



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

17 September 2025

DIVISION MEMORANDUM

No. **509**, s. 2025

**WORKSHOP ON THE ADMINISTRATIVE AND FINANCIAL OPERATIONS FOR
SCHOOL-BASED NON-TEACHING PERSONNEL**

To: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Unit/Section Heads
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Designated Records Custodian
All Others Concerned

1. Schools Division Office of Batangas Province through the Office of the Schools Division Superintendent (OSDS) will conduct the Workshop on the Administrative and Financial Operations for School-Based Non-teaching Personnel with the following information:

a. The Registration Fee is Php 1,200.00 per day for Live-out and Php 2,000.00 for Live-in participants. Live-in participants have the privilege to have a buffet breakfast on the second and third day of the program.

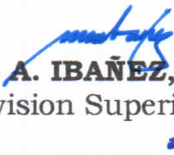
Batch	Dates	Venue	Time
Batch 1	September 23-25, 2025	SOTOGRADE BATANGAS Hotel, Brgy. Manghinao I, Bauan, Batangas	8:00 – 5:00 PM (Registration starts at 7 AM- 8AM)
Batch 2	September 30 to October 2, 2025	SOTOGRADE BATANGAS Hotel, Brgy. Manghinao I, Bauan, Batangas	8:00 – 5:00 PM (Registration starts at 7 AM- 8AM)

b. Participants are instructed to bring laptop, copy of MOOE Cash Disbursement Register (non-IU) and Disbursement Journal, Cash Disbursement Record (IU) from January to August 2025.



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2. The workshop aims to strengthen and enhance the skills and competencies of school-based non-teaching personnel in the Administrative and Financial processes in order to sustain the efficient and effective delivery of Basic Education Support Services in accordance with the DepEd five-point Agenda which advocates for an enabling learning environment, and prioritizing the welfare of teachers and learners.
3. Refer to the enclosures of List of Participants, Program Activity Implementation Plan, and the Program Management Team/Training Management Structure/Committees for your guidance. This memorandum shall serve as the travel order of all the participants, Program Management Team and Committee enlisted in the enclosures.
4. Target participants are Non-Teaching Personnel who responded in the survey for the learning and development. Registration fee inclusive of meals and accommodation and travel expenses of SDO personnel are chargeable to division office MOOE while registration fee and travel expenses of school personnel are chargeable to school MOOE subject to existing accounting and auditing rules and regulations.
5. For concerns and queries you may email us at sdobatangas.records@deped.gov.ph.
6. Immediate dissemination and compliance on this memorandum is enjoined.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent

Encl.: As stated

Reference: N/A

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

Issuances-Division Memorandum

IGG/ WORKSHOP ON THE ADMINISTRATIVE AND FINANCIAL OPERATIONS FOR SCHOOL-BASED NON-TEACHING PERSONNEL
R2-146041/September 17, 2025



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Attachment B

Title of the Activity:

**WORKSHOP ON THE ADMINISTRATIVE AND FINANCIAL OPERATIONS FOR
SCHOOL-BASED NON-TEACHING PERSONNEL**

Inclusive Dates/Time: **BATCH 1: September 23-25, 2025 8:00AM-5:00PM**

Venue: **SOTOGRADE BATANGAS HOTEL**

LIST OF PARTICIPANTS

	NAME	SEX	SUB-OFFICE	POSITION	Accommodation
1	AUREA H. ENRIQUEZ	Female	AGONCILLO	ADAS-III	Live-in
2	ALMA S. VILLANUEVA	Female	AGONCILLO	ADAS-II	Live-in
3	MARK LOUIE T. MALALUAN	Male	AGONCILLO	ADAS-II	Live-out
4	MICHELLE G. JASA	Female	ALITAGTAG	ADAS-II	Live-in
5	ROXAN ADALIN PANALIGAN	Female	ALITAGTAG	ADAS-II	Live-in
6	YOLANDA L. GUTIERREZ	Female	ALITAGTAG	ADAS-III	Live-in
7	Rhodora A. Magalona	Female	BALAYAN EAST	ADAS-II	Live-in
8	JOAN D. ILAO	Female	BALAYAN EAST	ADAS-III	Live-out
9	CLAIRE ANTOINETTE A. MAGALONA	Female	BALAYAN EAST	AO-II	Live-in
10	MA. HIYAS T. AYTONA	Female	BALAYAN EAST	AO-II	Live-in
11	MA. EDEN Q. ATIENZA	Female	BALAYAN EAST	AO-II	Live-in
12	Melissa B. Capuyon	Female	BALAYAN EAST	AO-II	Live-in
13	AMIEL LOREN D. ASEREMO	Female	BALAYAN EAST	ADAS-III	Live-out
14	ALAN B. CONSUL	Male	BALAYAN EAST	ADAS-II	Live-in
15	ERICA BIANCA L. BAILE	Female	BALAYAN EAST	AO-II	Live-in
16	ROXANNE JOY A. CANTOS	Female	BALAYAN EAST	AO-II	Live-in
17	PRINCE KENOLY CABINGAN CARUMBA	Male	BALAYAN EAST	AO-II	Live-in
18	MYLA S. MAPANAO	Female	BALAYAN EAST	AO-II	Live-in
19	VENI LIZZA S. MACARAIG	FEMALE	BAUAN WEST	ADAS-III	Live-in
20	JOCELYN P. INAL	FEMALE	BALAYAN WEST	AO-II	Live-out
21	JOYCE ANN MANGUIAT BALDERAMA	Female	BALAYAN WEST	AO-II	Live-out
22	RONALDO D. COMESO	Male	BALAYAN WEST	ADAS-II	Live-in
23	Angela O. De Jesus	Female	BALAYAN WEST	AO-II	Live-in
24	JOHN DHARNELL M. LAYCO	Male	BALAYAN WEST	ADAS-II	Live-out



