



Republic of the Philippines  
**Department of Education**  
Region VII – CENTRAL VISAYAS  
**SCHOOLS DIVISION OF BOHOL**

**Office of the Schools Division  
Superintendent**

July 13, 2023

**DIVISION MEMORANDUM**  
No. **0333**s. 2023

**INDUCTION AND ON-BOARDING ORIENTATION OF NEWLY HIRED  
NON-TEACHING PERSONNEL**

To: Assistant Schools Division Superintendents  
Chief – SGOD  
Chief – CID  
Public Schools District Supervisors & OIC – PSDS  
Public Elementary and Secondary School Heads  
Newly Hired Administrative Assistant III (Senior Bookkeepers)  
Newly Hired Administrative Assistant II (Disbursing Officers)  
Newly Hired Administrative Assistant II (Administrative Support)  
All Others Concerned

1. This office announces the conduct of an Induction and On-Boarding Orientation of Newly Hired Non-Teaching Personnel on **July 24-25, 2023 at Reyna's Haven and Gardens, New Calceta St., Tagbilaran City.**
2. Identified participants are required to promptly accomplish the **online registration** thru this link <https://tinyurl.com/wzc32wzy> on or before July 20, 2023 for proper confirmation of accommodation. They are likewise expected to come at the venue before 8:00 am for the onsite attendance as well as not to delay the planned activities. Attached herein is the list of participants.
3. Travel and other incidental expenses incurred by the participants shall be charged to school MOOE/local funds, while food and accommodation shall be charged against Division MOOE Funds, subject to the usual accounting and auditing rules and regulations.
4. This memorandum serves as **TRAVEL ORDER.**
5. Immediate and wide dissemination of this memorandum is hereby directed.

**EVANGEL M. LUMINARIAS PhD CESO V**  
Schools Division Superintendent



**LIST OF NEWLY HIRED NON- TEACHING PERSONNEL  
FOR ON BOARDING ORIENTATION**

NO.	NAME	ASSIGNMENT
<b>SENIOR BOOKKEEPER</b>		
1	MENDE, ADELENE GRACE P.	SDO Accouting
2	SARIGUMBA, KARL JOSEFF A.	SDO Accouting
3	BUNTOD, MERCY A.	Getafe District
4	BUSTALIÑO, MARLYN M.	Clarin District
5	SAPANTA, REGIE ANN O.	Pangangan NHS Calape
6	HORMACHUELOS, FAITH C.	Talibon I District
7	SUAREZ JAY MARIH S.	Biabas Trade HS, Ubay II
8	MACABUDBUD, CRISTIE V.	Carmen I District
9	OCHAVILLO, ZENELYN S.	Anda District
10	ELLO, CHERYL	Talibon II District
11	AMPOLOQUIO, NAOMI P.	Mabini District
12	NUEZ, JEA GRACE L.	Ubay III District
13	OMILA, RUBY T.	Candijay Dsistrict
14	MAGDUGO, MILANE R.	MC Casoyla MHS, Talibon I
15	CASIA, KRISTINE JEANNE B.	Dagohoy District
16	JALA, CHERYL D.	Clarin NSF, Clarin
17	APAT, MARI GRACE	Ubay II District
18	MADERA, QUEENNIE JOY J.	Tubigon West District
19	PAGAURA, LUCILLE P.	Inabanga North District
20	SUMALINOG, CARMELA C.	Buenavista II District
21	AMPO, CRUZELYN M	Ubay NSHS, Ubay I
22	ACEBO, CHIELA JANE	Anda District
23	ZAMORA, CLAIRE JOY C	Getafe District
<b>DISBURSING OFFICER</b>		
24	MAQUILING, MARIA VENICE S.	Ubay II District
25	TEREC, MAE ANTONITTE M.	Catigbian NHS, Catigbian
26	CERINO, CHERRYL D	Dusita HS, Sierra Bullones
27	MONTERO, ALEA KASSANDRA O	Union NHS, Ubay III
28	PELARADA, TERESITA L.	Candijay District
29	BAGUHIN, SHERYL I.	Ubay III District
30	NALZARO, TRIXIE FAITH	Buenavista II District
31	BAGHARI, MICHELLE C.	Faraon NHS, Jagna
32	TAHIL, TERISITA T.	Inabanga North District
33	SALIM, ANN CHARITY D.	Biabas Trade HS, Ubay II
34	TAMBIS, CONCEPCION P.	Mabini Disitric
35	GARCIA, MELISSA	Pres CPG District
36	PUERIN, CYRENE T.	San Jose NHS, Inabangan
37	COMODAS, GREGORIO C.	Ubay I Distict
38	GUADALQUIVER, ESTRELLA	Cangawa NHS, Buenavista
39	JUABOT, RONELYN B.	Policronio S. Dano SHS, Carmen
40	ELAGA, JOSEFINA A.	Anda District
41	DIACOR, ELMERA A.	Mayuga NHS, Guindulman
42	CABAGUING, ANASTACIA B.	Aguining NHS, Candijay
43	CORLET, IRENE	San Miguel TVHS, San Miguel

ADMIN SUPPORT		
44	OLAER, PATTY MAY L.	Guinacot NHS, Guindulman
45	JABINES, PACHOLO O.	Hinlayagan NHS, Trinidad
46	LANOY, JULIE ANN A.	Bonbonon NHS, Pres CPG
47	DOYSABAS, KATHRYN J.	Clarin NSF, Clarin
48	GENITA, DANICA FAYE M	San Migeul TVHS, San Miguel
49	RESCALAR, CLEOFE MAE C.	Cangawa NHS, Buenavista
50	EYAC, JAMAICA R.	Campao HS, Getafe
51	ATUP, JULCY DELMAE D.	Pilar TVHS, Pilar
52	ACERO, ARCEL P.	San Roque NHS, Mabini
53	PUNAY, AMORLINA B.	Ubay NSHS, Ubay I
54	NAMANAMA, NERISA	Taming NHS, Danao
55	CALOPE MENCHU C.	Tulang NHS, Getafe
56	MANIPON, ROWELA A.	Sikatuna NAHS, Talibon
57	GONZALOS, IRISH L	Ponciano F. Ramasola HS, Carmen I
58	DACUNO, WILFREDO JR. A.	Katipunan HS, Alicia