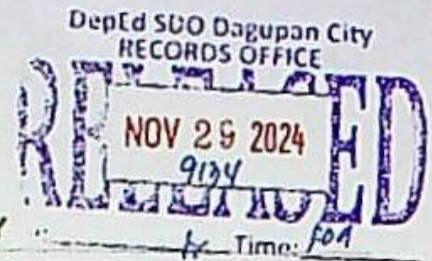




Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY



Office of the Schools Division
Superintendent

November 28, 2024

DIVISION MEMORANDUM

No. 505, s. 2024

**CAPABILITY BUILDING ON EFFICIENT AND EFFECTIVE PERFORMANCE
OF OFFICE FUNCTIONS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
School Heads
All Others Concerned

1. The Schools Division Office shall conduct the **Capability Building on Efficient and Effective Performance of Office Functions** on **December 9-11, 2024** at the 567 Resort, Binmaley, Pangasinan.
2. The training aims to equip participants with the desired core behavioural competencies to exhibit enhanced public accountability and ethical standards, improved human resource processes and employee morale, and streamlined leave management practices.
3. Arrival and registration of participants will be on December 9 (Day 1). Meals and accommodation shall be charged against the FY 2024 OPDNTF PSF. Meanwhile, travel expenses shall be charged against respective local funds subject to the existing accounting and auditing rules and guidelines.
4. Participants are entitled to Service Credits or Compensatory Time-Off on the days that fall on weekends, holiday, or cancellation or suspension of classes and work in Government Offices due to typhoon, flooding, and other weather disturbances and calamities pursuant to the guidelines specified in DepEd Order No. 53, s. 2003 on the Updated Guidelines on Grant of Vacation Service Credits to Teachers and CSC-DBM Joint Circular No. 2, s. 2004 on Non-



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Monetary Remuneration for Overtime Services Rendered, whichever is applicable.

5. For information, guidance, and immediate dissemination.


ANNA LIZA M. CHAN

Supervising Education Program Specialist
Officer-in-Charge

Office of the Schools Division Superintendent 



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

Office of the Schools Division
Superintendent

(Enclosure 1 to Division Memorandum no. _____, s. 2024)

LIST OF PARTICIPANTS AND PROGRAM MANAGEMENT TEAM

Participants

1. Conrad Don De Vera (WCES I)
2. Elaine Joy Reamon (PLES)
3. Albert Bautista (NCES)
4. Josanne Ramirez (BBES)
5. Ma. Aura Micu (Bolosan ES)
6. Marjude Zamora (TARES)
7. Kimberly Mamaril (WCES I)
8. Rikki Mae Manongdo (Malued ES)
9. Kimberly Rosario (Lucao ES)
10. Delaila Anselmo (WCES II)
11. Joanne Salayog (ECIS)
12. Jose Feliciano Sabado (PLES)
13. Nob Den De Vera (Caranglaan ES)
14. Abigail De Vera (MTES)
15. Valen Joy Decano (PGVES)
16. Yolanda Prado (Bacayao Sur ES)
17. Leroy Nabor (LGES)
18. Rosette Ramos (Tebeng ES)
19. Marion Solis (NCES)
20. Christine Grace Abayan (GGDPES)
21. Marla Grace Ober (BBES)
22. Darlita Cabero (Bolosan ES)
23. Millicent Antonio (VQZES)
24. Marlotte Paras (Sabangan ES)
25. Janice Magno (FNCIS)
26. Michael Urbano (LFMES)
27. Daryl Jane Tandoc (Salisay ES)
28. Ma. Paz Fernandez (Mamalingling ES)
29. Rosario Cason (Pantal ES)
30. Adelina Fabroa (Carael ES)
31. Diana Sison (Salapingao ES)
32. Mary Miel Fortes (Pugaro IS)
33. Allison Caguioa (JPGES)
34. Efraim John Laynes (Calmay ES)
35. Clariena Mencias (Lomboy ES)
36. Cresencio Caparas (BBNHS)
37. Vina Paula De Guzman (DCNHS)
38. Mary Jane Samson (ECIS)

Program Management Team

39. Rowena Banzon
40. Edilberto Abalos
41. Myrel Angelica Lopez
42. Jennette Sison
43. Chelsea Paras
44. Irish Solis
45. Isagani Rosario
46. Gilliane Casaclang
47. Gardenia Ferrer
48. Noreen Vidal
49. Kristel Gay Raymundo