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

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Office of the Schools Division Superintendent

February 25, 2026

DIVISION MEMORANDUM
No. 133, s. 2026

LIST OF NON-TEACHING PERSONNEL REGISTERED FOR UPCOMING GOVLEARN.PH SESSIONS

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Schools District Supervisors
School Heads
All others concerned

1. In reference to Division Memorandum no. 94, s. 2026 titled "Online Professional Development Programs for Non-Teaching Personnel," list of personnel who registered for the online professional development programs being offered by GovLearn.Ph is attached here as *Enclosure 1*.

2. Registered personnel are requested to regularly visit the GovLearn.PH Facebook page to stay updated on the schedule of the upcoming sessions. Similarly, they are requested to update this link: https://tinyurl.com/ykjusbph on the status (ongoing, completed, etc.) of their participation to these sessions

3. Immediate dissemination of this Memorandum is desired.

ROWENA C. BANZON, EdD, CESO V
Schools Division Superintendent

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Enclosure 1. List of Non-Teaching Personnel who Registered for GovLearn.PH sessions

Name	**Selected webinar title**
Deo Angelo L. Ferrer	Foundations of Government Property & Supply Mgt.
Vicente D. Valbuena Jr.	Fundamentals of Records Management and Archiving
Elaine Joy J. Reamon	Foundations of Risk Management and Mitigation
Elaine Joy J. Reamon	Mastering Internal Communication and Administrative Correspondence
Ma. Nerissa P. Manaois	Foundations of Government Property & Supply Management
Ma.Aura Fausta B.Micu	Foundations of Risk Management and Mitigation
Ma.Aura Fausta B.Micu	Mastering Internal Communication and Administrative Correspondence
DARLITA C. PALAGANAS	Fundamentals of Records Management and Archiving
Albert R. Bautista	Mastering Internal Communication and Administrative Correspondence
Albert R. Bautista	Foundations of Risk Management and Mitigation
Veronica G. Maramba	Foundations of Property and Supply Management
Veronica G. Maramba	Foundations of Risk Management and Mitigation
Carla V. Agao	Mastering Internal Communication and Administrative Correspondence
Josanne B. Ramirez	Foundations of Risk Management and Mitigation
Josanne B. Ramirez	Mastering Internal Communication and Administrative Correspondence
Nichole John D. Corpuz	Fundamentals in Public Fund Disbursements and Documentary Compliance
Nichole John D. Corpuz	Fundamentals of Bookkeeping
Nick Bryan M. Jose	Fundamentals in Public Fund Disbursements and Documentary Compliance
Nick Bryan M. Jose	Foundations of Government Property and Supply Management
John Harold Y. Custodio	Improving Administrative Efficiency through Completed Staff Work (CSW)

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Glenda T. Ceneze	Understanding the New Government Procurement Act (RA 12009)
Glenda T. Ceneze	Fraud Prevention and Internal Audit Standards for Government Agencies
Glenda T. Ceneze	Advanced Excel for Public Servants
Raymunt O. Maramba	Understanding the New Government Procurement Act (RA 12009)
Raymunt O. Maramba	Advanced Excel for Public Servants
Raymunt O. Maramba	Fraud Prevention and Internal Audit Standards for Government Agencies
Denise Van M. Meneses	Fundamental of Public Fund Disbursement and Documentary Compliance
Denise Van M. Meneses	Optimizing BAC Processes Under the Under RA 12009 (New Government Procurement Act)
Denise Van M. Meneses	Foundations of Government Property and Supply Management
Denise Van M. Meneses	Fundamentals of Records Management and Archiving
Denise Van M. Meneses	Fraud Prevention and Internal Audit Standards for Government Agencies
Denise Van M. Meneses	Advanced Excel for Public Servants: Data-Driven Governance & Automated Reporting
Denise Van M. Meneses	Improving Administrative Efficiency through Complete Staff Work (CSW)
Janice R. Magno	Foundations of Government Property and Supply Management
Janice R. Magno	Understanding the New Government Procurement Act (RA 12009)
Valen Joy B. Decano	Understanding the New Government Procurement Act (RA 12009)
Valen Joy B. Decano	Improving Administrative Efficiency Through Completed Staff Work (CSW)
Daryl Jane D. Tandoc	Improving Administrative Efficiency Through Completed Staff Work (CSW)
Daryl Jane D. Tandoc	Understanding the New Government Procurement Act (RA 12009)
Marlotte G. Paras	Understanding the New Government Procurement Act (RA 12009)
Marlotte G. Paras	Fundamentals of Records Management and Archiving

