



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

DEPED DIVISION OF DAVAO DEL NORTE  
RECORDS SECTION  
**RECEIVED**  
Date: 28 NOV 2022 11:45 AM  
By: \_\_\_\_\_

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

OSDS-2022-086

**TO:** All Administrative Officer II assigned in the Field  
Selected Administrative Assistant II and III

**SUBJECT: ORIENTATION ON THE ONLINE DOCUMENT TRACKING SYSTEM**

**DATE:** November 28, 2022

As part of the objectives of the Division Office for a systematic process, an orientation on the new online document tracking system will be conducted on **November 29, 2022 and December 1, 2022** at the Division Conference Hall.

To ensure non-disruption of services, only selected personnel shall attend as attached in this Memorandum along with the corresponding schedule and time of the activity.

Technical assistance and deployment of system are part of the discussions in the orientation. Hence, attendees are highly encouraged to bring laptop and attendance thereof is appreciated.

Travel and other incidental expenses are chargeable against local funds subject to the usual accounting and auditing rules and regulations.

Strict implementation of the safety protocols as prescribed by the IATF during this time of pandemic shall always be observed and Equal Opportunity Principle for all personnel of the Division of Davao del Norte shall be applied at all times.

Immediate dissemination of this Memorandum is desired.

**ALLAN G. FARNAZO**

Director IV  
and concurrent Officer- In-Charge  
Office of the Schools Division Superintendent

For the Schools Division Superintendent

**RAMEL M. PILO**

Chief, School Governance and Operations Division

Page 1 of 1



**NOVEMBER 29, 2022 - 1:00PM**

JESSA MAE C. TABALANZA	Female	Administrative Officer II	Cambanogoy Central Elementary School
GILBEN K. BODIONGAN	Male	Administrative Officer II	Magatos Integrated School
ALBERT E. JUGARAP	Male	Administrative Officer II	Katipunan Elementary School
CRIZALDO, MARIA WELLA	Female	Administrative Officer II	Rizal Integrated School
LILET Y. PABILLORE	Female	Administrative Officer II	Tanglaw Elementary School
XINETTE JOY BESINGA	Female	Administrative Officer II	Cabayangan Elementary School
ANALYN C. ALDAY	Female	Administrative Officer II	Carmen Central Elementary School SpEd Center
MARY-ANN J. CAGALAWAN	Female	Administrative Officer II	Sto. Niño Elementary School
LORELYN P. DEPRA	Female	Administrative Officer II	Alejal Elementary School
JANET A. AGREDA	Female	Administrative Officer II	Tubod Elementary School
ELISA D. RESMA	Female	Administrative Officer II	Pinta Sabarat Elementary School
FLORESTO ANDRADE	Male	Administrative Officer II	Mangalcal Elementary School
LORINA D. SAMAR	Female	Administrative Officer II	Maniki Central Elementary School SpED Center
SHIRA A. WAING	Female	Administrative Officer II	Clementa F. Royo Elementary School
ANNIE LOU R. NAMOC	Female	Administrative Officer II	Marcos P. Estoque Elementary School
MARIFE B. ILAGAN	Female	Administrative Officer II	Sampao Integrated School
HELEN C. ANG	Female	Administrative Officer II	Luna Elementary School
MARIVIC S. BACO	Female	Administrative Officer II	New Corella Central Elementary School SpEd Center
ANNA MAE M. QUIAMCO	Female	Administrative Officer II	Limbaan Elementary School
NOEMI D. ESPONILLA	Female	Administrative Officer II	New Cortez Elementary School
JENNY M. QUIÑO	Female	Administrative Officer II	Manguangan Integrated Shool
JELLEAN L. ERBITO	Female	Administrative Officer II	Sawata Ernandcor Central Elementary School
LEILANI M. CASILIN	Female	Administrative Officer II	Salvacion Elementary School
ROWENA S. SORROSA	Female	Administrative Officer II	La Libertad Elementary School
KAREN SOL C. MALLORCA	Female	Administrative Officer II	Nafoo Central Elementary School
SHEELA T. SILVA	Female	Administrative Officer II	Kinamayan Integrated School
ANALOU S. PARALDO	Female	Administrative Officer II	Kimamon Elementary School
ALVIN L. BORAG	Male	Administrative Officer II	Lunga-og Elementary School
SARAH JANE P. CABUGA	Female	Administrative Officer II	Balagunan Elementary School
ROWENA A. BAGONGON	Female	Administrative Officer II	New Katipunan Elementary School
JOLLYVEE L. MORTERA	Female	Administrative Officer II	Sto. Tomas Central Elementary School SpEd Center
JAMES VINCENT A. BACUS	Male	Administrative Officer II	Sto. Niño Central Elementary School
IRIS A. CASTRO	Female	Administrative Officer II	Naseco Integrated School
ANA LOU C. HENOBIAGON	Female	Administrative Officer II	Lumabag Integrated School
JANE ROSE A. LOZANO	Female	Administrative Officer II	Paiton Integrated School
GERALDINE N. IRAN	Female	Administrative Officer II	Butay Integrated School
DEGAMO, LOMY SABATIN	Female	Administrative Officer II	Nasilaban Integrated School
DUMAGUIT, JOESELLE LORRAINE	Female	Administrative Officer II	Tibucag Integrated School
IBALE JR, RODOLFO CANTALIJO	Male	Administrative Officer II	Cabadiangan Integrated School