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25	ELIZABETH M. DIEZMOS	Female	BALAYAN WEST	AO-II	Live-out
26	MARICEL L. LIBATIQUE	Female	BALAYAN WEST	AO-II	Live-out
27	GERVIN B. PUNZALAN	Male	BALAYAN WEST	REGISTRAR I	Live-in
28	APRILYN P. MACALALAD	Female	BALAYAN WEST	ADAS-III	Live-in
29	CELESTE VILLANUEVA CATCHILLAR	Female	BALAYAN WEST	AO-II	Live-out
30	VANESSA D. HALILI	Female	BALAYAN WEST	ADAS-III	Live-out
31	Mary Ann M. Alamag	Female	BALAYAN WEST	ADAS-II	Live-out
32	JORHEL LYNE D. CIRUELAS	Female	BALETE	ADAS-III	Live-in
33	NEMIA B. ROXAS	Female	BALETE	ADAS-II	Live-in
34	IRISH E. CASILA	Female	BALETE	ADAS-II	Live-in
35	Regine G. Cruzat	Female	BAUAN EAST	AO-II	Live-out
36	RUSSEL E. DIMACULANGAN	Female	BAUAN EAST	AO-II	Live-out
37	IVY A. GULEN	Female	BAUAN EAST	AO-II	Live-out
38	MARIA WENDA D. CAUNCA	FEMALE	BAUAN WEST	ADAS-II	Live-out
39	CATHERINE P. MISSION	Female	BAUAN WEST	AO-II	Live-out
40	CHERRY LUZ P. SEMAÑA	Female	BAUAN WEST	ADAS-II	Live-out
41	PEARL MEHARA A. GUINHAWA	Female	BAUAN WEST	ADAS-II	Live-out
42	ALMA AGBAY DIMAIYACAN	Female	BAUAN WEST	REGISTRAR I	Live-out
43	REYNAN G. BAESA	Male	BAUAN WEST	REGISTRAR I	Live-out
44	VIRALYN C. MATIRA	Female	BAUAN WEST	ADAS-III	Live-out
45	MARIA ISABEL D. PATOS	Female	BAUAN WEST	ADAS-II	Live-out
46	DECENA H. CRUZAT	Female	BAUAN WEST	ADAS-II	Live-out
47	JAYSON P. BAGSIT	Male	BAUAN WEST	ADAS-II	Live-out
48	KAREN B. ANADE	FEMALE	CALACA CITY	AO-II	Live-out
49	JANDARIA F. ALVAREZ	FEMALE	CALACA CITY	ADAS-II	Live-in
50	JERICKA D. MIRANDA	FEMALE	CALACA CITY	AO-II	Live-out
51	KAREN GRACE R. DESCALLAR	FEMALE	CALACA CITY	AO-II	Live-in
52	EUSEBIA B. CRUZ	FEMALE	CALACA CITY	ADAS-II	Live-in
53	IRENE M. CASIDSID	Female	CALACA CITY	AO-II	Live-out
54	LADY LEE E. ILAGAN	Female	CALACA CITY	AO-II	Live-out
55	RIO ANN MAREHLLY A. ATIENZA	Female	CALACA CITY	AO-II	Live-out
56	PRINCESS D. ALCAZAR	Female	CALACA CITY	ADAS-II	Live-in
57	CHRISTIAN A. BAYUNGAN	Male	CALACA CITY	AO-II	Live-out
58	JHONAMEL M. DUEÑAS	Female	CALACA CITY	ADAS-III	Live-in
59	VICTORIA M. TENORIO	Female	CALACA CITY	AO-II	Live-out
60	ANABELINDA T. LOYOLA	Female	CALACA CITY	AO-II	Live-out



