



Republic of the Philippines

Department of Education

Region V – Bicol

SCHOOLS DIVISION OFFICE OF CATANDUANES



07 October 2022

DIVISION MEMORANDUM

No. 474 s. 2022

**ORIENTATION AND ONBOARDING OF NEWLY HIRED
NON-TEACHING PERSONNEL**

TO : Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. This Office through the School Governance and Operations Division-Human Resource Development and Human Resource Management Office shall conduct the Orientation and Onboarding of Newly Hired Non-Teaching Personnel on October 12-14, 2022 at Rakdell Inn, Virac, Catanduanes.
2. This activity aims to orient the participants with organizational policies, job roles and other information that will enable them to be effective members of the organization.
3. Participants are the newly hired non-teaching employees from November 15, 2021 to October 3, 2022.
4. Meals (AM/PM snacks and lunch) of the participants, Program Management Team and resource speakers shall be charged against OPDNTP funds, while travel expenses of participants shall be charged against local funds/school MOOE subject to the usual accounting, budgeting, and auditing rules and regulations.
5. Immediate dissemination and compliance.

SUSAN S. COLLANO

Schools Division Superintendent

Encls:

As stated

To be indicated in the Perpetual Index
under the following subjects:

EMPLOYEES ORIENTATION

MBL/DM-Orientation and Onboarding.....
007/October 7, 2022



LIST OF PARTICIPANTS

No.	NAME	POSITION	SCHOOL
1	MA. CHRISTINA M. ALCANTARA	AO 2	HRMO
2	NORLITO D. AGUNDA	ATTY III	LEGAL UNIT
3	NADIA P. FRANCISCO	ADAS II	VIGA RDHS
4	REGINE F. OGENA	ADAS II	PANGANIBAN NHS
5	MARISAL T. TOMAGAN	ADAS II	GIGMOTO RDHS
6	RUBILYN Y. SARMIENTO	ADA IV	PSAT
7	JONATHAN F. DELA TORRE	WATCHMAN	SAVS
8	SUNJIE S. CERDON	ADA I	DATAG CES
9	ROLLIE R. CANADA	ADA I	CODON ES
10	MARK ELWIN F. CAMACHO	ADA I	BATONG PALOWAY ES
11	MARVIN . MELGAR	ADA I	PALNAB ES
12	MARK OWEN B. BONGAT	SG I	BUGAO CES
13	SALVADOR P. BEO	SG I	BAGAMANOC CES
14	JAYLORD T. PEREYRA	SG I	TABUGOC CES
15	GABRIEL VERANO	SG I	TAMBUNGON CES
16	RUFO VICENTE JR.	SG I	BAGAMANOC RDHS
17	EFREN G. ROJO JR.	SG I	BAGAMANOC RDHS
18	STEPHEN MANLANGIT	SG I	BARAS RDHS
19	CHRISTOPHER L. GUERRERO	SG I	BARAS RDHS
20	JOSEPH T. MANLANGIT	SG I	BATO RDHS
21	DELFIN T. DE LEON JR.	SG I	CSF
22	ALFONSO S. SABALAS	SG I	CARAMORAN RDHS
23	WILLIAM S. BEJENO	SG I	CARAMORAN RDHS
24	BENJO B. MAURICIO	SG I	PSAT
25	JEROME P. CONDENO	SG I	PSAT
26	AMARO M. SANTOS	SG I	SAN MIGUEL RDHS
27	ERWIN T. TITO	SG I	SAN MIGUEL RDHS
28	EDDIE T. LEONARDO JR.	SG I	SAN MIGUEL RDHS
29	MIGUEL A. CABANGON JR.	SG I	VIGA RDHS
30	LUIS O. GARCIA JR.	SG I	VIGA RDHS
31	VAL FRANCIS T. BERNAL	SG I	CSF
32	JOHN HENRY S. TARROBAL	ADA I	BATO RDHS
33	LEGIE M. PADILLA	ADA IV	CALATAGAN HS
34	IRISH M. SUNGUAD	ADA II	SAVS
35	JOSE T. URBANO	SG I	CNHS
36	ANDREI E. GRIENZO	SG I	CNHS
37	ROLAN S. TESORERO	ADA I	BARAS RDHS
38	BENITO B. DE LIMA JR.	ADA I	CARAMORAN RDHS
39	ANTONIO S. BRIZO	ADA I	CSF
40	EDWIN P. OCLARES	ADA I	SAVS
41	ALVIN T. TAGLE	ADA I	SAVS
42	MELCHOR V. TUQUERO	ADA I	VIGA RDHS
43	ELAINE ROSE A. MANLANGIT	ADAS II	CARAMORAN CES
44	DIANA S. BONAYON	ADAS II	BUGAO NHS
45	KRISTINE ARCHIE T. SORIAO	ADA VI	CASH SECTION
46	LYN ANTONETH C. TEDERA	ADA VI	HRMO
47	NOE D. DEL VALLE	ADA I	CALATAGAN HS

