



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF BOHOL
City of Tagbilaran



November 12, 2019

DIVISION MEMORANDUM


No. 546, S. 2019

**2- DAY YEAR-END ASSESSMENT AND TEAM BUILDING ACTIVITY OF
ADMINISTRATIVE SERVICES SUPPORT IN SDO & SCHOOL-BASED PERSONNEL**

TO: All SDO Administrative Support Services and
School-based Non-Teaching Administrative Support Staff

1. Pursuant to CSC MC No. 10, s. 1992 for the guidelines in the conduct of Training and other Human Resource Development Activities in pursuant to Administrative Order No. 265, ordered the continued adoption and encourage the In-house training program and staff development activities at all levels and stages of employment.
2. In line with this, and the Department's thrust of continuing professional development, A Year-End Assessment and Teambuilding activity shall be conducted by this office to all Administrative Services Support Unit on November 21-22, 2019 at Bohol Plaza Resort and Restaurant, Dayo Hill, Dao, Dauis, Bohol.
3. This is a 2-day activity aimed at enhancing and strengthening the competencies of the Administrative Support Services in SDO and school-based non-teaching personnel in dispensing their duties and responsibilities as public servants mandated in Republic Act No. 6713, which embodies the Code of Conduct and Ethical Standards for Public Officials and Employees.
4. Since Mental Health is an integral part of health and physical human being, a teambuilding activity on mental health awareness will focused on the second day. The main goal is to ensure that the members of the OSDO Administrative Services team will be physically and mentally healthy, thus promoting their holistic well-being. At the end of the training, the participants are expected to find the homeostasis of their work /life balance as they get to learn how to better the totality of their well-being.
5. Expenses for the accommodation, function hall, meals and snacks and other related expenses for the two (2) day live-in activity will be charged against HRTD Fund. While travelling expenses will be charged to school/local funds. Target participants will be attending on Official Business.

6. Complete attendance of the participants is desired. Those personnel whose name were included in the list but failed to attend the said activity shall pay his/her share in the cost of the venue and meals using his/her personal money and shall explain in writing.
7. Participants are requested to observe the following:
 - a. There will be no pre-arranged transportation in going to the venue.
 - b. Registration of participants will start at 8:30 a.m.
 - c. The opening program will immediately follow after the registration.
 - d. All participants are enjoined to come to the venue on or before the time and shall be no other doing business/activities other than attending and participating in the said activities.
 - e. First meal will be a.m. snacks on first day and last meal will be packed dinner of second day. There will be no accommodation on the second day.
8. This memorandum shall serve as your travel authority. The full list of participants is provided in Enclosure No.1.
9. Immediate and wide dissemination of this memorandum is hereby directed.


BIANITO A. DAGATAN EdD, CESO V
Schools Division Superintendent
11/14/2019

CD 1

	DISTRICT	CD	NAME OF SCHOOL	NAME OF ADAS II
1	ALBUR	1	San Roque NHS	Cornito, Maria Leizl
2	ANTEQUERA	1	Bantolinao NHS	Calipes, April Joy
3	BACLAYON	1	Baclayon NHS	Trabajo, Mae
4	BACLAYON	1	Pamilacan HS	Maceren, Evelyn
5	BALILIHAN	1	Cong. Pablo Malasarte	Montirola, Gladys Anne
6	BALILIHAN	1	Hanopol NHS	Lansang, Lydith
7	CALAPE	1	Calape NHS	Imperial, Acel
8	CALAPE	1	Panggangan NHS	Sevilla, Jesselee
9	CALAPE	1	Mart NSF	Rulona, Jay Anne
10	CATIGBIAN	1	Catigbian NHS	Lungay, Joveluna
11	CATIGBIAN	1	Haguilanan HS	Maglajos, Ormida May
12	CATIGBIAN	1	Mantacida HS	Bulante, Christine Joy
13	CORELLA	1	Corella NHS	Potane, Jennifer
14	CORTES	1	Fatima NHS	Hubac, Edna
15	DAUIS	1	Biking TVHS	Aranjuez, Ma. Flor
16	DAUIS	1	Dauis NHS	Lungat, Rosalie
17	DAUIS	1	Tabalong NHS	Tubac, Rosario
18	DAUIS	1	Tabalong NHS	Sumaylo, Jerry
19	DAUIS	1	Tabalong NHS	Acebes, Catalino
20	LOON	1	Cabilao NHS	Merquita, Christopher
21	LOON	1	Gov. Jacinto Borja NHS	Panis, Gigi
22	LOON	1	Loon South NHS	Calatrava, Catherine
23	LOON	1	Sandingan NHS	Pastor, Lovely
24	MARIBOJOC	1	Busao NHS	Jabines, Mary Ann
25	PANGLAO	1	Lourdes NHS	Ebojo, Lester
26	SIKATUNA	1	Sikatuna NHS	Daga-ang, Julia
27	TUBIGON	1	Cawayanan HS	Jumamoy, Mary Blanche
28	TUBIGON	1	Tubigon West Central HS	Ytac, Clea Riza
29	TUBIGON	1	Tubigon West NHS	Parilla, Marino

