

№ • DIVISION MEMORANDUM
OSDS-PS No. 214 S. 2024

ONBOARDING PROGRAM OF THE NEWLY HIRED NONTEACHING PERSONNEL

To: Assistant Schools Division Superintendent
Public Schools District Supervisors/ Principals in-charge
Public Elementary and Secondary School Heads
All others concerned
This Division

1. The Department of Education-Division of Sultan Kudarat announces the conduct of onboarding program of the newly hired nonteaching personnel on **December 23, 2024 (Monday) 8:00 a.m.** at Carlitos Hotel and Restaurant, Isulan, Sultan Kudarat.
2. This activity aims to:
 - a. provide a detailed overview of RA 6713, emphasizing its importance in maintaining ethical conduct and upholding public trust.
 - b. explain the institution's compensation structure, including salary scales, performance-based incentives, and other benefits.
3. Participants are the Division Key Officials, Personnel Section and Newly Hired Nonteaching Personnel. See attached list.
4. Transportation and other expenses of the participants to be incurred in this activity will be charged against School MOOE subject to the usual accounting and auditing rules and regulations.
4. For your information and guidance.

CRISPIN A. SOLIVEN JR., CESE
Schools Division Superintendent

Enclosure: As stated

Reference: None

To be indicated in the Perpetual Index under the following subjects

NEWLY HIRED	NONTEACHING
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ONBOARDING

WPP/OSDS/DM- ONBOARDING SESSION OF THE NEWLY HIRED NONTEACHING PERSONNEL/ December 12, 2024



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Telephone No.: (064) 471 1007
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Republic of the Philippines
Department of Education

REGION XII
DIVISION OF SULTAN KUDARAT

Enclosure to DM OSDS No. **214**, s. 2024

LIST OF NEWLY HIRED NONTEACHING PERSONNEL

No.	Names of Applicant	POSITION APPLIED
1	ACOB, HAJARUL ASWAD KUMPA	Administrative Assistant II (Disbursing Officer II)
2	AFINIDAD, JORIE JANE C	Administrative Assistant III (Senior Bookkeeper)
3	AGUSTIN, CLAIRE CARTACIANO	Administrative Officer II (Administrative Officer I)
4	ALIGARBES, DISTINE MILLARES	Administrative Officer II (Administrative Officer I)
5	ALMIROL, ALEAH ABEGAIL SALIGAN	Project Development Officer I
6	ANTONIO, NORIE FE LUCAS	Administrative Assistant III (Senior Bookkeeper)
7	ANTONIO, PRINCESS AIREN GRACE JORDAN	Administrative Assistant III (Senior Bookkeeper)
8	ANTONIO, SHERYL FREIRES	Administrative Assistant II (Disbursing Officer II)
9	AYOB, NORHAIMA SALAM	Project Development Officer I
10	BACLAS JR., PEPITO CARILLO	Administrative Officer II (Administrative Officer I)
11	BALABA, CATHLENE JOY TABAGO	Administrative Assistant II (Disbursing Officer II)
12	BALALA, KENNETH DAVE BESIDAS	Administrative Assistant II (Disbursing Officer II)
13	BANTOLO, PRECIOUS MAE ALONSAGAY	Administrative Officer II (Administrative Officer I)
14	BASINGA, EMEROSE ADORADA	Administrative Assistant II
15	BAYA, DEVORAH CELESTIAL	Administrative Officer II (Administrative Officer I)
16	BELGERA, DULCE ANN CLEMEÑA	Administrative Officer II (Administrative Officer I)
17	BEÑAN, JOCEBELLE TOLEDO	Administrative Officer II (Administrative Officer I)
18	BERNARDINO, CHRISTIAN SAMBILE	Administrative Assistant II (Disbursing Officer II)
19	BERNARDINO, MARY CHIU LEGARIO	Project Development Officer I