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61	ANGELICA V. OBING	Female	CALACA CITY	ADAS-II	Live-out
62	CHRISTINE A. ALLONES	Female	CALACA CITY	AO-II	Live-in
63	VANILYNE B. DELOS REYES	Female	CALACA CITY	AO-II	Live-out
64	MERRY GRACE M. ARENAS	Female	CALACA CITY	AO-II	Live-in
65	MARIA CECILIA D. ESGUERRA	Female	CALACA CITY	ADAS-III	Live-in
66	Rowena V. Garcia	Female	CALACA CITY	AO-II	Live-in
67	JINKY E. OBRADOR	Female	CALACA CITY	AO-II	Live-in
68	MA. CARLA C. ATIENZA	Female	CALACA CITY	AO-II	Live-out
69	ANABEL J. OLAZO	Female	CALACA CITY	ADAS-II	Live-in
70	FLORLEN P. ILAGAN	Female	CALACA CITY	AO-II	Live-in
71	KEVIN IAN ALBERT P. BUKIS	Male	CALACA CITY	ADAS-II	Live-out
72	IRENE A. TUMBAGA	Female	CALACA CITY	REGISTRAR I	Live-out
73	Sheree Lynne A. Mercado	Female	CALACA CITY	ADAS-III	Live-in
74	JOYCE LEZETTE CASTILLO MATALOG	Female	CALACA CITY	AO-II	Live-in
75	MARILOU V. ALAMAG	Female	CALACA CITY	ADAS-II	Live-out
76	LILIETH A. PATULOT	Female	CALACA CITY	ADAS-II	Live-in
77	JOANNA MARIE D. PADILLA	Female	CALACA CITY	AO-II	Live-in
78	VIVIAN C. ARENAS	Female	CALACA CITY	AO-II	Live-in
79	MARIA CHARIDEL A. BAUTISTA	Female	CALACA CITY	AO-II	Live-in
80	RUNELEAH N. CHAC-IP	Female	CALACA CITY	AO-II	Live-in
81	MARIA KATHRENA P. MATALOG	Female	CALACA CITY	AO-II	Live-in
82	ALAINE G. CAYABAN	FEMALE	CALATAGAN	ADAS-II	Live-out
83	ELMA S. MACARAIG	Female	CALATAGAN	ADAS-III	Live-in
84	CLARENCE A. VILLARIN	Female	CALATAGAN	ADAS-II	Live-in
85	LORELIE U. ESGUERRA	Female	CALATAGAN	AO-II	Live-in
86	JENNIFER B. BALANI	Female	CALATAGAN	AO-II	Live-in
87	LEANDRA M. JOSON	Female	CALATAGAN	REGISTRAR I	Live-in
88	MYLENE B. CASTILLO	Female	CALATAGAN	AO-II	Live-in
89	SHERRY D. LIGAN	Female	CALATAGAN	AO-II	Live-in
90	LALLY MARIE M. ELEFANTE	Female	CALATAGAN	AO-II	Live-in
91	CYRELL ANN S. RAFANAN	FEMALE	CALATAGAN	AO-II	Live-out
92	MARISSA E. CAUNCERAN	Female	CALATAGAN	AO-II	Live-in
93	EARL SHEEN A. CARANDANG	Male	CALATAGAN	AO-II	Live-in
94	ANALIZA M. CARCUSIA	Female	CALATAGAN	ADAS-II	Live-in
95	ALBERTO C. BELTRAN	Male	CALATAGAN	AO-II	Live-in
96	JANE ROSE B. BALINTON	Female	CALATAGAN	AO-II	Live-in
97	ESTELA E. ANZALDO	Female	CALATAGAN	AO-II	Live-in
98	ROWENA A. SAMANIEGO	Female	CALATAGAN	AO-II	Live-in