CD 2

	DISTRICT	CD	NAME OF SCHOOL	NAME OF ADAS II
30	BIEN UNIDO	2	Hingutanan HS	Evangelista, Miriam
31	BIEN UNIDO	2	PCPGTVSFA	Suyman, Christine
32	BUENAVISTA	2	Cangawa NHS	Laborte, Maria Melinda
33	BUENAVISTA	2	Panghagban HS	Tesorio, Jeralyn
34	CLARIN	2	Clarin NSF	Tapayan, Ma. Evelyn
35	CLARIN	2	Nahawan NHS	Cornito, Ma. Kia
36	DAGOHOY	2	Dagohoy NHS	Garcia, Karen
37	DAGOHOY	2	San Miguel Puertos HS	Etable, Emma
38	DANAO	2	Danao NHS	Balorio, Allurah
39	DANAO	2	Francisco Dagohoy MNHS	Bonghanoy, Felipe JR.
40	DANAO	2	Cantubod NHS	Torregosa, Irish Joie
41	DANAO	2	Taming NHS	Concon, Ivan
42	INABANGA	2	Nabuad HS	Gallego, Efrelyn
43	INABANGA	2	Southern Inabanga HS	Cempron, Wilone
44	INABANGA	2	San Jose HS	Palma, Jeanne
45	JETAPE	2	Campao Oriental HS	Roferos, Romel
46	JETAPE	2	Handumon NHS	Enerio, Caroline
47	JETAPE	2	Tulang NHS	Bacareza, Ernelyn
48	PRES. CPG	2	Basiao HS	Mahinay, Zenevee
49	PRES. CPG	2	Bonbonon HS	Tuyor, Naomi
50	PRES. CPG	2	Campamanog HS	Tusoy, Edison
51	PRES. CPG	2	Gaus HS	Renegado, Hector
52	PRES. CPG	2	Mayor Inocencio Mendez HS	Campecino, Merlina
53	PRES. CPG	2	Aguining NHS	Mendigo, Edwin
54	SAGBAYAN	2	San Agustin NHS	Galao, Mellijane
55	SAGBAYAN	2	Eugenio V. Amores MHS	Boco, Marietta
56	SAN ISIDRO	2	Cabanugan IS	Campos, Annabel
57	SAN ISIDRO	2	San Isidro NHS	Crame, Rosalie
58	SAN MIGUEL	2	Mahayag NHS	Bag-ao, Celeste
59	SAN MIGUEL	2	San Miguel TVHS	Galigao, Jonnalie
60	TALIBON	2	Mayor Catalino Casoyla MHS	Auxtero, Linda
61	TALIBON	2	Ponciana Leoligao HS	Merto, Loren
62	TALIBON	2	Pres. CPG MHS	Avenida, Ma. Sheila
63	TALIBON	2	San Isidro HS	Auxtero, Keizyl Ann
64	TALIBON	2	San Jose NHS	Bitor, Julie Kristine
65	TALIBON	2	San Jose NHS	Mosqueda, Vanessa
66	TALIBON	2	Sikatuna NHS	Auxilio, Jia
67	TALIBON	2	Zosimo Gulle MNHS	Cajes, Kirstin B.
68	TRINIDAD	2	Hinlayagan NHS	Mercader, Helen
69	TRINIDAD	2	Kinan-onan HS	Mandin, Ma. Cresabeth
70	TRINIDAD	2	Tagum Sur NHS	Sereno, Marivic
71	UBAY	2	Builis HS	Diota, Maiou
72	UBAY	2	Cagting HS	Balanon, Nelson
73	UBAY	2	Camambugan HS	Pon, Michelle
74	UBAY	2	Tapal IS	Miguel, Nolimer