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Marlotte G. Paras	Optimizing BAC Processes Under the Under RA 12009 (New Government Procurement Act)
Marlotte G. Paras	Foundations of Government Property & Supply Management
Rhea N. Parayno	Improving Administrative Efficiency through Completed Staff Work (CSW)
Rhea N. Parayno	Fundamentals of Bookeeping
Rhea N. Parayno	Understanding the New Government Procurement Act (RA 12009)
Ma. Paz A. Fernandez	Fraud Prevention and Internal Audit Standards for Government Agencies
Ma. Paz A. Fernandez	Understanding the New Government Procurement Act (RA 12009)
Rhea N. Parayno	Fundamental of Public Fund Disbursement and Documentary Compliance
Giselle G. De Vera	Fundamental of Public Fund Disbursement and Documentary Compliance
Giselle G. De Vera	Understanding the New Government Procurement Act (RA 12009)
Marife M. Navarro	Fundamentals of Records Management and Archiving
Allyssa B. Rivera	Fundamentals of Bookeeping
Allyssa B. Rivera	Advanced Excel for Public Servants
Allyssa B. Rivera	Understanding the New Government Procurement Act (RA 12009)
Marife M. Navarro	Fundamentals of Bookeeping
Kimberly N. Mamaril	Advanced Excel for Public Servants
Kimberly N. Mamaril	Modernized Records Custodianship and Logistics Management
Kimberly N. Mamaril	Understanding the New Government Procurement Act (RA 12009)
Lavenia Torio Llobrera	Fundamental of Public Fund Disbursement and Documentary Compliance
Lavenia Torio Llobrera	Understanding the New Government Procurement Act (RA 12009)
Lavenia Torio Llobrera	Project Management for Administrative Professionals
Lavenia Torio Llobrera	Improving Administrative Efficiency Through Completed Staff Work (CSW)

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Lavenia Torio Llobrera	Foundations of Government Property and Supply Management
John Cezar D. Adorable	Foundations of Government Property and Supply Management
John Cezar D. Adorable	Understanding the New Government Procurement Act (RA 12009)
John Cezar D. Adorable	Optimizing BAC Processes Under the Under RA 12009 (New Government Procurement Act)
Conrad Don D. de Vera	Project Management for Admin Professionals
Conrad Don D. de Vera	Improving Administrative Efficiency Through Completed Staff Work
Conrad Don D. de Vera	Organizational Change Management
Conrad Don D. de Vera	Conflict Resolution and Dispute Management Building Workplace Harmony
Gloria Q. Villahermosa	Fundamentals of Cashiering Operations and Cash Handling in the Philippine Government
Gloria Q. Villahermosa	Fundamental of Public Fund Disbursement and Documentary Compliance
Gloria Q. Villahermosa	Foundations of Government Property and Supply Management
Gloria Q. Villahermosa	Understanding the New Government Procurement Act (RA 12009)
Ryan T. Carrera	Advanced Excel for Public Servants
Ryan T. Carrera	HR Data Analytics Workforce Insights for Evidence-Based Decisions
Ryan T. Carrera	Understanding the New Government Procurement Act (RA 12009)
Ryan T. Carrera	Fundamentals of Public Disbursements and Documentary Compliance
Ryan T. Carrera	Foundations of Government Property and Supply Management
Ryan T. Carrera	Fundamentals of Records Management and Archiving
Ryan T. Carrera	Modernized Records Custodianship and Logistics Management
Ryan T. Carrera	Improving Administrative Efficiency Through Completed Staff Work
CHRISTINE GRACE H. ABAYAN	CRISIS COMMUNICATION AND REPUTATION MANAGEMENT

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CHRISTINE GRACE H. ABAYAN	OPTIMIZING BAC PROCESSES UNDER THE UNDER RA 12009 (NEW GOVERNMENT PROCUREMENT ACT)
CHRISTINE GRACE H. ABAYAN	UNDERSTANDING THE NEW GOVERNMENT PROCUREMENT ACT (RA 12009)
CHRISTINE GRACE H. ABAYAN	FUNDAMENTALS OF RECORDS MANAGEMENT AND ARCHIVING
CHRISTINE GRACE H. ABAYAN	FOUNDATIONS OF GOVERNMENT PROPERTY & SUPPLY MANAGEMENT
JOSE FELICIANO A. SABADO	Improving Administrative Efficiency through Complete Staff Work (CSW)
JOSE FELICIANO A. SABADO	Optimizing BAC Processes Under the Under RA 12009 (New Government Procurement Act)
JOSE FELICIANO A. SABADO	Foundations of Government Property and Supply Management
JOSE FELICIANO A. SABADO	Fraud Prevention and Internal Audit Standards for Government Agencies
JOSE FELICIANO A. SABADO	Fundamental of Public Fund Disbursement and Documentary Compliance
JOSE FELICIANO A. SABADO	Fundamentals of Records Management and Archiving
JOSE FELICIANO A. SABADO	Advanced Excel for Public Servants: Data-Driven Governance & Automated Reporting
JAN FRANCIS B. DEL ROSARIO	MODERNIZED RECRUITMENT AND SELECTION PROTOCOLS FOR HRMPSB AND RA 12231
JAN FRANCIS B. DEL ROSARIO	FRAUD PREVENTION AND INTERNAL AUDIT STANDARDS FOR GOVERNMENT AGENCIES
JAN FRANCIS B. DEL ROSARIO	NAVIGATING THE 2026 GAA/BUDGET CYCLE
JAN FRANCIS B. DEL ROSARIO	UNDERSTANDING THE NEW PROCUREMENT ACT RA 12009
JAN FRANCIS B. DEL ROSARIO	HR DATA ANALYTICS WORKFORCE INSIGHTS FOR EVIDENCE BASED DECISIONS
JAN FRANCIS B. DEL ROSARIO	FUNDAMENTALS OF BOOKKEEPING
JAN FRANCIS B. DEL ROSARIO	IMPROVING ADMINISTRATIVE EFFICIENCY THROUGH COMPLETED STAFF
JAN FRANCIS B. DEL ROSARIO	MODERNIZED RECORDS CUSTODIANSHIP AND LOGISTICS MANAGEMENT
JAN FRANCIS B. DEL ROSARIO	TECHNICAL WRITING FOR PUBLIC SERVICE
JAN FRANCIS B. DEL ROSARIO	PETTY CASH MANAGEMENT: INTERNAL CONTROL PROTOCOLS AND ACCOUNTABILITY