48	MARK V. SILVA	ADA I	PSAT
49	ARNEL B. GARCIA	ADA I	TUBLI NHS
50	REDEN S. FERNANDEZ	ADA I	TABUGOC NHS
51	MELODY R. TALLER	ADAS II	BAGAMANOC RDHS
52	RONNEL R. TATEL	ADAS II	SAN MIGUEL RDHS
53	CYNEE M. AVILA	ADAS II	CARAMORAN RDHS
54	MARY GRACE B. VILLARINO	ADAS II	COBO IS
55	SHERWIN W. BERNARDINO	ADA I	CNHS
56	LENY C. BILBAO	ADA I	CNHS
57	DAISY JOY T. DE LEON	ADA IV	PSAT
58	KRISTINE MIE MENDOZA	ADA IV	CNHS
59	KRISTINE JANE P. NARIT	ADA IV	CNHS
60	EFREN S. SARMIENTO	ADA III	CNHS
61	ANTONIO I. CASTILLA	SG I	GIGMOTO RDHS
62	MANUEL S. TESTON	SG I	GIGMOTO RDHS
63	MILLIAN APRHYL C. CABRERA	ADA VI	OSDS - HRMO
64	JAYSON G. BASENIO	ADA I	CNHS
65	JERALD D. SABAYLE	ADAS II	PANGANIBAN NHS - CAIC
66	ALYSSA JOY A. BAGADIONG	ADA VI	RECORDS SECTION
67	JADE T. CONCEPCION	ADA VI	AO V OFFICE
68	JENELYN T. LAID	ADA VI	CID
69	SHEMAINE D. TORRECAMPO	ADAS II	TABUGOC CES
70	JOMAR S. BONIFACIO	SG I	OSDS
71	JIRALD Z. SAN JUAN	SG I	OSDS
72	NIEL P. TEJADA	SG I	OSDS
73	AARON PAUL L. ICARANOM	SG I	OSDS
74	NOLAN S. SARMIENTO	SG I	OSDS
75	CRISTOPHER ABEJO	SG I	OSDS
76	MARY JOANNE I. AQUINO	ADA I	OSDS
77	MAUREEN G. GIL	ADA I	OSDS
78	ALEX M. ABUNDO	ADA I	OSDS
79	JEROME T. BORJA	ADA I	OSDS
80	ALEXANDER TABO	ADA I	OSDS
81	DAVE TANTIADO	ADA I	OSDS
82	JEKYLL KERR BONAVENTE	ADA I	OSDS
83	JULIUS CORONEJO	ADA I	OSDS
84	SHELITA VALEZA	ADA I	OSDS
85	MARK ANTHONY ALVAREZ	ADA I	OSDS
86	RODERICK BALANE	ADA I	OSDS
87	NENITA VARGAS	ADA I	OSDS
88	AL FRANCIS T. MENDEZ	ADAS II	BAGAMANOC CES