75	UBAY	2	Tubog IS	Salingay, Jade
76	UBAY	2	Ubay Nat'l. Science HS	Bacolot, Gemma Lou
77	UBAY	2	Union NHS	Culpa, Isabel
78	UBAY	2	Biabas Trade HS	Agad, Joseph Lemuel
79	UBAY	2	San Pascual NAHS	Sagayno, Gerry
CD 3				
	DISTRICT	CD	NAME OF SCHOOL	NAME OF ADAS II
80	ALICIA	3	Alicia TVHS	Butcon, Ismira
81	ALICIA	3	Cayacay HS	Caliso, Aya
82	ALICIA	3	La Hacienda NHS	Cirunay, Judy Ann
83	ANDA	3	Anda HS	Hinampas, Maria Bella
84	ANDA	3	Badiang NHS	Traya, Monina
85	ANDA	3	Candabong NHS	Masadas, Ann Marivic
86	BATUAN	3	Batuan NHS	Crescencio, Bruce
87	BATUAN	3	Quezon HS	Buaya, Myra
88	BATUAN	3	Rizal HS	Tafadoc, Sandra Marie
89	BILAR	3	Bilar NHS	Lonzaga, Edinburgh
90	CANDIJAY	3	Candijay NHS	Piquero, Leonita
91	CANDIJAY	3	Cogtong NHS	Tadios, Mary Fiellen
92	CANDIJAY	3	La Union NHS	Gabo, Michelle
93	CANDIJAY	3	Tambongan NHS	Batulan, Ruth
94	CARMEN	3	Ambassador Pablo Suarez NHS	Bastes, Leoncio
95	CARMEN	3	F. Adlaon NHS	Evangelista, Van
96	CARMEN	3	Katipunan NHS	Vedra, May Dawn
97	CARMEN	3	Katipunan NHS Annex	Soriano, Diane
98	CARMEN	3	Policronio Dano SR	Banga, Apollo Rey
99	CARMEN	3	Ponciano F. Ramasola HS	Masillones, Helen
100	DIMIAO	3	Canhayupon NHS	Pelenio, Crisler
101	DIMIAO	3	Dimiao NHS	Sapong, Charie L.
102	DUERO	3	Duero NHS	Sabandal, Ariel
103	DUERO	3	Guinsularan HS	Bolasco, Simon JR.
104	GARCIA HERNANDEZ	3	Cambuyo HS	Bete, Rio Maverick
105	GARCIA HERNANDEZ	3	Garcia Hernandez HS	Bahan, Joseph Glenn
106	GARCIA HERNANDEZ	3	Tahuan HS	Acerro, Mary Flor
107	GUINDULMAN	3	Catungawan NHS	Berro, Carolina
108	GUINDULMAN	3	Guinacot NHS	Salarda, Gina Lyn
109	GUINDULMAN	3	Mayuga NHS	Caga-anan, Harold
110	JAGNA	3	Faraon NHS	Realista, Joseph
111	JAGNA	3	Jagna HS	Ochavo, Jener
112	JAGNA	3	Lonoy Heroes MHS	Gales, May Faith
113	LILA	3	Lila NHS	Manding, Ma. Andrienne
114	LOAY	3	Hinawanan HS	Sabana, Cynthia Faye
115	LOBOC	3	Loboc NHS	Patalinghug, Elisa
116	LOBOC	3	Camaya-an NHS	Alcala, Francis Jay
117	LOBOC	3	Oy NHS	Manliguez, Antonio
118	MABINI	3	Concepcion NHS	Malaran, Roselia
119	MABINI	3	San Roque NHS	Vallecera, Judith
120	PILAR	3	Pilar TVHS	Petalcorin, Jennifer
121	PILAR	3	San Isidro TVHS	Quarteros, Bonifacio
122	SEVILLA	3	Bayawahan NHS	Torres, Dex Jason
123	SEVILLA	3	Cambagui-Calinginan HS	Coloscoco, Hasmin
124	SEVILLA	3	Sevilla NHS	Araneta, Mary Jane
125	SIERRA BULLONES	3	Dusita HS	Palua, Reshil
126	SIERRA BULLONES	3	Sierra Bullones TVHS	Ucat, Maricel A.
127	VALENCIA	3	Mayor Pablo O. Lim MHS	Gabutan, Elvira
128	VALENCIA	3	Valencia TVHS	Cabatos, Artemio, Jr.
ADMINISTRATIVE OFFICER II				
	DISTRICT		NAME OF SCHOOL	NAME OF AO II
129	CARMEN		Katipunan NHS	Degamon, Ma. Terna
130	PANGLAO		Lourdes NHS	Esterado, Rufina
131	SIERRA BULLONES		Sierra Bullones TVHS	Pocot, Cherry Ann L.
132	ALICIA		Alicia TVHS	Jawel, Estrellito Ian
133	SAN MIGUEL		San Miguel TVHS	Monongolh, Caridad
134	TALIBON		San Jose NHS	Veloso, Ma. Venia
135	VALENCIA		Valencia TVHS	Sumayo, Jessa Marie
136	INABANGA		Nabuad HS	Dajay, Danny
137	SAGBAYAN		San Agustin NHS	Agbon, Merry
138	PILAR		Pilar TVHS	Llorente, Diana Ella
139	CALAPE		Calape NHS	Taguba, Ma. Karol
140	BUENAVISTA		Cangawa NHS	Centino, Marissa
REGISTRAR				
	DISTRICT		NAME OF SCHOOL	NAME OF REGISTRARS
141	PANGLAO		Lourdes NHS	Endino, Jovito
142	SIERRA BULLONES		Sierra Bullones TVHS	Dango, Jeriel
143	ALICIA		Alicia TVHS	Caybot, Marjorie
144	SAN MIGUEL		San Miguel TVHS	Millabangco, Rowena
145	TALIBON		San Jose NHS	Yecyec, Gepsie
146	VALENCIA		Valencia TVHS	Bellezas, Anna Mae