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20	BONIAO, GENEVIE SEVILLEN	Administrative Officer II (Administrative Officer I)
21	BUCA, KIM FERMO	Administrative Officer II (Administrative Officer I)
22	BUENAFLO, MAE JOY GOROSPE	Administrative Officer II (Administrative Officer I)
23	CABUDOL, KIM DAWNIEL RUFINO	Administrative Officer II (Administrative Officer I)
24	CAJELES, RENLOU	Administrative Officer II (Administrative Officer I)
25	CAMBAN, FERLYN FLORES	Administrative Officer II (Administrative Officer I)
26	CARIÑO, YVONNE SAJOR	Administrative Assistant II (Disbursing Officer II)
27	CASTROMAYOR, DIVINE GRACE ALAYON	Administrative Assistant II
28	CELESTIAL, DIANE LLABORE	Administrative Officer II (Administrative Officer I)
29	CHAVEZ, KAREN JANE BANTOLIO	Administrative Assistant II (Disbursing Officer II)
30	CUENCA, FROILAN GECOSALA	Administrative Aide III
31	DE GUZMAN, JONALIE OBAL	Administrative Officer II (Administrative Officer I)
32	DELA CRUZ, ROXAN MERRYGRACE PEÑAFLORIDA	Administrative Aide IV
33	DEMAVIVAS, VIVIAN JEHODO	Administrative Assistant III (Senior Bookkeeper)
34	DESAVILLE, GENEVIVE ALVAREZ	Administrative Officer II (Administrative Officer I)
35	ENANORIA, MARICEL FRANCO	Administrative Assistant III (Senior Bookkeeper)
36	ESoy, CAROLYN GRACE BAJADA	Administrative Officer II (Administrative Officer I)
37	ESPALLARDO, ANEBIE SALARIO	Project Development Officer I
38	FACUNLA, KARL JOHN LABONETE	Administrative Assistant III (Senior Bookkeeper)
39	FEMENTERA, GRACE MAYAO	Administrative Assistant III (Senior Bookkeeper)
40	FERMOCIL, ALLAN FUSINGAN	ADMINISTRATIVE ASSISTANT III



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41	FERNANDEZ, RICHELLE ESPAÑA	Administrative Officer II (Administrative Officer I)
42	FITAN, SHARMAIN FULOK	Administrative Assistant III (Senior Bookkeeper)
43	FLORO, CHARRIJALYN OGATIS	Administrative Officer II (Administrative Officer I)
44	GANOY, JINKY VILLALON	Administrative Assistant III (Senior Bookkeeper)
45	GUIABAR, MONALYN PONCIAN	Administrative Officer II (Administrative Officer I)
46	HERMOSA, REA MAE BEJEMINO	ADMINISTRATIVE AIDE VI
47	JUDILLA, JELLIAN BACUD	Administrative Officer II (Administrative Officer I)
48	KALIPA, SITTIE AITA ABID	Administrative Assistant II
49	KAMAG, JANET HOY	NURSE II
50	KAMID, JALILA LALA	Administrative Aide III
51	KATIMUAN, MOJIMAR WALING	Administrative Officer II (Administrative Officer I)
52	KATUG, ALADIN TATO	Project Development Officer I
53	LABIOS, CATHY ROSE GREGORIO	ADMINISTRATIVE OFFICER II
54	LABUAN, OMAR FERMIN	Administrative Officer II (Administrative Officer I)
55	LAGARTO, MARY CLAIRE OSADA	Project Development Officer I
56	LAPADA, LAZIEL ISMAEL	Administrative Assistant III (Senior Bookkeeper)
57	LAZONA, JEANIE ELLINOR CANTOMAYOR	Administrative Aide VI
58	LEONOR, MEYNARD BUSTAMANTE	Administrative Assistant II (Disbursing Officer II)
59	LEPROSO, RALPH JOHN MONTON	Administrative Assistant II (Disbursing Officer II)
60	LODRICO, NIKKO DENNIS GEPULANGO	Administrative Officer II (Administrative Officer I)
61	LOZANO, JOVEY LAGMAY	Administrative Assistant II (Disbursing Officer II)



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62	LOZARITA, REALYN CAMBAN	Administrative Aide III
63	MAGUALE, PEARL SHANE FRESNIDO	Administrative Assistant II (Disbursing Officer II)
64	MAMALUBA, JASMIN BANTILAN	Administrative Assistant II
65	MANGUDA, CAULA PIANA	Administrative Officer II (Administrative Officer I)
66	MARCOS, JASPER AGUINALDO	Administrative Assistant III (Senior Bookkeeper)
67	MARQUEZ, MARK AUGUSTINE ANGCO	Project Development Officer I
68	MARTIREZ, RHEAN CABAL	Administrative Assistant II
69	MASTURA, SHARIFF PANGANSAYAN	Administrative Assistant III (Senior Bookkeeper)
70	MASTURA, WARDA PANGANSAYAN	Administrative Officer II (Administrative Officer I)
71	MATALINES, VINCE BRYLLE REDULFIN	Administrative Assistant II
72	MATAS, CHERILYN DELA CRUZ	Administrative Officer II (Administrative Officer I)
73	MONQUIALES, RANDY DEMANDANTE	Administrative Officer II (Administrative Officer I)
74	MOSQUERA, HENRIE BENSON	Administrative Officer II (Administrative Officer I)
75	MOYET, FRANCES JUNE AGOOT	Administrative Assistant II
76	OTTO, NORHAINA MANGINDRA	Administrative Assistant II
77	PACIFICADOR, KHRIS LASPOBRES	Administrative Assistant III (Senior Bookkeeper)
78	PALER, KIVEN JET BABOR	Administrative Officer II (Administrative Officer I)
79	PANES, MARNIC LOZADA	Administrative Assistant II (Disbursing Officer II)
80	PATAO, ESMYRA KADIR	Administrative Officer II (Administrative Officer I)
81	PERALTA, ANA KRISSIA FALLERA	Administrative Officer II (Administrative Officer I)
82	PEREGRINO, DARYLL BARGASA	Administrative Assistant II (Disbursing Officer II)



