



Republic of the Philippines  
**Department of Education**  
MIMAROPA REGION  
SCHOOLS DIVISION OF OCCIDENTAL MINDORO

DEP-ED OCCIDENTAL MINDORO  
RELEASED  
BY: [Signature]  
DATE: NOV 18 2022  
DIVISION OFFICE  
MAMBURAO

Office of the Schools Division  
Superintendent

November 17, 2022

**DIVISION MEMORANDUM**

No. **000433**, s. 2022

**INDUCTION PROGRAM FOR NEWLY-HIRED NON-TEACHING PERSONNEL**

To: Asst. Schools Division Superintendent  
Chief Education Supervisors, SGOD & CID  
Division Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. The Division of Occidental Mindoro envisions having stewards that are integrally developed and committed to serving internal and external stakeholders with integrity and take pride in this organization. In this regard, this Division through the Human Resource Development Section of the School Governance and Operations Division (SGOD) shall conduct an **Induction Program for Newly-Hired Non-Teaching Personnel** on **November 21-22, 2022** at Mindoreños Hotel and Restaurant.
2. This activity aims to a) orient the newly hired on their roles and responsibilities, organizational structure, culture, and policies in the work area; b) promote competence, commitment, and accountability in the performance of their job with a degree of professionalism; and c) inculcate moral values, fairness, and integrity in the workplace.
3. The participants in this activity are the newly-hired school-based and SDO-based non-teaching personnel (Please see Enclosure 1).
4. This is a **live-in** activity. Participants whose names are indicated in the attached document are advised to register at 5:00 PM on **November 20, 2022** with dinner as the first meal to be served, and PM snacks as the last meal to be served on Day 2. They are advised to wear appropriate attire during the activity, register through the link **<https://tinyurl.com/NTPinductionRegistration>** for documentary and monitoring purposes, and bring with them a copy of their IPCRF, competency profile, and a laptop.

SGOD/HRDS



✉ Brgy. Payompon, Mamburao, Occidental Mindoro  
☎ 0906-550-1840/0929-630-1538  
✉ [occidental.mindoro@deped.gov.ph](mailto:occidental.mindoro@deped.gov.ph)  
📍 DepEd Tayo Occidental Mindoro

[Signature]

5. Meals and board and lodging of participants and members of the Program Management Team shall be charged to Organizational Professional Development for Non-Teaching Personnel (OPDNTP) Program Support Fund. However, the traveling expenses of participants shall be charged to local funds subject to the usual budgeting, accounting, and auditing rules and regulations.

6. Immediate dissemination of and compliance with this Memorandum is desired.

**LYNN G. MENDOZA, EdD**

Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

By Authority of the OIC-SDS:

*Magnaye*  
**RODEL S. MAGNAYE**

Chief Education Supervisor *AdP*  
Officer-in-Charge  
Office of the Asst. Schools Division Superintendent

**Enclosure 1. List of Participants for the Conduct of Induction Program for Newly Hired Non-Teaching Personnel**

**INDUCTION PROGRAM FOR NEWLY HIRED NON-TEACHING PERSONNEL**

November 21-22, 2022

Mindoreños Hotel, Mamburao, Occidental Mindoro

<b>No.</b>	<b>Name</b>	<b>Position</b>
1	Lizz April De Jesus	Administrative Assistant II
2	Leanie Sim	Administrative Assistant III
3	Kent Jobel Pranada	Administrative Assistant III
4	Lobell Florin	Administrative Assistant III
5	Evangeline Recaido	Administrative Assistant III
6	Meriam Ganaban	Administrative Assistant III
7	Jasmin Joy Demakiling	Administrative Assistant III
8	Dian Rose Dizon	Administrative Officer II
9	Roshelle Ann Gundran	Administrative Officer II
10	Ronald Regilme	Administrative Officer II
11	Maureen Joyce Florido	Administrative Officer II
12	Christian Dave Morimoto	Administrative Aide VI
13	Alexander D. Montealegre	Administrative Aide III
14	Marian D. Velasco	Administrative Aide IV
15	Ray John Trajeco	Administrative Assistant II
16	Arnold M. De Lara	Security Guard
17	Rommel G. Griego	Administrative Aide III
18	John Carl G. Marisga	Administrative Aide IV
19	Dina M. Bautista	Administrative Assistant II
20	Bea Blanca R. Villajos	Librarian
21	Jessica F. Maranan	Administrative Aide I
22	Maedel A. Gutierrez	Administrative Assistant III
23	Mary Jane M. Calabio	Administrative Aide I
24	August R. Santander	Security Guard
25	Edmon I. Sari	Administrative Assistant II
26	Shiela Lampitoc	Administrative Assistant II
27	Yiannu Mikhael Tibayan	Registrar
28	John Rocel Jubilado	Administrative Assistant II
29	Hanna Czarina Tria	Nurse II
30	Jovelyn De Guzman	Administrative Assistant II
31	Alvin Ila	Registrar
32	Leah Frances De Jesus	Administrative Officer II
33	Jestony Umali	Administrative Officer II
34	Jacquelyn G. Banabatac	Administrative Officer II
35	Joneline Literal	Administrative Officer II
36	Lizlyn E. Eugenio	Administrative Officer II
37	Chaka Maurea Beltran	Administrative Officer II
38	Glaze Ann F. Ordenes	Administrative Officer II

39	Colyn O. Moises	Administrative Officer II
40	Melanie D. Ovalles	Administrative Officer II
41	Rachell Ann B. Sacopaso	Administrative Officer II
42	Lorena B. Santos	Administrative Officer II
43	Melanie P. Sora	Administrative Officer II
44	Lezlie Mae C. Villas	Administrative Officer II
45	Patrick G. Formentos	Administrative Officer II
46	Xer C. Gallego	Administrative Officer II
47	Nico Angelo V. Maneja	Administrative Officer II
48	Josua L. Munar	Administrative Officer II
49	David Emmanuel A. Padilla	Administrative Officer II
50	Angelica Cueto	Administrative Officer II