**DECEMBER 1, 2022 - 9:00AM**

ARNAIZ, MANELYN IHALAS	Female	Administrative Assistant I	Camoning ES
ORCULLO, EDDIE MAR MAGDOSA	Male	Administrative Assistant I	New Bantayan ES
SIMBAJON, JONAH MIE SABONG	Female	Administrative Assistant I	Anibongan ES
VENUS LIBRE	Female	Administrative Assistant I	Tuganay ES
JACKY LOU ANTOLIN	Female	Administrative Assistant I	Mesaoy Elementary School
DURBAN, RENE ROSE CRIBELLO	Female	Administrative Assistant I	San Roque ES
GABALLO, JETRIX LABRADOR	Female	Administrative Assistant I	Igangan Integrated School
NAMOCOT, ELVIE ALONZO	Female	Administrative Assistant I	New Visayas ES

PACON, EMILENE TUQUIB	Female	Administrative Assistant I	Bobongon ES
TAUTHO, IRISH SORTIZ	Female	Administrative Assistant I	Tibi-Tibi ES
SOLENE, AIVE TALIP	Female	Administrative Assistant I	Palma Gil Integrated School
CRISTINE MAE S. LIMOSNERO	Female	Administrative Assistant I	Asuncion District
SERDAN, JANIZA CALABIO	Female	Administrative Assistant I	Carmen district
JUANILLO, ELOISA GEVILA	Female	Administrative Assistant I	New Corella District
NALANGAN, ARNEL MACATO	Male	Administrative Assistant I	Kapalong East District
INUTAN, NATHANIEL JR.	Male	Administrative Assistant I	Kapalong West District
JANNEL EL D. VALAD-ON	Male	Administrative Assistant I	Sto. Tomas East District
RHEA JOY C. TRANGIA	Female	Administrative Assistant I	Sto. Tomas West District
DONDILLE A. ALAYON	Female	Administrative Assistant I	San Isidro District
ADLAON, REYNALDO HUMOL	Male	Administrative Assistant I	Talaingod District
REMOROSA, SHIRLEY GALLARDO	Female	Administrative Officer II	Asuncion NHS
MELLORIA, ARIEL ESTOSE	Male	Administrative Officer II	Carmen NHS
PAGUYO, DIOAN ELYNA ANCHETA	Female	Administrative Officer II	Kapalong NHS
CATOLICO, ARLYN ICOY	Female	Administrative Officer II	New Corella NHS
POTENCIANO, MARIA ELVIE FELIX	Female	Administrative Officer II	Sto. Tomas NHS
PEREZ, JOVIE ASUMBRADO	Male	Administrative Assistant I	Asuncion NHS
BOLANIO, MARYFLOR GACOMA	Female	Administrative Assistant I	New Corella NHS
BASTASA, GENEVIEVE MILLIONES	Female	Administrative Assistant I	Sto. Tomas NHS
MATABANG, SHEINA MAE ACASO	Female	Administrative Assistant I	New Corella NHS
QUIÑO, PRINCES GAY DURAN	Female	Administrative Assistant I	Sagayan NHS
JONATHAN C. NACIS	Male	Administrative Officer II	Magsaysay Elementary School

**DECEMBER 1, 2022 - 1:00PM**

LAYONG, ERIKA ZOE MADRESTA	Female	Administrative Assistant I	Alejal NHS
NIDAY, SHEILVEY EDUQUE	Female	Administrative Assistant I	Antonio V. Fruto NHS
BATUCAN, RIZZA JANE ARANDA	Female	Administrative Assistant I	Balagunan NHS
MATA, VANESSA INOCENTES	Female	Administrative Assistant I	Dagohoy NHS
ABENDAÑO, VEM JANE MONDERO	Female	Administrative Assistant I	Datu Balong NHS
LORIE BABE R. AMPIT	Female	Administrative Assistant I	Datu Jose Libayao MNHS
UNTALAN, RINALYN CASIMINA	Female	Administrative Assistant I	Doña Carmen Soriano NHS
GRANCHO, JEROME ANCHETA	Male	Administrative Assistant I	Dujali NHS
BAYOG, ETHMA BANTOLO	Female	Administrative Assistant I	Dujali NHS
PIMENTEL, JACKIELOU	Female	Administrative Assistant I	Kinamayan Integrated School
QUEVIDO, GIDEON PASCUAL	Male	Administrative Assistant I	Kimamon NHS
RAY CHERRY HILL GUMAPIT	Female	Administrative Assistant I	La Libertad NHS
REYES, RACHELL RULE	Female	Administrative Assistant I	La Paz NHS
ANDRES, JAMES ROI	Male	Administrative Assistant I	Limbaan NHS
CABANIG, JASMIN RADA	Female	Administrative Assistant I	Luna NHS
QUILLA, ALJANE BALILA	Female	Administrative Assistant I	Mabantao NHS
BECONG, NERESA CONATO	Female	Administrative Assistant I	Mabuhay NHS
MARY JOAN JADRAQUE	Female	Administrative Assistant I	Marsman NHS
JADRAQUE, MARY JOAN	Female	Administrative Assistant I	Marsman NHS
GERMAN, SAHLEE ELAINE	Female	Administrative Assistant I	Salvacion NHS
DELAPOS, JOHN MARTIN	Male	Administrative Assistant I	Sawata NHS
ROGIE NEIL N. TASAN	Male	Administrative Assistant I	Sonlon NHS
BATUA, SHERYL SALAZAR	Female	Administrative Assistant I	Semong NHS
EMATA, ROSEAN LABENIA	Female	Administrative Assistant I	Sonlon NHS
ESTORCO, JONAVIL SARONA	Female	Administrative Assistant I	Sta. Fe NHS

GEMARINO, GARY BARRIENTOS	Male	Administrative Assistant I	Sto. Nino NHS
NICO REY D. TIEMPO	Male	Administrative Assistant I	Tanglaw NHS
BEL-IDA, JONEL SUMAGANG	Male	Administrative Assistant I	Tubod NHS
MORENO, GENEVIEVE MANALO	Female	Administrative Assistant I	Tulalian NHS