147	INABANGA	Nabuad HS	Dinorog, Cherryline
148	SAGBAYAN	San Agustin NHS	Suarez, Marilyn
149	PILAR	Pilar TVHS	Asuncion, Myra
150	CALAPE	Calape NHS	Cuizon, Jennifer
151	BUENA VISTA	Cangawa NHS	Cinches, D'Louise

ADMIN. SERVICES - DIVISION OFFICE

	NAME OF EMPLOYEE	SECTION	
152	Fermin M. Albutra	HRMO	
153	Judith S. Apale	HRMO	
154	Marlon Jongson	HRMO	
155	Elena Vicoy	HRMO	
156	Melody Joy Rabina	HRMO	
157	Teodmera Bersaluna	HRMO	
158	Maricel Plaza	HRMO	
159	Jocelyn Taguisa	HRMO	
160	Jan Jaykyl Borja	HRMO	
161	Emelyn Bompat	HRMO	
162	Maria Theresa Cimafranca	HRMO	
163	Ma. Luisa Mejias	HRMO	
164	Lina Abuloc	HRMO	
165	Nicanora Gretli Fostanes	RECORDS	
166	Joey Lagrada	RECORDS	
167	Hengie Lagrada	RECORDS	
168	Rhea Hingpit	RECORDS	
169	Jerson Fullante	RECORDS	
170	Jovelino Apale	RECORDS	
171	Jasmin Ranara	RECORDS	
172	Chilita Acebes	DPSU	
173	Victoriano Cimeni	CASHIER	
174	Ungab, Lemuel	CASHIER	
175	Adriano Beniga	CASHIER	
176	Araneta, Mark Anthony	PROPERTY	
177	Relampagos, Amando	PROPERTY	
178	Cipriano Q. Quicho	PROPERTY	
179	Amando S. Relampagos Jr.	PROPERTY	
180	Lilian M. Baloria	PROPERTY	
181	Ungab, Mercedes	GSO	
182	Palma, Jaime	GSO	
183	Capuno, Leo	GSO	
184	Ananias Caliso	GSO	
185	Antonio C. Pahang	SDS	
186	Evelyn Malaran	SDS	
187	Joan P. Lagria	SDS	
188	Mariann Jale L. Castilion	ICTU	
189	Dinah Florence B. Talan	ICTU	
190	Jonathan F. Suan	SG	
191	Ganie Caliso	SG	
192	Alberto Quezon Jr.	SGOD	
193	Vicente Ebojo Jr.	LRMDS	
194	Jocelyn Rotersos	LRMDS	
195	Frances Melencion	PMU	
196	Estoquia, Lucena Galib	CID	
197	Madanguit, Julius Alejandro Cuizon	Legal	
198	Aranjuez, Guy Gallares	Legal	
199	Quijano, Vanessa Hontucan	Legal	
200	Fe Doroy	IAS	

