



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID - 2025 -0039

To: Janette G. Veloso, EdD, CESO VI-Assistant Schools Division Superintendent
Eduard C. Amoguis, EdD, Chief – Curriculum Implementation Division
Ronnie A. Publico, Public Schools District Supervisor
All School Heads
All Others Concerned

Subject: **TALAINGOD DISTRICT MEETING FOR NON-TEACHING PERSONNEL**

Date: January 7, 2025

1. A meeting at the start of the year provides an opportunity to align the non-teaching personnel with the organization's goals and priorities. It ensures that everyone understands their roles and contributions toward achieving institutional success.
2. Further, the meeting serves as a platform to communicate updates on policies, procedures, or structural changes within the organization. It ensures that all non-teaching personnel are informed and can adapt their practices accordingly.
3. In relation to this, this Office informs the field of the conduct of **Talaingod District Meeting for Non-Teaching Personnel** on January 9, 2025 at 8:00 am at the District Office.
4. Travel expenses incurred in the activity shall be chargeable against School Maintenance and Other Operating Expenses (MOOE) subject to the usual accounting and auditing rules and regulations.
5. The Equal Opportunities Principle (EOP) shall be always observed in the process where all individuals are fully recognized regardless of gender, position, religion, disability, ethnicity, and political affiliations or other similar factors/ personal circumstance.
6. Wide dissemination of this Memorandum is desired.


REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent



CID/rap

FN: Talaingod District Meeting for Non-Teaching Personnel

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LIST OF PARTICIPANTS

NAME	SCHOOL	POSITION
ACOSTA, KRISTEL GRACE D.	STO. NINO NHS	COS
ADLAON, REYNALDO H.	DISTRICT ADAS	ADAS-III
ALINAS, JONALYN N.	STO. NINO NHS	ADAS-II
AMOTO, FRANCLITA D.	STO. NINO CES	ADAS-II
ANDRES, JAMES ROI B.	NATULINAN ES	AO-II
ARCILLA, MARJORIE A.	TIBI-TIBI ES	AO-II
BERNALDEZ, MARIFE G.	BUTAY IS	AO II
BESONIA, JUDY MAE B.	KUYAS ES	AO-II
CALAPOAN, ELESITO T. JR.	LOMONDONG ES	COS
CARIAGA, KEZIAH JEAN R.	DAGOHOY NHS	COS
COMENDADOR, REY C.	MALAPANIT PS	AO-II
DUMAGUIT, JOESELLE LORRAINE C.	TIBUCAG IS	AO-II
ENARCISO, VENANCIO JR. G.	SAMBOLUNGAN ES	AO-II
GALLEGA, RIZZA GRACE L.	NAPISULAN ES	AO-II
HENOBIAGON, ANA LOU C.	LUMABAG IS	AO-II
LAMANO, REGINE ROSE P.	MESOLONG IS	AO-II
LAO, MARY MAE M.	DAGOHOY NHS	ADAS-II
LOZANO, JANEROSE A.	PAITON IS	AO-II
MATEO, MARICEL C.	STO. NINO NHS	AO-II
MORALES, CAMELLE M.	STO. NINO NHS	ADAS-II
PANAGUITON, JINDLE MARIE D.	PALMA GIL IS	AO-II
PEREZ, JOVIE A.	IBUYAG POCAPOC ES	AO-II
SAN JUAN , ARGINE L.	DATU JOSE LIBAYAO MNHS	ADAS II
SAN JUAN, CHARMAINE M.	DATU JOSE LIBAYAO MNHS	COS
SEBUALA, MICHAEL D.	KAMINGAWAN ES	COS
SEMBLANTE, ROMEO JR. C.	DULYAN IS	COS
SENO, IMIE B.	BASAK IS	COS
SOLEN, AIVE T.	NASECO IS	AO-II
TABARANZA, LUFEL C.	STO. NINO CES	AO-II
TABILLA, ELLEN GRACE G.	LAMBID ES	COS
TAUTHO, IRISH S.	TIBI-TIBI ES	ADAS-II
TIGNO, MAE MADELETTE C.	KM.31 ES	AO-II
TIJOL, IVY JOY W.	CABADIANGAN IS	AO-II
YBANEZ, GROVER F.	CENTRAL BAUGAN IS	AO-II
LLANERA, JUVY B.	DISTRICT PERSONNEL	LSB
PUBLICO, RONNIE A.	DISTRICT OFFICE	PSDS