



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
SGOD-2025-0029

To: Assistant Schools Division Superintendent
Chief Education Program Supervisor, CID
Public Schools District Supervisors
Section Heads
All others concerned

Subject: **CONDUCT OF INNOVATIVE STRATEGIES FOR PROFESSIONAL EXCELLENCE:
ENHANCING 21ST CENTURY SKILLS IN COMMUNICATION, FINANCIAL
MANAGEMENT, OFFICE ETIQUETTE, AND ICT FOR NON-TEACHING PERSONNEL**

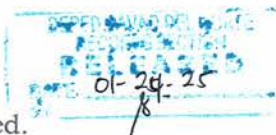
Date: January 24, 2025

1. In line with our continuous efforts to improve the competencies of our non-teaching personnel, the Department of Education – Schools Division Office of Davao del Norte informs the herein list of participants in the Conduct of Innovative Strategies for Professional Excellence: Enhancing 21st Century Skills in Communication, Financial Management, Office Etiquette, and ICT for Non-Teaching Personnel on **February 5-7, 2025, 8:00AM-5:00PM**, at **Cris Inn, Apokon Road, Tagum City**.
2. The identified participants are required to complete their registration through link <https://forms.office.com/r/vzX3Gdz1X2> on or before January 29, 2025, to confirm their attendance and secure their participation in the training.
3. Participants are strongly encouraged to bring their laptops, which will be essential for engaging in hands-on activities and workshops throughout the training.
4. The meals shall be charged against downloaded Human Resource Training and Development (HRTD) Fund for NTP, while travel and other expenses incurred in the conduct of this activity shall be chargeable against Maintenance and Other Operating Expenses (MOOE) funds, subject to the usual accounting and auditing rules and regulations.
5. In participating in the different programs and activities, the **Equal Opportunities Principle (EOP)** shall be observed at all times where all individuals are fully recognized regardless of gender, religion, ethnicity, and political affiliations.
6. Immediate dissemination of this memorandum is desired.

REYNALDO B. MELLORIDA, CESO V
School Division Superintendent

For the School Division Superintendent:

JANETTE G. VELOSO, CESO VI
Assistant School Division Superintendent



Enclosure: As stated.
SGOD/jaam

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LIST OF PARTICIPANTS

	Name of Participant	Gender	Position	Office/District
1	MARIA WELLA D. CRIZALDO	F	AO II	Asuncion
2	VEM JANE M. ABENDAÑO	F	ADAS III	Asuncion
3	ROMA Q. BERJA	F	AO II	BE Dujali
4	LILET Y. PABILLORE	F	AO II	BE Dujali
5	JEAN ROSE N. VALLENTE	F	AO II	Carmen
6	JANIZA C. SERDAN	F	ADAS III	Carmen
7	JENELYN M. DAYOC	F	ADAS II	Kapalong East
8	DURRELL LEE ABEN	M	AO II	Kapalong East
9	MARIFE B. ILAGAN	F	AO II	Kapalong West
10	JENNY A. DORIA	F	AO II	Kapalong West
11	CRISTALYN H. BALOTAN	F	AO II	Langilan
12	ALJANE B. QUILLA	F	AO II	Langilan
13	ELOISA G. JUANILLO	F	AO II	New Corella
14	JEN OYAN	F	ADAS II	New Corella
15	JELLEAN ORBITO	F	AO II	San Isidro
16	JESSA MAE GARING	F	ADAS III	San Isidro
17	JOSE III M. ANAYO	M	ADAS II	Sto. Tomas East
18	SAHLEE ELAINE G. ESTABILLO	F	AO II	Sto. Tomas East
19	KATE GIZELLE R. SAMSONA	F	ADAS III	Sto. Tomas West
20	RUEL D. CALATAVRA	M	ADAS II	Sto. Tomas West
21	IRISH TAUTHO	F	ADAS III	Talaingod
22	JANEROSE ABREGANA LOZANO	F	AO II	Talaingod
23	JUN REY A. JIMENA	M	AO II	OSDS
24	RIZZA GRACE L. GALLEGA	F	ADAS II	OSDS
25	SHIELA MARIE B. FLORES	F	ADAS III	OSDS
26	AMIE GRACE R. FERNANDEZ	F	AO II	OSDS
27	MAIAH TRIZZA M. BONITA	F	ADAS II	OSDS
28	QUEEN CLAIRE C. ARENA	F	AO II	OSDS
29	IVY JOY W. TIJOL	F	ADAS II	OSDS
30	JOSEPHINE N. NACIS	F	ADAS III	OSDS
31	ANN MERCY O. ADLAON	F	ADAS III	OSDS
32	HERBERT JOHN MIRAS	M	ADAS II	OSDS
33	CRYSTAL FAYE SUMATRA	F	AO II	OSDS
34	JUDY MAE B. BESONIA	F	ADAS III	OSDS
35	REGINE ROSE LAMANO	F		
36	ERIKA MARY P. LAUREL	F	ADAS II	OSDS
37	MARSEILLE M. QUESADA	F	AO II	OSDS
38	ABDULHAN DUMPASAN	M		
39	GROVER YBANEZ	M		
40	MECCA DIANE C. ROSAL	F	ADAS III	OSDS
41	NICOLE AUBREY E. AMOGUIS	F	PDO-I	SGOD
42	LOURDIE MAE LUZON	F	AO II	OSDS
43	APRIL JULIE MAE P. GONZAGA	F	PDO-I	SGOD
44	FRANKLIN N. MAYNUCAS	M	ADAS III	OSDS
45	MICHELLE L. EDHAO	F	AO II	SGOD
46	MYRA M. UDI	F	AO II	SGOD
47	JAN N. GABERO	M	AO II	SGOD
48	ROMELA T. PANGANDUYON	F	SEPS	SGOD
49	JUNE ANGELO A. MERCADO	M	EPS-II	SGOD
50	DANILO JR. Q. LUMAYNO	M	EPS-II	SGOD