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99	MICAELA A. INCILAN	Female	CALATAGAN	ADAS-II	Live-in
100	ANGELENE M. TORRES	Female	CUENCA	ADAS-II	Live-in
101	DIANA LYN A. ANDUZON	Female	IBAAN	ADAS-II	Live-in
102	DIANE LOUISE M. ELMIDO	Female	IBAAN	ADAS-III	Live-in
103	IRENE C. ANDAL	Female	IBAAN	ADAS-II	Live-in
104	MYRA B. DE VILLA	FEMALE	LAUREL	AO-II	Live-in
105	Dyan A. Ramos	Female	LAUREL	ADA-IV	Live-in
106	CHERVIN JOHN C. LANTING	Male	LAUREL	ADAS-II	Live-out
107	RALYN B. AMUTAN	FEMALE	LAUREL	ADA-IV	LIVE-IN
108	PACITA M. GARDIOLA	Female	LAUREL	AO-II	Live-out
109	ANA THERESA C. AFRICA	FEMALE	LEMERY	ADAS-III	Live-in
110	MELWE P. AGUADO	FEMALE	LEMERY	ADAS-II	Live-in
111	KAROLINE JOYCE V. PEDRAZA	Female	LEMERY	AO-II	Live-out
112	GERRARD GIO D. MAGNAYE	Male	LEMERY	AO-II	Live-out
113	SHERLENE P. MASONGSONG	Female	LEMERY	AO-II	Live-out
114	SHELLA MAE R. MACATANGAY	Female	LEMERY	AO-II	Live-out
115	ANTJE VERON R. BRUCE	Female	LEMERY	AO-II	Live-out
116	NIÑA L. FLORALDE	Female	LEMERY	AO-II	Live-out
117	NORABEL S. DE ROXAS	Female	LEMERY	ADAS-III	Live-out
118	OLIVER VILLALOBOS CASTILLO	Male	LEMERY	ADAS-III	Live-out
119	MERRYCLAIR V. BRUCE	Female	LEMERY	ADAS-II	Live-out
120	NONIELYN B. VILLALOBOS	Female	LEMERY	AO-II	Live-in
121	MARY LIZA L BANAAG	Female	LEMERY	ADAS-II	Live-in
122	Gimbie Villalobos Razon	Female	LEMERY	AO-II	Live-in
123	GLADIES R. DE CASTRO	Female	LEMERY	AO-II	Live-in
124	LAIZA MARIE A. GARCIA	Female	LEMERY	AO-II	Live-out
125	MA. VIANCA MARRIZ A. MOTOL	Female	LEMERY	AO-II	Live-in
126	MARIA LYN M. MULINGTAPANG	Female	LEMERY	AO-II	Live-out
127	ALYSSA G. ANTONIO	Female	LEMERY	ADAS-II	Live-out
128	ANALIZA G. CASTILLO	Female	LEMERY	ADAS-II	Live-out
129	Jemielyn A. Moreto	Female	LEMERY	AO-II	Live-in
130	IRENE V. MALAPITAN	Female	LEMERY	AO-I	Live-out
131	JOSEPH FRANK I. VALDEZ	Male	LEMERY	AO-II	Live-out
132	MARIA SHAME C. ALCARAZ	Female	LEMERY	AO-II	Live-out
133	NORABEL A. BALITAAN	Female	LEMERY	AO-II	Live-in
134	JAN RENDELL D. MACALALAD	Male	LEMERY	ADAS-II	Live-in
135	SEVILLA R. MARASIGAN	Female	LEMERY	AO-II	Live-in



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136	COLEEN ANGELICA V. BALASBAS	Female	LEMERY	AO-II	Live-in
137	ELENITA B. RIVALDO	Female	LIAN	AO-II	Live-in
138	JOANNE B DE LOS REYES	Female	LIAN	ADAS-III	Live-in
139	MON VERGEL M. MALINAY	Male	LIAN	AO-II	Live-out
140	Alfred L. Austria	Male	LIAN	ADAS-II	Live-in
141	MARY JANE MIGUEL ABELLERA	Female	LIAN	AO-II	Live-in
142	JEFFREY C. MAGBOO	Male	LIAN	AO-II	Live-in
143	REGINE M. BAYLOSIS	Female	LIAN	AO-II	Live-out
144	DARWIN C. ANDAL	Male	LIAN	AO-II	Live-out
145	ALEJO MARVIN O ANTIG	Male	LIAN	AO-II	Live-out
146	JOHN MIKE M. ALMANZOR	Male	LIAN	ADAS-II	Live-in
147	MARK C DAVID	Male	LIAN	ADAS-II	Live-in
148	MARYANN L. ESCALONA	Female	LIAN	AO-II	Live-in
149	RYAN B. VERGARA	Male	LIAN	ADAS-II	Live-out
150	RUTH C. CUASAY	Female	LIAN	AO-II	Live-out
151	Salumita M. Gasta	Female	LIAN	ADAS-III	Live-in
152	ANGELINA A. CASTILLO	Female	MABINI	ADAS-III	Live-out
153	NONETTE D. GARCIA	Female	MABINI	ADAS-II	Live-out
154	CAROLYN C. CHAVEZ	Female	MABINI	ADAS-II	Live-out
155	JUDITH B. AGILLON	Female	MABINI	REGISTRAR I	Live-out
156	MICHELLE VARGAS PACIA	Female	MALVAR	ADAS-III	Live-in
157	JAYSON ASEBO MARALIT	Male	MALVAR	ADAS-II	Live-out
158	DONALYN R. PARAN	Female	MATAASNAKAHO Y	ADAS-II	Live-in
159	MENCY P. BATIOCO	Female	MATAASNAKAHO Y	ADAS-II	Live-in
160	VICTORIA C. TAÑEDO	Female	MATAASNAKAHO Y	ADAS-III	Live-in
161	ROMMEL B. PELO	MALE	NASUGBU EAST	REGISTRAR I	Live-out
162	MARCOS R. BUHAYIN	MALE	NASUGBU EAST	ADAS-II	Live-out
163	CARMELA BEROIN BERNALES	FEMAL E	NASUGBU EAST	ADAS-II	Live-out
164	LUZVIMINDA G. GAA	FEMAL E	NASUGBU EAST	ADAS-II	Live-in
165	MELISSA A. BAGUNU	Female	NASUGBU EAST	AO-II	Live-out
166	NADETH DONES ESCOBAL	Female	NASUGBU EAST	AO-II	Live-in
167	KATHERINE D. DE PADUA	Female	NASUGBU EAST	ADAS-III	Live-in
168	ROSEL A. GUYAGON	Female	NASUGBU EAST	ADAS-II	Live-out
169	REGINA AGNES P. CERRADO	Female	NASUGBU EAST	AO-II	Live-in
170	MA. VICTORIA A. CASABAR	Female	NASUGBU EAST	AO-II	Live-out
171	MARY JOY P. CUDIAMAT	Female	NASUGBU EAST	ADAS-II	Live-out



