



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

**Office of the Schools Division Superintendent**

DIVISION MEMORANDUM  
SGOD- 2023-0117

To: Assistant Schools Division Superintendent  
Chief Education Program Supervisor, CID  
Chief Education Program Supervisor, SGOD  
All Education Program Supervisors  
All Public Schools District Supervisors  
All School Heads  
Division Section Heads  
All Others Concerned

Subject : **CAPACITY BUILDING OF NON-TEACHING PERSONNEL IN WRITTEN AND ORAL COMMUNICATION AND OTHER RELEVANT COMPETENCIES**

Date: May 3, 2022

1. The Division of Davao del Norte shall conduct its Annual Capacity Building Program for its Non – Teaching Personnel in compliance with CSC MC 3, s. 2012 (PRIME-HRM) and CSC ORAOHRA which mandates agency heads to ensure provision of planned human resource development intervention for each employee per year. Further, the learning and development programs and activities must be responsive to the competency – based personnel development needs as determined by the results of the 2021 performance assessment and learning and development needs assessment results.
2. The said training – workshop shall be conducted on May 10-12, 2023 from 8:00AM – 5:00PM at Molave Hotel, Tagum City. The official list of participants and members of the Program Management Team are in the attached list for reference.
3. Training and other incidental expenses incurred in the conduct of the said activity shall be charged to the Division Fund (2023 OPDNTP) subject to the usual accounting and auditing rules and regulations.
4. In participating in the different Deped Programs, Projects, and Activities (PPAs), the Equal Opportunities Principle (EOP) and strict safety and health protocols shall be observed at all times.
5. Immediate dissemination of this memorandum is desired.



**REYNALDO B. MELLORIDA, CESO V**  
Schools Division Superintendent

SGOD/gpt

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**OFFICIAL LIST OF PARTICIPANTS CAPACITY BUILDING OF NON-TEACHING  
PERSONNEL IN WRITTEN AND ORAL COMMUNICATION AND OTHER  
RELEVANT COMPETENCIES  
MAY 10-12, 2023**

**PROGRAM MANAGEMENT TEAM**

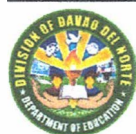
- |                           |   |
|---------------------------|---|
| 1. Reynaldo B Mellorida   | Schools Division Superintendent           |
| 2. Rebecca C. Sagot       | Assistant Schools Division Superintendent |
| 3. Ramel M. Pilo          | Chief, SGOD                               |
| 4. Gay P. Taguiran        | SEPS HRD, Program Manager                 |
| 5. June Angelo A. Mercado | EPS II HRD, Facilitator                   |
| 6. Arnel F. Labasan       | Monitoring and Evaluation In – Charge     |
| 7. Danilo Q.Lumayno       | Monitoring and Evaluation In – Charge     |
| 8. Paul C. Arsolon        | Technical Support                         |

**RESOURCE PERSONS**

- Happy-J Training and Development Services
- Deo Excelsis A. Deloy
- Eldito Loquinio
- Ramel M. Pilo
- Rebecca C. Sagot
- Mary Kristine C. Sagot

**TRAINING PARTICIPANTS**

1	Taguiran, Gay P.	SEPS
2	Mercado, June Angelo A.	EPS II
3	Anayo, Stephanie Grace R.	Administrative Officer II
4	Ang, Mark Dave C	Administrative Assistant III
5	Anajao, Elvin	PDO I
6	Arena, Queen Claire C.	Administrative Assistant III
7	Atabelo, Maregine	Nurse II
8	Bajade, mary Grace B	Administrative Officer II
9	Banzon, Mary Grace S.	Administrative Assistant III
10	Cabrera, Mary Jane D.	Administrative Assistant III
11	Café, Harley Farrah D-	Administrative Assistant III
12	Calotes, Alrene	Nurse II
13	Calotes, hazel	Nurse II
14	Casal, Jillian April	PDO I
15	Castor, Nikki C.	Administrative Officer II
16	Cuyos, Ma. Luisa O	Nurse II



17	De Vera, Garry	Nurse II
18	Dela Cruz, Mercy	Nurse II
19	Doria, Jenny A.-	Administrative Assistant III
20	Enad, Ma. Febe	Nurse II
21	Gabero, Jan N.	Administrative Aide VI
22	Gaquit, Precious Mae C.	Administrative Officer II
23	Hivertas, Mercy Carol T	Administrative Assistant III
24	Incog, Jeanne Clodette B.	Administrative Assistant III
25	Jacinto, Jerex-	Administrative Assistant III
26	Jalmaani, Norhan	EPS II
27	Jimena, Jun Rey A	Administrative Assistant III
28	Jumawan, Elielou	Engineer II
29	Labasano, Icy F.-	Administrative Assistant III
30	Lintuan, Josie D.	Administrative Assistant III
31	Loquinio, Eldito	Administrative Officer II
32	Macaso, Filipinas	Administrative Assistant III
33	Maravillosa, Rowena R.	Administrative Assistant II
34	Maynucas, Franklin N.	Administrative Aide VI
35	Molit, Fe C.-	Administrative Assistant III
36	Morales, Camelle Vanessa M.	Administrative Assistant II
37	Mulit, Armi	Nurse II
38	Necesario, Rica Lay Veronica S.	Administrative Assistant III
39	Pangandoyon, Romela	SEPS
40	Paulma, Angeline	Medical Officer III
41	Rosal, Mecca	Administrative Aide VI
42	Sagot, Mary Kristine	PDO II
43	Sagaral, Lyndee	Administrative Assistant III
44	Sepe, Annaliza	Nurse II
45	Somod-ong Diana May	Administrative Aide I
46	Tijol, Ivy Joy W.	Administrative Assistant II
47	Udi, Myra	Administrative Assistant III
48	Cadao, Novie Mae	

