



Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN
Archbishop Gabriel M. Reyes Street, Kalibo, Aklan



June 18, 2019

DIVISION MEMORANDUM
No. 173 s. 2019


CAPABILITY-BUILDING ON ORGANIZATIONAL EFFECTIVENESS

**To: Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Unit Heads
Senior/Education Program Specialists
Heads of Public Elementary, Secondary and Integrated Schools
Division Office Personnel
All others concerned**

1. Rule VII of the Omnibus Rules Implementing Book V of Executive Order No. 292 and other Pertinent Civil Service Laws provides the policies on career and personnel development in governments.
2. Further the policy states that: every official employee of the government is an asset or resource to be valued, developed and utilized in the delivery of basic services to the public; and every department or agency shall therefore establish a continuing program for career and personnel development for all agency personnel at all levels.
3. In line with this, the Department of Education will conduct a Capability-Building on Organizational Effectiveness on July 5-7, 2019 at Casa Pilar, Boracay Island, Malay, Aklan.
4. Participants to this activity are the teaching, non-teaching and teaching-related personnel of the Division Office. Attached is the list of participants.
5. Participants to this training will be given service credits/compensatory-time off as per DepEd Order No. 53, s. 2003.
6. Division Office transactions on July 5, 2019, 1:00 – 5:00 in the afternoon is only for "Receiving" through the Security Guard on duty.

"May katawhayan ag kalipayan sa among mga escuelahan."

7. Expenses incurred shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
8. Immediate and widest dissemination of this Memorandum is highly desired.


Dr. SALVADOR O. OCHOA, Jr., CESO VI
Schools Division Superintendent

Enclosure: none
Reference: Rule VII of the Omnibus Rules Implementing Book V of Executive Order No. 292 and other Pertinent Civil Service Laws
Allotment: 1 – (R.O. s. 1994)
To be indicated in the Perpetual Index
under the following subjects:

EMPLOYEES POLICY SEMINAR WORKSHOP

RFD

“May katawhayan ag kalipayan sa among mga escuelañan.”

Department of Education
Region VI-Western Visayas
DIVISION OF AKLAN
Kalibo, Aklan

DIVISION OFFICE PERSONNEL

	Name	Position	Salary Grade	School Assignment	District
1	OCHAVO, SALVADOR Jr. O.	Schools Division Superintendent	26	Division Office	Kalibo
2	NILLASCA, JOSE NIRO R.	OIC, Office of the Assistant Schools Division Superintendent	22	Division Office	Kalibo
3	PAROHINOG, DOBIE P.	Chief Education Supervisor	24	Division Office	Kalibo
4	RAPIZ, MICHAEL T.	Chief Education Supervisor	24	Division Office	Kalibo
5	BIRAY, EDELYN T.	Education Program Supervisor- Mathematics	22	Division Office	Kalibo
6	CAWALING, JOHANN C.	Education Program Supervisor - SGOD	22	Division Office	Kalibo
7	DALIPE, MARY CHERRY LYNN M.	Education Program Supervisor - Science	22	Division Office	Kalibo
8	ESTRADA, RUBY AGNES B.	Education Program Supervisor- Social Studies	22	Division Office	Kalibo
9	Ibarreta, Rebecca R.	Education Program Supervisor - Music and Arts	22	Division Office	Kalibo
10	LIPAR, KYZIL D.	Education Program Supervisor - English/Filipino	22	Division Office	Kalibo
11	PANALIGAN, MA. CORAZON R.	Education Program Supervisor - VEG	22	Division Office	Kalibo
12	TOLENTINO, MARIVIC I.	Education Program Supervisor - EPP/TLE	22	Division Office	Kalibo
13	TROPA, MARTH S.	Education Program Supervisor - Filipino	22	Division Office	Kalibo
14	ZUBIAGA, ARIEL Z.	Education Program Supervisor - ALS	22	Division Office	Kalibo
15	BRIONES, MARCELLE I.	Public Schools District Supervisor - MALINAO AND TANGALAN	22	Division Office	Kalibo
16	Flores, Jessie S.	Public Schools District Supervisor - MALAY AND BURUANGA	22	Division Office	Kalibo
17	Isagan, John Razie Z.	Public Schools District Supervisor - LIBACAO and BALETE	22	Division Office	Kalibo
18	Magcope, Rudy R.	Public Schools District Supervisor - MADALAG AND BATAN	22	Division Office	Kalibo
19	Recidoro, Lucita P.	Public Schools District Supervisor - BANGA and ALTAVAS	22	Division Office	Kalibo
20	Regalado, Arlyn I.	Public Schools District Supervisor - KALIBO I AND II	22	Division Office	Kalibo
21	Revestir, Kenneth B.	Public Schools District Supervisor - MAKATO AND NABAS	22	Division Office	Kalibo
22	Ruiz, Jude Ulysses V.	Public Schools District Supervisor - NUMANCIA AND IBAJAY WEST/EAST	22	Division Office	Kalibo
23	SUPETLAN, VICTOR A.	Head Teacher III (Detailed)	16	Division Office	Kalibo

