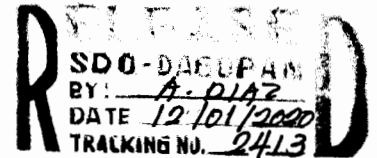




Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY



Division Memorandum

No. 161, s. 2020

TO: Assistant Schools Division Superintendent
School Heads
Public Elementary and Secondary Schools
Non-Teaching Personnel

DATE: December 1, 2020


Subject: VIRTUAL ORIENTATION-WORKSHOP ON THE INTEGRATED
SERVICE REQUEST AND DOCUMENT TRACKING SYSTEM OF
TICKET SUPPORT SYSTEM

This Office will conduct a training on Virtual Orientation-Workshop on the Integrated Service Request and Document Tracking System of Ticket Support System which will be held at the Breadhouse Cafe on December 10, 2020. Training will start at exactly at 8:30 AM – 11:00 AM (Batch 1); 1:00 PM – 3:00PM (Batch 2). Participants are requested to come on time.

Minimum health standards per guidelines from IATF will be implemented: wearing of face mask and face shield is **required**.

Attached is the list of participants for the said training.

For your information, dissemination, and compliance.


AGUEDO C. FERNANDEZ, CESO VI
Assistant School Division Superintendent
Officer-in-Charge
Office of the School Division Superintendent



Address: Burgos St., Poblacion Oeste, Dagupan City
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Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY

Schedule of activities:

Pre-Implementation

Dec. 9, 2020 | 9:00 – 12:00

Post-Implementation

Dec. 11, 2020 | 9:00 – 12:00

List of Participants

(Batch 1) 8:30 AM – 11:00 AM

Administrative Officer II

1. Kimberly Mamaril
2. Delaila Anselmo
3. Kimberly Ann Rosario
4. Arabella Sabado
5. Joanne Salayog
6. Nobi Den De Vera
7. Marion Solis
8. Michael Urbano
9. Marife Mercado
10. Rochelle Ann Corpuz
11. Marla Grace Ober (Resource Speaker)
12. Marilyn Caballero
13. Millicent Antonio
14. Rosario Cason
15. Adelina Fabroa
16. Darlita Cabero

Administrative Assistant II (SHS)

17. Maria Luisa Perez
18. Christine Grace Abayan
19. Marjude Zamora
20. Barney Ray Reamon
21. Evangeline Salazar
22. Juan Paulo Inzon
23. Gemma Resurreccion
24. Sarah Joy Sadaba
25. Shirley Nacinopa

1:00 PM – 3:00PM (Batch 2)

Administrative Officer II (SHS)

26. Vina Paula de Guzman
27. Cresencio Caparas, Jr.
28. Mary Jane Samson

Registrar I (SHS)

29. Braiceleen Ortillo
30. Maricel Callejo
31. Vicente Valbuena, Jr.

SDO Personnel

32. Magdalena Calulut
33. Aprille Eve Diaz
34. Jellie Solis
35. Allan Manaois
36. Rosette Ramos
37. Gardenia Ferrer
38. Lester Cruz
39. Angelita Liwag
40. Lilia De Guzman

8 SGOD Staff and Officials



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