



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
SGOD-2023-0093

To: Assistant Schools Division Superintendent
Chief, Education Program Supervisor, School Governance and Operations Division
Chief, Education Program Supervisor, Curriculum Implementation Division
Division Section Heads
Public Schools District Supervisors
Concerned School Heads – Elementary, Secondary, and Integrated
All others concerned

Subject: **SAFETY AND SECURITY AWARENESS ORIENTATION FOR NON-TEACHING PERSONNEL**

Date: March 29, 2023

Staff safety and security in the field is essential in ensuring the welfare of personnel, improving productivity, and most importantly in creating a safer workplace.

To help personnel understand the hazards related to their job, particularly in handling classified information and documents, as well as to acquire knowledge and tools that safeguard important investments in the workplace, there will be a **Safety and Security Awareness Orientation for Non-Teaching Personnel** on **April 14, 2023, 8:00a.m. – 5:00p.m.** at the **New City Hall of Tagum, Atrium Hall, Tagum City** in partnership with the National Intelligence Coordinating Agency (NICA) Region XI.

The participants of this orientation are the **Administrative Officers or Administrative Assistants (one (1) participant per school/ office)** of the following selected schools/ district offices, to wit:

DISTRICT	SCHOOL/ OFFICE
Asunion	Asunion NHS
	Sonlon NHS
	District Office/ Cambanogoy CES
BE Dujali	Dujali NHS
	District Office/ Dujali CES
Carmen	Carmen NHS
	Mabuhay NHS
	District Office/ Carmen CES
Kapalong East	Kapalong NHS
	District Office/ Maniki CES SpEd Center
Kapalong West	Doña Carmen Soriano NHS
	District Office/ Gabuyan CES
Langilan	District Office
New Corella	New Corella NHS
	New Corella CES



	Limbaan NHS
	Limbaan ES
	District Office
San Isidro	Sawata CES
	Datu Balong NHS
	Sawata NHS
Sto. Tomas East	District Office
	Kinamayan IS
Sto. Tomas West	Sto. Tomas NHS
	District Office
Talaingod	Sto. Niño CES
	Datu Jose Libayao MNHS
	Dagohoy NHS
	District Office

In addition, the following identified Division Office personnel are requested to attend the said orientation:

NAME	OFFICE
Ramel M. Pilo	SGOD
Cristopher B. Gonzales	SGOD
Romela T. Pangandoyon	SGOD
Norhan C. Jalmaani	SGOD
Mary Kristine C. Sagot	SGOD
Elvin Anajao	SGOD
Jillian April A. Casal	SGOD
Dr. Eduard C. Amoguis	CID
Neil Edward C. Diaz	CID
Dominic Dizon	CID
Ronnie Publico	CID
Janice Fernandez	CID
Marlon Ebrado	CID
Jerex B. Jacinto	Accounting Office
Rizza Grace Gallega	Accounting Office
Paul Arsolon	ITO
Ivy Joy Tijol	Budget Office
Precious Mae Gaquit	Budget Office
Junrey Jimena	Personnel
Cristal Faye Sumatra	Personnel
Jayson Jumangit	Records

Further, it is reiterated that necessary arrangements must be made to ensure continued delivery of essential services while attending the above-mentioned activity.



Travelling and other allowable expenses shall be charged against local funds, while meals and snacks shall be provided by NICA XI through the Local Government Unit of Tagum City. All expenses are subject to the usual accounting and auditing rules and regulations.

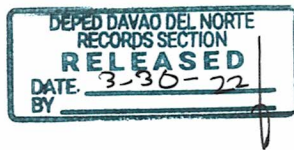
Everyone is enjoined to continually support and recognize the value of equality and diversity as well as ensure STRICT adherence to the health and safety protocols in all undertakings relevant to the activity.

For immediate dissemination and compliance.

ALLAN G. FARNAZO
Director IV
and concurrent Officer-In-Charge
Office of the Schools Division Superintendent

For the Schools Division Superintendent:


REBECCA C. SAGOT, CESO VI
Assistant Schools Division Superintendent



Enclosed as stated

SGOD/mks

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