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83	PERONO, SHERYL PACHES	Administrative Assistant II (Disbursing Officer II)
84	PLAZA, HONEY JEAN GARCIA	Project Development Officer I
85	RAGASA, LYCA FAITH MARQUEZ	Administrative Assistant II
86	RAMIREZ, JIMMY TERNORA	Administrative Assistant II (Disbursing Officer II)
87	RAPISTA, EDLYN LLUPAR	Administrative Assistant III (Senior Bookkeeper)
88	RIVERA, HOPE VILLAREAL	Administrative Officer II (Administrative Officer I)
89	ROBLES, ROGER FADERAN	Administrative Assistant III (Senior Bookkeeper)
90	RUAZA, EDELYN SELIOTE	Administrative Assistant II
91	SABADO, CHARISH JOY PAJEL SABADO	Administrative Officer II (Administrative Officer I)
92	SALENDAB, DIONESA AUSTRIA	Administrative Officer II (Administrative Officer I)
93	SOLILAP, EDMER JOHN ALIGONERO	Project Development Officer I
94	SUITADO, MARY QUITE ROGANO	Administrative Assistant II (Disbursing Officer II)
95	TANATE, JODEHMN GENTUYA	Administrative Aide VI
96	TANTE, CHEEZEL LINGATONG	Administrative Officer II (Administrative Officer I)
97	TUBO-TUBO-"A", HAMMAD ANDAL	Administrative Officer II (Administrative Officer I)
98	ULAMA, BAI AMERA ABDUL	Administrative Officer II (Administrative Officer I)
99	ULIMPAY, BAI AFFIDAH ASHLY PEDTAILAN	Administrative Officer II (Administrative Officer I)
100	UNOTAN, NOR-IN KAMSA	Administrative Assistant II
101	USMAN, JOENIFE MAMOCOD	Administrative Assistant II
102	USMAN, SITTIE OMAIRA UTTO	Administrative Officer II (Administrative Officer I)
103	UYAG, NOR HAMSA GUIAMEL	Administrative Assistant II (Disbursing Officer II)



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104	VALDEZ, ED ALDRIN RUFINO	Administrative Assistant II
105	VALOR, CRISAMAE TORRECAMPO	Administrative Assistant II (Disbursing Officer II)
106	VERDE, ROEL CELEBRE	ADMINISTRATIVE OFFICER II
107	VICENTE, JUANITO ORTEGA JR.	Administrative Assistant III (Senior Bookkeeper)
108	WAYA, ALLEN MONJEHAR DOMINGO	Administrative Officer II (Administrative Officer I)
109	ZONIO, EUNICE SALVADOR	Administrative Assistant II

****nothing follows****



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ACTIVITY MATRIX

Day/Time	Activity/ Topic	Person In-charge/ Speaker
8:00-8:30	Preliminaries	AVP
8:30-09:15	Welcome Address	Melvin P. Fortuna Administrative Officer V
9:15-09:30	Opening Remarks	Meilrose B. Peralta EdD, CESE Assistant Schools Division Superintendent
9:30-10:00	Message	Crispin A. Soliven Jr., CESE Schools Division Superintendent
10:00-12:00	Welcome Session	MEILROSE B. PERALTA EdD, CESE Assistant Schools Division Superintendent
1:00-2:00	RA 6713: Code of Conduct and Ethical Standards	MA. JOSEFINA GEPTE- BUENBRAZO Director II CSC-SKFO
2:00-4:00	Benefits and Payroll	Jennifer C. Arcibal, CPA Administrative Officer II
4:00-4:45	Awarding of Certificates	Master of Ceremony
4:45-5:00	Closing Remarks	Rowena Jesette S. Villa Administrative Officer IV



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