DIVISION OFFICE PERSONNEL

	Name	Position	Salary Grade	School Assignment	District
24	FERNANDEZ, RHOBY M.	Medical Officer III	21	Division Office	Kalibo
25	BALOY, MARIANO T.	Dentist II	17	Division Office	Kalibo
26	GOMEZ, MA. LEI F.	Dentist II	17	Division Office	Kalibo
27	ISAGAN, LUZVIMINDA R.	Dentist II	17	Division Office	Kalibo
28	OQUINDO, REBECCA R.	Dentist II	17	Division Office	Kalibo
29	ARCENIO, MAY JEAN D.	Nurse II	15	Division Office	Kalibo
30	MALILAY, DAWN M.	Nurse II	15	Division Office	Kalibo
31	PALMANI, ETHEL M.	Nurse II	15	Division Office	Kalibo
32	REGALADO, LEONCIO T.	Nurse II	15	Division Office	Kalibo
33	Bonifacio, Jesmar P.	Nurse II (Senior High School)	15	Division Office	Kalibo
34	Constantino, Proreille M.	Nurse II (Senior High School)	15	Division Office	Kalibo
35	Marzona, Jeselee M.	Nurse II (Senior High School)	15	Division Office	Kalibo
36	Pioquinto, Sarah Khadija R.	Nurse II (Senior High School)	15	Division Office	Kalibo
37	Solis, Raymund M.	Nurse II (Senior High School)	15	Division Office	Kalibo
38	JIZMUNDO, MARISSA A.	Accountant III	19	Division Office	Kalibo
39	JAMERO, FLORADEL P.	Information Technology Officer I	19	Division Office	Kalibo
40	VILLANUEVA, MA. JADE B.	Attorney III	21	Division Office	Kalibo
41	AYON, EDNA R.	Senior Education Program Specialist (Planning and Research)	19	Division Office	Kalibo
42	PAREL, MAR BIEN GREGORY G.	Senior Education Program Specialist (Soc. Mob. & Networking)	19	Division Office	Kalibo
43	TORRES, MELJAN I.	Engineer III	19	Division Office	Kalibo
44	GREGORIO, JOHN HAROLD	Project Engineer		Division Office	Kalibo
45	OQUENDO, CHRISTINE JOY M.	Project Engineer		Division Office	Kalibo
46	DEMOCRITO, ROLAND F.	Education Program Specialist II (Human Resource Development)	16	Division Office	Kalibo
47	Lao, Maria Theresa Lim	Education Program Specialist II - ALS	16	Division Office	Kalibo
48	TROPA, HAJJI S.	Education Program Specialist II - ALS	16	Division Office	Kalibo

DIVISION OFFICE PERSONNEL

	Name	Position	Salary Grade	School Assignment	District
49	PATRICIO, JUNE R.	Education Program Specialist II (M&E)	16	Division Office	Kalibo
50	VILLAREAL, MILGIE C.	Planning Officer III	18	Division Office	Kalibo
51	ARBOLEDA, MELKY	Project Development Officer I	11	Division Office	Kalibo
52	MAMBURAM, SHEENA RICKA Y.	Project Development Officer I	11	Division Office	Kalibo
53	OQUENDO, APPLE GAY M.	Project Development Officer II	15	Division Office	Kalibo
54	Tolentino, Mahnnie Q.	Project Development Officer-II	15	Division Office	Kalibo
55	Marcelino, Ann Marie B.	Librarian II	15	Division Office	Kalibo
56	PATROCENIA Y. MAMBURAM	Administrative Officer V (Administrative Services)	18	Division Office	Kalibo
57	SUANTE, BELLA S.	Administrative Officer V (Budget and Finance)	18	Division Office	Kalibo
58	CARILLO, MA. CHARO I.	Administrative Officer IV (Records Section)	15	Division Office	Kalibo
59	MOLETA, FEBY D.	Administrative Officer IV (Cash Section)	15	Division Office	Kalibo
60	BEREBER, MARLYN T.	Administrative Officer IV (Personnel Section)	15	Division Office	Kalibo
61	ZANTE, MILDRED B.	Administrative Officer IV (Supply Section)	15	Division Office	Kalibo
62	BONIFACIO, LYNEL JAN C.	Administrative Officer II	11	Division Office	Kalibo
63	MARCIALES, JOHN C.	Administrative Officer II	11	Division Office	Kalibo
64	ADVINCULA, CHRISTIE	Administrative Assistant III	9	Division Office	Kalibo
65	ARANDELA, ROCHELLE D.	Administrative Assistant III	9	Division Office	Kalibo
66	CANDELARIO, MARLYN B.	Administrative Assistant III	9	Division Office	Kalibo
67	DAILISAN, BERNADETTE I.	Administrative Assistant III	9	Division Office	Kalibo
68	DELA CRUZ, JERALD B.	Administrative Assistant III	9	Division Office	Kalibo
69	FABILLANO, HELEN G.	Administrative Assistant III	9	Division Office	Kalibo
70	ICABANDI, ELVIE R.	Administrative Assistant III	9	Division Office	Kalibo
71	PALMANI, GRETIL JOY B.	Administrative Assistant III	9	Division Office	Kalibo
72	PATRON, MARIA ADORA T.	Administrative Assistant III	9	Division Office	Kalibo
73	RAMBONGA, JOVELYN D.	Administrative Assistant III	9	Division Office	Kalibo