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172	LIBERTY V. ENRIQUEZ	FEMAL E	LEMERY	REGISTRAR -I	Live-in
173	KENT MATTHEW M. CAPOY	Male	NASUGBU EAST	ADAS-II	Live-out
174	CHERRY GRACE D. EROLIN	Female	NASUGBU EAST	ADAS-II	Live-out
175	JOHN CARLO A. GONZALES	Male	NASUGBU EAST	AO-II	Live-out
176	MEL ROSE C. ILAO	Female	NASUGBU EAST	AO-II	Live-in
177	NORIEL RICARDO B. LLORIN	Male	NASUGBU EAST	AO-II	Live-in
178	EUFACIA P. SORIAGA	Female	NASUGBU EAST	AO-II	Live-in
179	ROSE ANN P. BAYANI	Female	NASUGBU EAST	ADAS-III	Live-in
180	YOLANDA R. VICENTE	Female	NASUGBU EAST	ADAS-II	Live-out
181	CHRISTINE KARLA M. RIVERA	Female	NASUGBU EAST	ADAS-II	Live-out
182	ANABELLE R. RODRIGUEZ	Female	NASUGBU EAST	ADAS-II	Live-out
183	MARY JOYCE S. BOBADILLA	FEMAL E	NASUGBU EAST	ADAS-II	Live-out
184	APRIL M. BUSILIG	Female	NASUGBU EAST	ADAS-II	Live-out
185	GERALDINE D. VILLAGONZALO	Female	NASUGBU EAST	ADAS-II	Live-in
186	KRISTINE ABEGAIL P. BAUTISTA	Female	NASUGBU EAST	ADAS-II	Live-out
187	EMANUELLE A. CATALAN	Male	NASUGBU EAST	AO-II	Live-in
188	MARHUEN IRIS A. DE LA CRUZ	Female	NASUGBU EAST	AO-II	Live-in
189	KIMBERLY D. BENTIR	Female	NASUGBU EAST	AO-II	Live-in
190	LARA JANE N. TRIVINIO	FEMAL E	NASUGBU WEST	ADAS-II	Live-out
191	NORVIN I. BARRIOS	Male	NASUGBU WEST	AO-II	Live-in
192	RHEA ROSE N. DE SAGUN	Female	NASUGBU WEST	ADAS-III	Live-in
193	VICTORIA V. IRESARE	Female	NASUGBU WEST	AO-II	Live-in
194	RENZO C. BAYANI	Male	NASUGBU WEST	ADAS-II	Live-in
195	DAN ALBERT B. RODRIGUEZ	Male	NASUGBU WEST	AO-II	Live-out
196	BENITA CASTUCIANO AIDASANI	Female	NASUGBU WEST	AO-II	Live-in
197	MARIA TRISHA MAY B. PUNZALAN	Female	NASUGBU WEST	AO-II	Live-in
198	MARGARITA M. QUINLAT	Female	NASUGBU WEST	REGISTRAR I	Live-out
199	LARA MARGARET B. BARDINAS	Female	NASUGBU WEST	AO-II	Live-in
200	FLORABELLE C. MATIAS	Female	NASUGBU WEST	AO-II	Live-in
201	PRECIOUS ANN R. CALIMAG	Female	NASUGBU WEST	ADAS-II	Live-in