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JAN FRANCIS B. DEL ROSARIO	ETHICS AND ACCOUNTABILITY IN THE GOVERNMENT
JAN FRANCIS B. DEL ROSARIO	CULTIVATINGPYSCHOLOGICAL SAFETY IN THE GOVERNMENT WORKFORCE
JAN FRANCIS B. DEL ROSARIO	SOCIAL MEDIA FOR PUBLIC ENGAGEMENT
JAN FRANCIS B. DEL ROSARIO	FUNDAMENTALS OF GOVERNMENT ACCOUNTING FOR NON ACCOUNTANTS AND SUPPORT STAFF
JAN FRANCIS B. DEL ROSARIO	ADMINISTRATIVE OFFICER EXCELLENCE
CARLA JEAN L. FERNANDEZ	Technical Writing for Public Service A Guide to Effective Office Communications
CARLA JEAN L. FERNANDEZ	Fundamentals of Bookkeeping
CARLA JEAN L. FERNANDEZ	Navigating the 2026 GAA/Budget Cycle
CARLA JEAN L. FERNANDEZ	Fraud Prevention and Internal Audit Standards for Government Agencies
JOAN A. MARAMBA	Fundamental of Public Fund Disbursement and Documentary Compliance
JOAN A. MARAMBA	Understanding the New Government Procurement Act (RA 12009)
NOEMI V. TADEO	Fundamentals of Bookkeeping
NOEMI V. TADEO	UNDERSTANDING THE NEW PROCUREMENT ACT RA 12009
NOEMI V. TADEO	PETTY CASH MANAGEMENT: INTERNAL CONTROL PROTOCOLS AND ACCOUNTABILITY
NOEMI V. TADEO	Navigating the 2026 GAA/Budget Cycle
NOEMI V. TADEO	FUNDAMENTALS OF GOVERNMENT ACCOUNTING FOR NON ACCOUNTANTS AND SUPPORT STAFF
NOEMI V. TADEO	Fundamental of Public Fund Disbursement and Documentary Compliance
NOEMI V. TADEO	Optimizing BAC Processes Under the Under RA 12009 (New Government Procurement Act)
SARAH JOY M. SADABA	Optimizing BAC Processes Under the Under RA 12009 (New Government Procurement Act)
SARAH JOY M. SADABA	UNDERSTANDING THE NEW PROCUREMENT ACT RA 12009
SARAH JOY M. SADABA	Navigating the 2026 GAA/Budget Cycle
SARAH JOY M. SADABA	FUNDAMENTALS OF GOVERNMENT ACCOUNTING FOR NON ACCOUNTANTS AND SUPPORT STAFF

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SARAH JOY M. SADABA	Fundamental of Public Fund Disbursement and Documentary Compliance
GARDENIA B. FERRER	Fundamentals of Bookkeeping
GARDENIA B. FERRER	Modernized Records Custodianship and Logistics Management
Christian C. Bautista	Fundamentals of Bookkeeping
Christian C. Bautista	HR Data Analytics Workforce Insights for Evidence-Based Decisions
Christian C. Bautista	Petty Cash Management: Internal Control Protocols and Accountability
Christian C. Bautista	Advanced Excel for Public Servants
Christian C. Bautista	Improving Administrative Effeciency through Completed Staff Work (CSW)
Christian C. Bautista	Fundamentals of Government Accounting for Non-Accountant and Support Staff
Christian C. Bautista	Project Management for Admin Professional
Christian C. Bautista	Navigating The 2026 GAA/ Budget Cycle
Christian C. Bautista	Modernized Recruitment and Selection
JORELYN G. DOMAGAS	Ethics and Accountability in the Government
JORELYN G. DOMAGAS	Advanced Excel for Public Servants
JORELYN G. DOMAGAS	Conciliation and Mediation Protocols for Local Governance and Community Disputes
JORELYN G. DOMAGAS	Understanding the New Government Procurement Act (RA 12009)
EDGAR T. TIMBOL	Foundations of Government Property & Supply Mgt.
EDGAR T. TIMBOL	Fundamentals of Records Management and Archiving

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