DIVISION OFFICE PERSONNEL

	Name	Position	Salary Grade	School Assignment	District
74	RECTO, PAUL B.	Administrative Assistant III	9	Division Office	Kalibo
75	REMALDORA, MAE R.	Administrative Assistant III	9	Division Office	Kalibo
76	REYES, LILIBETH E.	Administrative Assistant III	9	Division Office	Kalibo
77	ROME, VILMA F.	Administrative Assistant III	9	Division Office	Kalibo
78	RUAN, MARY VHIC M.	Administrative Assistant III	9	Division Office	Kalibo
79	SARABIA, ESTHER FAITH O.	Administrative Assistant III	9	Division Office	Kalibo
80	SEVILLA, LOVELYN P.	Administrative Assistant III	9	Division Office	Kalibo
81	SUMAJIT, RONELYN M.	Administrative Assistant III	9	Division Office	Kalibo
82	SAJISE, CHARISSA Z.	Administrative Assistant III	9	Division Office	Kalibo
83	BONDAD, SHEENA R.	Administrative Assistant II (Senior High School)	8	Division Office	Kalibo
84	GULANE, KATHLEEN KATE M.	Administrative Assistant II (Senior High School)	8	Division Office	Kalibo
85	REYES, CHRISTIAN JAY	Administrative Assistant II (Senior High School)	8	Division Office	Kalibo
86	IGLESIAS, KENNETH G.	Administrative Assistant I	7	Division Office	Kalibo
87	BAUTISTA, CINDY D.	Administrative Aide VI	6	Division Office	Kalibo
88	MARAVILLA, ANICIA	Administrative Aide VI (Records Section)	6	Division Office	Kalibo
89	MAUREEN KAY S. TARRAYO	Administrative Aide VI	6	Division Office	Kalibo
90	SIM, MARY JEAN P.	Administrative Aide VI	6	Division Office	Kalibo
91	ZANTE, ROMMEL B.	Administrative Aide VI	6	Division Office	Kalibo
92	BESANA, RONAN	Administrative Aide IV (Driver)	4	Division Office	Kalibo
93	MATORRES, MARIA LOURDES M.	Administrative Aide IV	4	Division Office	Kalibo
94	OQUENDO, GERONIMO	Security Guard (CTI)	3	Division Office	Kalibo
95	SONIO, NORLITO R.	Security Guard (CTI)	3	Division Office	Kalibo
96	MAQUIRANG, JAY T.	ADA-III (CTI)	3	Division Office	Kalibo
97	MONTAÑO, FLORENCIO	ADA-III (CTI)	3	Division Office	Kalibo
98	VALENCIA, LOREZA I.	ADA-II (CTI)	2	Division Office	Kalibo

DIVISION OFFICE PERSONNEL

	Name	Position	Salary Grade	School Assignment	District
99	FRANCISCO, LEONIL R.	ADA-I(CTI)	1	Division Office	Kalibo
100	MURILLO, MELCHOR M.	ADA-I(CTI)	1	Division Office	Kalibo
101	IRADIEL, NELIETA I.	COS		Division Office	Kalibo
102	ALBA, MARY RICHELYN JOY B.	Job Order		Division Office	Kalibo
103	AMORES, JELLIAN B.	Job Order		Division Office	Kalibo
104	BELTRAN, MAURICE NOREY C.	Job Order		Division Office	Kalibo
105	FLORENCIO, WILBERT V.	Job Order		Division Office	Kalibo
106	MADULA, BERNALIE S.	Job Order		Division Office	Kalibo
107	NOBLEZA, CHRISA MAE N.	Job Order		Division Office	Kalibo
108	OQUENDO, VENA ANGELEN J.	Job Order		Division Office	Kalibo
109	REYNADO, JOHN MELVIN E.	Job Order		Division Office	Kalibo
110	NAGAMOS, RAFAEL	Job Order		Division Office	Kalibo
111	DY, JOAN F.	Job Order		Division Office	Kalibo
112	RELATIVO, RICHARD D.	Job Order		Division Office	Kalibo