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202	JONNAFE D SEGUNIAL	Female	NASUGBU WEST	ADAS-III	Live-in
203	RAMIL L. SERNA	Male	NASUGBU WEST	ADAS-II	Live-in
204	JOSEPHINEM. APOLONIA	Female	NASUGBU WEST	AO-II	Live-in
205	MICHELLE F. TESALONA	Female	NASUGBU WEST	AO-II	Live-in
206	KIMUEL C. BRIONES	MALE	PADRE GARCIA	AO-II	Live-out
207	MYLA D. MAGUNDAYAO	Female	PADRE GARCIA	AO-II	Live-out
208	MERELYN A. DELGADO	Female	PADRE GARCIA	AO-II	Live-out
209	ARLENE T. LATAG	Female	PADRE GARCIA	ADAS-II	Live-out
210	YASMINE L. DE SILVA	Female	PADRE GARCIA	ADAS-II	Live-out
211	YBETTE KRISTINE E. ESGUERRA	Female	PADRE GARCIA	ADAS-III	Live-out
212	PRINCESS JUVY A. TOLENTINO	Female	PADRE GARCIA	ADAS-III	Live-in
213	REA JANE ROSUELO DE TORRES	Female	ROSARIO EAST	REGISTRAR I	Live-out
214	RAMIR JOHN CAMATIS	Male	ROSARIO EAST	ADAS-III	Live-in
215	NIÑO D. ZAVALLA	Male	ROSARIO EAST	ADAS-II	Live-in
216	SHIERLY I. RABANO	Female	ROSARIO EAST	AO-II	Live-out
217	LEXTER C. PATUPAT	Male	ROSARIO EAST	ADAS-II	Live-in
218	ANNABELLE R. VANGUARDIA	FEMAL E	ROSARIO EAST	ADAS-II	Live-in
219	KRYSTELLE MAE F. SARDEA	FEMAL E	ROSARIO WEST	ADAS-II	Live-in
220	JHONA C. REYES	FEMAL E	ROSARIO WEST	ADAS-III	Live-in
221	NORIE C. ACLAN	FEMAL E	ROSARIO WEST	ADAS-II	Live-in
222	Maria Katrina A. Raz	Female	SAN JOSE	ADAS-II	Live-out
223	JOANNA MARIE D. FONTE	Female	SAN JOSE	ADAS-II	Live-out
224	PAUL ANGELO A. RESURRECCION	Male	SAN JOSE	ADAS-II	Live-out
225	ANNABELLE ESCAREZ SELGA	Female	SAN JOSE	AO-II	Live-out
226	LICERIA D. CHUA	Female	SAN JOSE	ADAS-III	Live-in
227	MARIA LEAH B. RAMOS	Female	SAN JUAN EAST	AO-II	Live-in
228	CARLA MAY S. CUASAY	FEMAL E	SAN JUAN EAST	ADAS-II	Live-in
229	MIA JASMIN SALAPARE MANGUERRA	Female	SAN JUAN EAST	ADAS-III	Live-in
230	ALJUNE R. MENDOZA	Male	SAN JUAN EAST	AO-II	Live-out
231	RINA C. BADAJOS	Female	SAN JUAN EAST	ADAS-III	Live-in
232	ANNABELICA F. BARCELONA	Female	SAN JUAN EAST	ADAS-III	Live-in
233	TRISHIA JOY C. MENDOZA	Female	SAN JUAN EAST	ADAS-III	Live-in
234	MICAELLA M. MAALIHAN	Female	SAN JUAN EAST	ADAS-II	Live-in
235	AMOR A. PANGANIBAN	Female	SAN JUAN EAST	ADAS-II	Live-in



