	Irish Joe A. Torregosa		
43	DANAO	2	Danao NHS	Labarnina R. Paredes		
44	DANAO	2	Francisco Dagohoy Mem. NHS	Felipe D. Bonghanoy Jr.		
45	DANAO	2	Taming NHS	Ivan R. Condon		
46	DAUIS	1	Biking Tech-Voc HS	Ma. Flor E. Aranjuez		
47	DAUIS	1	Dauis NHS	Rosalie N. Lungat		
48	DIMIAO	3	Canhayupon NHS	Crisler C. Pelenio		
49	DIMIAO	3	Dimiao NHS	Charie N. Lagare		
50	DUERO	3	Duero NHS	Ariel N. Sabandal		
51	DUERO	3	Guinsularan High School	Simon D. Bolasco Jr.		
52	GARCIA HERNANDEZ	3	Cambuyo HS	Rio Maverick R. Bete		
53	GARCIA HERNANDEZ	3	Garcia-Hernandez HS	Joseph Glenn R. Bahan		
54	GARCIA HERNANDEZ	3	Tabuan NHS	Mary Flor J. Acero		
55	GUINDULMAN	3	Catungawan NHS	Carolina A. Berro		
56	GUINDULMAN	3	Guinacot NHS	Gina Lyn M. Salarda		
57	GUINDULMAN	3	Mayuga NHS	Harold B. Caga-anan		
58	INABANGA	2	Inabanga HS- Nabuad	Efrelyn B. Gallego		
59	INABANGA	2	Southern Inabanga HS	Wilone Cempron		
60	JAGNA	3	Faraon NHS	Joseph C. Realista		
61	JAGNA	3	Jagna HS	Jener C. Ochavo		
62	JAGNA	3	Lonoy Heroes MHS	May Faith S. Gales		
63	JETAFAE	2	Campao Oriental NHS	Romel S. Roferos		
64	JETAFAE	2	Handumon NHS	Caroline B. Enerio		
65	JETAFAE	2	Tulang NHS	Ernelyn T. Bacareza		
66	LILA	3	Lila NHS	Ma. Andrienne M. Manding		
67	LOAY	3	Hinawanan NHS	Cynthia Faye S. Sabana		
68	LOBOC	3	Loboc NHS	Elisa L. Patalinghug		
69	LOON	1	Cabilao NHS	Christopher L. Merquita		
70	LOON	1	Gov. Jacinto Borja National High School	Gigi S. Panis		
71	LOON	1	Loon South National HS	Catherine P. Calatrava		
72	LOON	1	Sandingan National High School	Lovely P. Pastor		
73	MABINI	3	Concepcion NHS	Roselia L. Malaran		
74	MARIBOJOC	1	Busao National High School	Mary Ann G. Jabines		
75	PANGLAO	1	Lourdes NHS	Lester P. Ebojo		
76	PILAR	3	Pilar Technical-Vocational HS	Jennifer I. Petalcorin		
77	PILAR	3	San Isidro Tech-Voc HS	Bonifacio C. Quarteros		
78	PRES. CARLOS P. GARCIA (PITOGO)	2	Basiao High School	Zenevee B. Mahinay		
79	PRES. CARLOS P. GARCIA (PITOGO)	2	Bonbonon HS	Naomi V. tuyor		
80	PRES. CARLOS P. GARCIA (PITOGO)	2	Campamanog HS	Edison V. Tusoy		
81	PRES. CARLOS P. GARCIA (PITOGO)	2	Gaus HS	Hector J. Renegado		

82	PRES. CARLOS P. GARCIA (PITOGO)	2	Mayor Inocencio B. Mendez HS	Merlina R. Campacino		
83	SAGBAYAN	2	San Agustin NHS	Mellijane L. Galao		
84	SAN ISIDRO	2	Cabanugan Integrated School	Annabel O. Campos		
85	SAN ISIDRO	2	San Isidro NHS	Rosalia G. Crame		
86	SAN MIGUEL	2	Mahayag NHS	Celeste H. Bag-ao		
87	SAN MIGUEL	2	San Miguel Technical Vocational School	Jonnalie S. Galigao		
88	SEVILLA	3	Bayawahan National High School	Dex Jason L. Torres		
89	SEVILLA	3	Cambagui-Calinginan National Norte HS	Francisco J. Tahil		
90	SEVILLA	3	Sevilla NHS	Mary Jane D. Araneta		
91	SIERRA BULLONES	3	Dusita HS	Reshil I. Palua		
92	SIERRA BULLONES	3	Sierra Bullones Technical Vocational High School	Maricel B. Alolino		
93	SIKATUNA	1	Sikatuna NHS	Julia B. Daga-ang		
94	TALIBON	2	Mayor Catalino Casoyla MHS	Linda V. Auxtero		
95	TALIBON	2	Ponciana E. Leoligao HS	Loren P. Merto		
96	TALIBON	2	President Carlos P. Garcia Memorial High School	Ma. Shiela G. Avenido		
97	TALIBON	2	San Isidro HS	Keizyl Ann B. Auxtero		