ADMIN. SERVICES - ELEMENTARY SCHOOLS

	NAME OF EMPLOYEE	School	
201	APARICIO GERVAJIO LOGROÑO	Maribojoc Central Elementary School	
202	ARBILO MARK ATALO	Panglao Central ES	
203	RAGA IPO NESTOR HICONG	Anda Central ES	
204	BAGOLOR LUCILA MASCARIÑAS	Tubigon West Central ES	
205	BAJA ALBERTO ESCABUSA	Jagna Central ES	
206	BALABIS ANTONIO III LAMOSTE	Antequera Central ES	
207	BALEÑA LILIBETH CAMBALON	Buangan ES	
208	BATOY ALAN LEANDRO TUSOY	Baclayon Central ES	
209	BAUTISTA JESUS TURITA	Maribojoc Central Elementary School	
210	BAUTISTA MARIJE AROY	Inabanga North Central Integrated School (Elementary)	
211	BAYRON WILLIAM PALMITOS	Mabini Central ES	
212	BERMOY NECIFORO UGAY	Candijay Central ES	
213	BOLO REBECCA SAGOLILI	Sagbayan Central Elementary School	
214	BONGALOS ISIDRA LORONO	Bolod Elementary School	
215	CABAGNOT FRANKLIN QUEZON	Dauis Central ES	
216	CAGAITAN DIOSCORO ACEBES	Duero Central ES	
217	CAJES JOAN TORREFRANCA	Carmen West Central ES	
218	CEMPRON DESIDERIA CENTILLAS	Buenavista CES	
219	CENABRE ROMEO MEJIAS	Danao Central Elementary School	
220	CIMA FRANCA NOEL DUNKY PINAT	Dauis Central ES	

