



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

28 July, 2025

DIVISION MEMORANDUM

No. 365 s. 2025

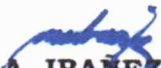
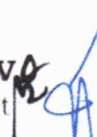
**CAPABILITY BUILDING ON STRENGTHENING SERVICE EXCELLENCE:
EMPOWERING THE NON-TEACHING PERSONNEL IN COMMUNICATION,
INNOVATION AND RESILIENCE**

- To: Assistant Schools Division Superintendent
Chiefs, CID, and SGOD
Education Program Supervisors
Public Schools District Supervisors/ Coordinators
Elementary and Secondary Schools Heads
All Others Concerned
1. In reference with **DepEd Order No.40, s.2020**, Implementation of Learning & Development for Non-Teaching Personnel in the Department of Education and in relation to the Learning & Development Needs Assessment Results, this Schools Division will conduct a 3-day live-out training titled **Capacity Building on Strengthening Service Excellence: Empowering the Non-teaching Personnel in Communication, Innovation and Resilience** on July 30,31 & August 1,2025 at Batangas Country Club, Bolbok, Batangas City.
 2. This learning intervention aims to enable the participants to demonstrate enhanced service excellence by applying effective communication skills, fostering innovative practices, and exhibiting resilience in the performance of their roles within the educational institution.
 3. The participants in the said activity are the select untrained non-teaching personnel from the 35 sub-offices and from this Schools Division.
 4. Attached are list of participants and members of the Training Management Team.
 5. This Memorandum serves as the Travel Authority of the participants and Training Management Team.
 6. Expenses incurred in the conduct of this training will be charged against the 2024 downloaded funds (Sub-ARO) intended for the non-teaching personnel.
 7. The first meal to be served every day is breakfast and the last meal is pm snacks.



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8. For queries, please get in touch with Evelyn C. Sagun, Senior Education Program Specialist through email at evelyn.desagun@deped.gov.ph.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent 

Encl. As stated

Reference: DepEd Order No. 40, s. 2020

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

Issuances- Division Memorandum

ECS/Capability Building on Strengthening Service Excellence: Empowering the Non-Teaching Personnel in Communication, Innovation and Resilience, s. 2025/ R2-145156 / 07/24/2025



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**CAPABILITY BUILDING ON STRENGTHENING SERVICE EXCELLENCE:
EMPOWERING THE NON-TEACHING PERSONNEL IN COMMUNICATION,
INNOVATION AND RESILIENCE**

JULY 30, 31 & AUGUST 1, 2025
BATANGAS COUNTRY CLUB, BOLBOK, BATANGAS CITY

LIST OF PARTICIPANTS

NO.	SUB -OFFICE	NAME	SEX	POSITION
1	AGONCILLO	Carina C. Gumapac	Female	AO II
2	AGONCILLO	Renie C. Hernandez	Female	AO II
3	AGONCILLO	Sherry Ann C. Palomeno	Female	PDO I
4	ALITAGTAG	Jan Paulo C. Alilio	Male	PDO I
5	ALITAGTAG	Veneranda B. Del Mundo	Female	Administrative Assistant II
6	BALAYAN EAST	Maria Fe V. Culabat	Female	PDO I
7	BALAYAN EAST	Ma. Hiyas T. Aytona	Female	Administrative Officer II
8	BALAYAN WEST	Celeste V. Catchillar	Female	ADMINISTRATIVE OFFICER II
9	BALAYAN WEST	Mary Ann M. Alamag	Female	Administrative Assistant II
10	BALETE	Nikka M. Dimayuga	Female	ADAS III
11	BALETE	Jorhel Lyne D. Ciruelas	Female	Administrative Assistant III
12	BAUAN EAST	Elaine Mae B. Escalona	Female	Administrative Assistant II
13	BAUAN EAST	Regine G. Cruzat	Female	Administrative Officer II
14	BAUAN WEST	Elizabeth C. Tumambling	Female	PDO I
15	BAUAN WEST	Louise Elaine M. Napeñas	Female	AO II
16	CALATAGAN	Joyce B. Coz	Female	AO II
17	CALATAGAN	Rowena A. Samaniego	Female	AO II
18	CALATAGAN	Jennifer B. Balani	Female	AO II
19	CALACA	Edellyn H. Jamilan	Female	PDO I
20	CALACA	Jenie H. Bay	Female	PDO I
21	CALACA	Irene A. Tumbaga	Female	Registrar I
22	CUENCA	Vina Carmina A. Malaso	Female	PDO I
23	CUENCA	Angelene M. Torres	Female	Administrative Assistant II
24	CUENCA	Rosenie O. Cantuba	Female	Administrative Officer II
25	IBAAN	Joyce Suzaine R. Flores	Female	PDO I
26	IBAAN	Shena Lyn P. Garcia	Female	Registrar I
27	LAUREL	Mary Rose A. Cabello	Female	PDO I
28	LAUREL	Lucy A. Dinglasan	Female	Administrative Officer II
29	LAUREL	Joy I. Lanting	Female	Registrar I
30	LEMERY	Rizal M. Mendoza	Male	PDO I
31	LEMERY	Mara Therese C. Albay	Female	PDO I
32	LEMERY	Kaye-Ann D. Andrada	Female	PDO I
33	LIAN	Pia Divina C. Tavares	Female	PDO I
34	LIAN	Blessy Faith C. Rodriguez	Female	Administrative Officer II
35	LOBO	Armando D. Orig Jr.	Male	AO II
36	LOBO	Alvin A. Garcia	Male	AO II
37	LOBO	Galie C. Neri	Female	AO II
38	MABINI	Armil C. Chavez	Male	PDO I
39	MABINI	Aiza R. Medrano	Female	AO II