98	TALIBON	2	San Jose NHS	Julie Kristine A. Bitor		
99	TALIBON	2	San Jose NHS	Vanessa L. Mosqueda		
100	TALIBON	2	Sikatuna Nat'l Agricultural HS	Jica E. Auxilio		
101	TALIBON	2	Zosimo A. Gulle Memorial National High School	<i>Dianne Daisy J. Cajal</i>		
102	TRINIDAD	2	Hinlayagan NHS	Helen H. Mercader		
103	TRINIDAD	2	Kinan-oan HS	Ma. Cresabeth B. Mandin		
104	TRINIDAD	2	Tagum Sur NHS	Marivic A. Sereno		
105	TUBIGON	1	Cawayanan NHS	Mary Blanch C. Jumamoy		
106	TUBIGON	1	Tubigon West Central HS	Clea Riza S. Ytac		
107	TUBIGON	1	Tubigon West NHS	Marino C. Parilla		
108	UBAY	2	Bulilis High School	Malou B. Diola		
109	UBAY	2	Cagting High School	Nelson N. Balanon		
110	UBAY	2	Camambugan NHS	Michelle C. Pon		
111	UBAY	2	Tapal Integrated School	Nolimer D. Miguel		
112	UBAY	2	Tubog Integrated School	Jade P. Salingay		
113	UBAY	2	Ubay National Science HS	Gemma Lou G. Bacolot		
114	UBAY	2	Union NHS	Isabel A. Culpa		
115	VALENCIA	3	Mayor Pablo O. Lim MHS	Elvira Q. Gabutan		
116	VALENCIA	3	Valencia Tech-Voc HS	Artemio T. Cabatos Jr.		
117	ALICIA	3	La Hacienda NHS	Judy Ann A. Cirunay		
118	CALAPE	1	Mayor A. R. Tuazon Nat'l Sch. of Fisheries	Jay Anne R. Rulona		
119	CARMEN	3	Ponciano F. Ramasola Sr. High School	Helen B. Masillonones		
120	DAUIS	1	Tabalong NHS	Rosario N. Tubac		
121	MABINI	3	San Roque NHS	<i>Judith E. Vallecerca</i>		
122	LOBOC	3	Camaya-an NHS	Francis Jay P. Alcala		
123	LOBOC	3	Oy NHS	Antonio P. Manliguez		
124	SAGBAYAN	2	Eugenio V. Amores MHS	Marietta A. Boco		
125	SAGBAYAN	2	JAPER Memorial High School	Jan Jaykyl B. Borja		
126	UBAY	2	Biabas Trade High School	Joseph Lemuel F. Agad		
127	MARIBOJOC	1	Pagnito-an NHS	Perceival B. Delarmente		
128	PRES. CARLOS P. GARCIA	2	Aguining National High School	<i>Edwin B. Mendigo</i>		

	(PITOGO)					
129	INABANGA	2	San Jose NHS	Jeane C. Palma		
130	UBAY	2	San Pascual National Agr'l HS	Gerry S. Sagayno		
REGISTRAR I						
	DISTRICT	CD	NAME OF SCHOOL	NAME OF ADAS II	Day 1	Day 2
1	Carmen		Katipunan NHS	Felita Moline		
2	Panglao		Lourdes NHS	Jovito I. Indino		
3	S-Bullones		S-Bullones TVHS	Jeriel T. Dango		
4	Calape		Calape NHS	Jennifer Cuizon		
5	Alicia		Alicia TVHS	Marjorie Caybot		
6	Pilar		Pilar TVHS	Myra T. Asuncion		
7	Talibon		San Jose NHS	Gepsie S. Yecyec		
8	Valencia		Valencia TVHS	Anna Mae Bellezas		
9	Inabanga		Inabanga NHS, Nabuad	Cherryline Dinorog		
10	Sagbayan		San Agustin NHS	Marilyn Suarez		
11	Buenavista		Cangawa NHS	D'Loiuse Ma. Cinches		
12	San Miguel		San Miguel TVHS	Rowena B. Millabangco		
ADMINISTRATIVE OFFICER II						
1	Carmen		Katipunan NHS	Ma. Terma Degamon		
2	Panglao		Lourdes NHS	Rufina Esterado		
3	S-Bullones		S-Bullones TVHS	Cherry Ann Lico		
4	Alicia		Alicia TVHS	Estrellito Ian Jawel		
5	San Miguel		San Miguel TVHS	Caridad Monongolh		
6	Talibon		San Jose NHS	Ma. Venia Veloso		
7	Valencia		Valencia TVHS	Jessa Marie Sumayo		
8	Inabanga		Inabanga NHS, Nabuad	Danny Dajay		
9	Sagbayan		San Agustin NHS	Merry Rubin		
10	Pilar		Pilar TVHS	Diana Ella A. Llorente		
11	Buenavista		Cangawa NHS	Marissa A. Aulestila		
12	Calape		Calape NHS	Ma. Karol Taguba		