221	CORNELIO EDGARDO BALISTOY	Candua ES
222	CUPON ANTONIO	Dauis Central ES
223	CUTIN LUISITA DAPAR	Sevilla Central ES
224	DANILA JONATHAN INGAY	Corella Central ES
225	DELA TORRE MYRA AVENIDO	Talibon Central ES
226	DILEN MA. NIMFA PEROCHO	Pilar Central ES
227	DOTAROT ELIZABETH PIQUERO	Mabini Central ES
228	DUMAPIAS LORETO PAIG	Lila Central ES
229	DUTERTE TOMAS REFAMONTE	Inabanga South Central Elementary School
230	ESCOBAL EUTROPIO SALAUM	Duero Central ES
231	FELICIA HENRY NARISMA	Guindulman Central ES
232	GARAY NELSON GALLEG0	Calape Central ES
233	HINAY JR. ANTONIO ALE	Balilihan Central ES
234	ISRAEL EDWIN FUDERANAN	Baclayon Central ES
235	JADULCO ROEL BALNAJA	Antequera Central ES
236	LACAR FAUSTINO CASTILLON	SPP Jose A. Clarin Memorial School
237	LAPIZ BERNARDINO SAURE	Clarin Central ES
238	LAPURA ELMELITO RAOTRAOT	Triple Union ES
239	LERION MARIA GUADALUPE FERNANDO	Loboc Central Elementary School
240	LLUVIDO ROSANA LEOPARDAS	Loon South Central ES
241	LOPENA RAINERO LOMONSOD	Trinidad Central Elementary School
242	LOPEZ LUDGERIO CUYSONA	San Pascual ES
243	MAGTAJAS ROYCE ACUSAR	Dimiao Central ES
244	MANDING MAGDALINA ABUCEJO	Albuquerque Central ES
245	MONTECILLO AL BALILI	Sikatuna Central ES
246	MULATO LORIE ANN LANOY	Buangan ES
247	PACOT BERNARDITA LUMANAS	Balilihan Central ES
248	PAHANG ADELA RULE	Sikatuna Central ES
249	POQUITA PEREGRINO CARCALLAS	Trinidad Central Elementary School
250	RAMIREZ FLORENTINO JR. MACEREN	Buenavista CES
251	SIAN JOSELITO FELECIO	Mabini Central ES
252	SIMILA RUBEN DOLOTINA	Bilar Central ES
253	TIMBAL RAUL LIGTAS	Guindulman Central ES
254	TOLEDO TOMAS CALACAT	Loboc Central Elementary School
255	TOLOP ROSENDO MONDILLA	Baclayon Central ES
256	VITOR CECILIA CALIMUTAN	Dagohoy Central Elementary

ADMIN. SERVICES - SECONDARY SCHOOLS

	NAME OF EMPLOYEE	School
252	ABUEVA MARIA LOURDES BERNALDEZ	Guinsularan High School
253	ACEBES CATALINO ASAS	Tabalong NHS
254	ADAME ALEJANDRO CAHIG	Valencia Tech-Voc HS
255	BAGARINAO GERMANO JR. GENTILES	Pagnitao National High School
256	BERONG FERNANDO	Francisco Dagohoy Memorial High School
257	BONGOLTO JOSEPHINE CESAR	Hinawanan NHS
258	CABALIDA ROMMEL ABUYADOR	Dimiao NHS
259	CEMPRON URCISIO PAQUIBOT	Cangawa NHS
260	CUTAMORA ALFONSO BACOLOT	Ubay National Science HS
261	DELA CRUZ KENT TEJANO	San Roque National High School
262	ESCOBAL URSULINO S	Guinacot NHS
263	GABAISEN ARSENIO JR. GARAY	San Isidro National High School
264	GENABE SABINO AMAMIO	Loon South National HS
265	JALA MELITON PERIT	Camaya-an NHS
266	JAYA FLORO DUA	Baclayon National High School
267	LAUREL ROBERTO IV ANCLA	San Roque National High School
268	MACABENTA ERNESTO BOLOS	Lourdes NHS
269	MANLANGIT MATIAS CASANOVA	Cong. Pablo Malasarte NHS
270	MANLANGIT SEBASTIAN GAAS	San Roque Integrated School
271	MIGALLON BERNADITH ARANCES	Lourdes NHS
272	ODAL BENECIO ACUÑA	Camaya-an NHS
273	OLAGUIR EXEQUIEL CABILAR	Biabas Trade High School
274	ORACION BERNARDITA LICO	Oy NHS
275	PENALES ISRAEL DELIMA	Corella National High School
276	QUIDLAT MELCHOR TIEMPO	Dauis National High School
277	ROBLES ESTRELLA BALORIA	Candungao High School
278	RONCALES VICTORIO JR. BOMEDIANO	Bantolnao National High School
279	ROSAS PERLA ENGBINO	Sierra Bullones Technical Vocational High School
280	SALCES DOMINGO DECASA	Batuan NHS
281	SUAREZ ENRIQUE MAHINAY	Sikatuna NHS
282	SUMAYLO JERRY NACALABAN	Tabalong NHS
283	TABLON RICARDO TANGINAN	Camaya-an NHS
284	TEJADA NENITA BAGUHN	Bilar NHS
285	VALLEJOS ORENCIO BAYRON	San Roque National High School