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236	DONNA DINGLASAN CALLEJA	Female	SAN JUAN EAST	ADAS-II	Live-in
237	MARIBEL I. BAGNES	Female	SAN JUAN EAST	ADAS-II	Live-in
238	KAREN JOY T. GAPUNUAN	Female	SAN JUAN WEST	AO-II	Live-out
239	GRACIA M. ANGELES	Female	SAN JUAN WEST	AO-II	Live-in
240	JAYDEE R. DE CASTRO	Female	SAN JUAN WEST	AO-II	Live-out
241	MAREYSSA A. BEBANCO	Female	SAN JUAN WEST	AO-II	Live-out
242	VIOLETA C. CAGALINGAN	Female	SAN JUAN WEST	ADAS-II	Live-in
243	MA. KRISTELA O. ESCALA	Female	SAN JUAN WEST	ADAS-II	Live-in
244	LOVELY ANN H. BALMES	Female	SAN JUAN WEST	ADAS-II	Live-in
245	LOVELY M. MARAMOT	Female	SAN JUAN WEST	ADAS-III	Live-in
246	REBECCA L. DE CHAVEZ	Female	SAN JUAN WEST	ADAS-II	Live-in
247	JUSTIN P. DOLIENTE	Male	SAN JUAN WEST	AO-II	Live-in
248	VANESSA T. BAUTISTA	Female	SAN JUAN WEST	REGISTRAR I	Live-in
249	MARINELO LIRIO E. CORONEL	Male	SAN JUAN WEST	ADAS-III	Live-in
250	MARY ANDRELOU E. ENDAYA	Female	SAN JUAN WEST	ADAS-III	Live-in
251	JENALYN B. ILAGAN	Female	SAN JUAN WEST	ADAS-II	Live-in
252	DYNA A. NATIVIDAD	Female	SAN JUAN WEST	ADAS-II	Live-in
253	JEREMY U. DEL CARMEN	MALE	SAN JUAN WEST	ADAS-III	Live-in
254	RANDY C. UMANDAP	Male	SAN LUIS	ADAS-III	Live-out
255	ALVINSON M. GUBI	MALE	SAN LUIS	AO-II	Live-out
256	FRANCKLYN R. ATIENZA	FEMALE	SAN LUIS	AO-II	Live-out
257	JOYLETH G. ACASIO	Female	SAN LUIS	ADAS-III	Live-in
258	GRACIA J. BELINO	Female	SAN LUIS	ADAS-II	Live-in
259	MAGDALENO D. TALLEDO	Male	SAN LUIS	ADAS-II	Live-in
260	MARICRIS M. DESEMBRANA	Female	SAN LUIS	ADAS-III	Live-in
261	ALLAN U. DIMAANO	MALE	SAN NICOLAS	ADAS-II	Live-in
262	ROGER A. PANALIGAN	MALE	SAN NICOLAS	ADAS-III	Live-in
263	RONALD P. DE VILLA	Male	SAN NICOLAS	ADAS-II	Live-in
264	JENEFER G. DE LEON	FEMALE	SAN PASCUAL	ADAS-II	Live-out



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265	RHENE A. BOONGALING	FEMAL E	SAN PASCUAL	ADAS-II	Live-out
266	MELO JEAN B. CANTOS	Female	SAN PASCUAL	ADAS-II	Live-out
267	RESTYN JOYCE L. CARIDO	Female	SAN PASCUAL	ADAS-II	Live-in
268	ROWENA M. HOLGADO	Female	SAN PASCUAL	ADAS-III	Live-out
269	MAUREEN D. MALALUAN	Female	SAN PASCUAL	ADAS-III	Live-in
270	RYSSHER RAE M. ESTANDARTE	FEMAL E	STA. TERESITA	ADAS-II	Live-out
271	ARIANE JOY N. MENDOZA	FEMAL E	STA. TERESITA	ADAS-II	Live-out
272	BABY ALMA D. MAGBOJOS	FEMAL E	STA. TERESITA	ADAS-II	Live-out
273	JENALYN S. DE VILLA	Female	STA. TERESITA	ADAS-III	Live-in
274	Alice B. Umandap	Female	TAAL	AO-II	Live-out
275	MARGIE L. MENDOZA	FEMAL E	TAAL	AO-II	Live-out
276	KAREN A. CATAPAT	FEMAL E	TAAL	ADAS-II	Live-out
277	NOEMI L. CUASAY	Female	TAAL	AO-II	Live-out
278	SUNSHINE F. EMANO	Female	TAAL	AO-II	Live-out
279	NIKKI DIANNE V. MALABANAN	Female	TAAL	AO-II	Live-out
280	PRINCESS V CUENTO	Female	TAAL	AO-II	Live-out
281	KHAREN P. BROSOTO	Female	TAAL	AO-II	Live-out
282	RHEA E. LANDICHO	Female	TAAL	ADAS-III	Live-out
283	JAYVEE B. PAGKALIWAGAN	Male	TAAL	REGISTRAR I	Live-out
284	PRINCESS MAE V. REYES	Female	TAAL	ADAS-II	Live-out
285	EMJAYCE PEARL E. HERNANDEZ	Female	TAAL	AO-II	Live-out
286	DIANALYN M. CARANDANG	Female	TAAL	ADAS-II	Live-out
287	Vanessa Rose L. Vergara	Female	TAAL	AO-II	Live-out
288	LIEZL A. CONCEPCION	Female	TAAL	AO-II	Live-out
289	ANNALYN S. ALCARAZ	Female	TAAL	AO-II	Live-out
290	ADONIS ABRIL M. MANAD	Male	TAAL	AO-II	Live-out
291	LORENA ATIENZA DE RAMOS	Female	TAAL	AO-II	Live-out
292	MALOU M. PASILAN	Female	TAAL	ADAS-III	Live-in
293	ROSALYN L. CAPONPON	FEMAL E	TAYSAN	ADAS-II	Live-in
294	RUTH E. BANAAG	FEMAL E	TAYSAN	ADAS-II	Live-in
295	SHIELA P. COMIA	Female	TAYSAN	ADAS-II	Live-in
296	MICHELLE ANGELA C. PEREZ	Female	TAYSAN	ADAS-III	Live-in
297	VANESSA RIZELLE D. MACUHA	Female	TINGLOY	ADAS-III	Live-in
298	OLIVIA D VILLANUEVA	Female	TINGLOY	ADAS-II	Live-in
299	FIEL MARIE F. LUZON	Female	TINGLOY	ADAS-II	Live-in