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40	MALVAR	Edison Jr C. Mayo	Male	PDO I
41	MALVAR	Elizabeth P. Atienza	Female	AO II
42	MALVAR	Mark M. Africa	Male	Administrative Officer II
43	MATAASNAKAHOY	Remy C. Lawa	Female	Administrative Officer II
44	MATAASNAKAHOY	Neilisa Kristel L. Diomampo	Female	Administrative Assistant III
45	NASUGBU EAST	Jigson M. Manaois	Male	Administrative Assistant II
46	NASUGBU EAST	Joanne M. Hernandez	Female	PDO I
47	NASUGBU WEST	Regina Loraine G. Gonzales	Female	PDO I
48	NASUGBU WEST	Maria Trisha May B. Punzalan	Female	Administrative Officer II
49	NASUGBU WEST	Lara Jane N. Trivinio	Female	Administrative Assistant II
50	PADRE GARCIA	Veronica Lyra C. Hernandez	Female	PDO I
51	PADRE GARCIA	Gracious A. Almarez	Female	ADMINISTRATIVE OFFICER II
52	PADRE GARCIA	Ivy Joy Rueca	Female	Registrar I
53	ROSARIO EAST	Louie Jay D. Macagaling	Male	Administrative Officer II
54	ROSARIO EAST	Erl Jordan L. Gonzales	Male	PDO I
55	ROSARIO WEST	Aubrey M. Maderazo	Female	PDO I
56	ROSARIO WEST	Melvin M. Hernandez	Male	PDO I
57	SAN JOSE	Camela E. Dimaculangan	Female	Administrative Officer II
58	SAN JOSE	Haydee D. Cortez	Female	ADMINISTRATIVE OFFICER II
59	SAN JUAN EAST	Vanessa T. Bautista	Female	REGISTRAR I
60	SAN JUAN EAST	Carla May S. Cuasay	Female	Administrative Assistant II
61	SAN JUAN EAST	Lernie M. Aro	Female	ADMINISTRATIVE OFFICER II
62	SAN JUAN WEST	Anna Margarita T. Año	Female	PDO I
63	SAN JUAN WEST	Lovely Ann H. Balmes	Female	ADMIN. ASSISTANT II
64	SAN JUAN WEST	Azenith B. Pangilinan	Female	Registrar I
65	SAN LUIS	Ronaliza A. Magsino	Female	Administrative Officer II
66	SAN LUIS	Maira M. Castillo	Female	AOII
67	SAN NICOLAS	Johnathan M. Malaluan	Male	AO II
68	SAN NICOLAS	Ericson M. De Los Reyes	Male	Administrative officer II
69	SAN PASCUAL	Maureen O. Villanueva	Female	PDO I
70	SAN PASCUAL	Anna Katrina B. Mendoza	Female	PDO I
71	STA. TERESITA	Karla M. Fajardo	Female	Administrative Officer II
72	STA. TERESITA	Vanessa R. Salazar	Female	Administrative Officer II
73	TAAL	Patricia Nhel P. San Jose	Female	PDO I
74	TAAL	Karen A. Catapat	Female	Administrative Assistive II
75	TAAL	Nikki Dianne V. Malabanan	Female	Administrative Officer II
76	TALISAY	Loraine Joy O. Aala	Female	Administrative Officer II
77	TALISAY	Jelly Rose de Grano	Female	AO II
78	TAYSAN	Cecille Ulit	Female	AO II
79	TAYSAN	Laila Arellano	Female	ADAS III
80	TINGLOY	Vhia Anne D. Bagos	Female	AO II
81	TINGLOY	April Rose E. Binay	Female	AO II
82	TUY	Angelo Liwag	Male	AO II
83	TUY	Raven R. Valencia	Male	AO II
84	SDO/Accounting	Jhece Mae C. Agelion	Female	ADAS II



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85	SDO/Accounting	Ma. Ellaine Sairel R. Magpantay	Female	ADA VI
86	SDO/Accounting	Maria Cecilia L. Hernandez	Female	ADAS III
87	SDO/Accounting	Maria Avegail M. Isla	Female	ADAS III
88	SDO/Accounting	Deserie A. Atienza	Female	ADAS III
89	SDO/Accounting	Aezel L. De Guzman	Female	ADAS III
90	SDO/Accounting	Mary Joy Ilagan	Female	ADAS III
91	SDO/Accounting	Dalia A. Atienza	Female	ADAS III
92	SDO/Accounting	Jay Irving J. Pascua	Male	ADAS III
93	SDO/Accounting	Alaiza F. Esqueros	Female	ADAS III
94	SDO/Accounting	Joan Margaret G. Hernandez	Female	ADAS III
95	SDO/ Budget	Cinderela S. Biscocho	Female	ADAS III
96	SDO/Cash	Ma. Chrysel M. Cantos	Female	ADA VI
97	SDO/Cash	Ericka I. Magsombol	Female	ADAS II
98	SDO/SGOD	Arnel B. Catapang	Male	ADAS II
99	SDO/ CID	Erron M. De Torres	Male	ADA II
100	SDO/ Personnel	Philly Joyce A. Manad	Female	AO II
101	SDO/ Personnel	Ma. Theresa R. Martinez	Female	AO II
102	SDO/ Personnel	Lanell Cresta A. De Sagun-	Female	AO II
103	SDO/Property	Rochelle Edria	Female	ADAS III
104	SDO/Property	Chiara Mae Lualhati	Female	ADAS II
105	SDO/Admin	Ivan Ralp C. Alconera	Male	ADAS III
106	SDO/Admin	Angelie May M. Soriano	Female	ADA VI
107	SDO /Legal	Manilyn A. Lucero	Female	Legal Assistant I
108	SDO/Records	Polly M. Untalan	Male	ADAS III
109	SDO/Records	Eva D. Marasigan	Female	ADAS III



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TRAINING MANAGEMENT TEAM

Executive Committee

Chairperson	Marites A. Ibañez, CESO V	Schools Division Superintendent
Co - Chairpersons	Rhina O. Ilagan, CESE	OIC -Asst. Schools Division Superintendent
	Jofit P. Dayoc, CESE	OIC -Asst. Schools Division Superintendent
Members	Mario B. Maramot, PhD	OIC- SGOD Chief
	David M. Nuay	CID Chief

Resource Speakers

Mary Jane M. Gonzales	PSDS	NEAP Certified Facilitator
Nenita A. Adame	PSDS	NEAP Certified Facilitator
Erickson T. Gutierrez	PSDS	NEAP Certified Facilitator
Eleazar C. Magsino	PSDS	NEAP Certified Facilitator
1 Invited Guest Speaker	Private	

Technical Working Group

Training Manager	Evelyn C. De Sagun	SEPS- HRDS
Secretariat/ Logistics	Leoncia B. Maramot	EPS II - HRDS
QAME/Documenter	Noah P. Duque	EPS II - SocMob
ICT	John Lhester Gabo	ADAS III
Nurses	Mary Grace Dalisay & May Belle Sangalang (July 30)	
	Diane Flores & Maria Angelika Molina (July 31)	
	Marites Matro & Maria Gracia Conti (August 1)	