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300	KRISZARA MARIE A. MANDANAS	Female	TUY	AO-II	Live-in
301	MA. ANDREA A. ALDAY	Female	TUY	AO-II	Live-out
302	JOLLIE ANN S. AVEJERO	Female	TUY	AO-II	Live-in
303	ANGELO P. LIWAG	Male	TUY	AO-II	Live-in
304	RAVEN R. VALENCIA	Female	TUY	AO-II	Live-in
305	MARY ANGELYN B RAÑOLA	Female	TUY	AO-II	Live-in
306	MARIA KIMBERLY R. ATIENZA	Female	TUY	AO-II	Live-in
307	LERISSA A. AGQUIZ	Female	TUY	ADAS-II	Live-in
308	HENRY L. MENDOZA	Male	TUY	AO-II	Live-in
309	APRIL MAE A. DE JESUS	Female	TUY	AO-II	Live-out
310	DIANALEE E. SABIDA	Female	TUY	AO-II	Live-out
311	JENNEFER C. GUEVARRA	Female	TUY	AO-II	Live-in
312	SHAROLYN DE SAGUN PUNZALAN	Female	TUY	AO-II	Live-in
313	RODIELYN V. ROSALES	Female	TUY	AO-II	Live-out
314	RHONNEL I. MAGYAYA	Male	TUY	ADAS-II	Live-out
315	JENNIFER S. CORTEZ	Female	SDO ACCOUNTING	ADAS-III	Live-out
316	ELLEN C. DUAY	Female	SDO ACCOUNTING	ADAS-III	Live-out
317	ALYSSA L. FLORES	Female	SDO ACCOUNTING	ADAS-III	Live-out
318	MARIA AVEGAIL M. ISLA	Female	SDO ACCOUNTING	ADAS-III	Live-out
319	HELEN GREECE A. AXALAN	Female	SDO ACCOUNTING	ADAS-III	Live-out
320	CLARIZZA TUALLA TUY	Female	SDO ACCOUNTING	ADAS-III	Live-out
321	ANGELU A. CATAPAT	Female	SDO ACCOUNTING	ADAS-III	Live-out
322	EUREKA SHANE ALPHA P. BOOL	Female	SDO ACCOUNTING	ADAS-III	Live-out
323	DONALYN M. DIMAANO	Female	SDO ACCOUNTING	ADAS-III	Live-out
324	JHECE MAE C. AGELION	Female	SDO ACCOUNTING	ADAS-II	Live-out
325	ESMERALDA C. CUENCA	Female	SDO ACCOUNTING	ADAS-III	Live-out
326	MARIA CECILIA L. HERNANDEZ	Female	SDO ACCOUNTING	ADAS-III	Live-out



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Attachment B

Title of the Activity:

**WORKSHOP ON THE ADMINISTRATIVE AND FINANCIAL OPERATIONS FOR
SCHOOL-BASED NON-TEACHING PERSONNEL**

Inclusive Dates/Time: **BATCH 2: September 30 to October 2, 2025 8:00AM-5:00PM**

Venue: **SOTOGRADE BATANGAS HOTEL**

LIST OF PARTICIPANTS

	NAME	Sex	Sub-Office	Position	Accommodation
1	JOHN HENDRIX A. PARADERO	Male	AGONCILLO	ADAS-III	Live-out
2	LAWRENCE G. DE ROXAS	Male	AGONCILLO	REGISTRAR 1	Live-in
3	ROSARIO P. MANGROBANG	Female	AGONCILLO	AO-II	Live-in
4	RENIE C. HERNANDEZ	Male	AGONCILLO	AO-II	Live-out
5	JINNO RAFAEL A MALABANAN	Male	AGONCILLO	AO-II	Live-out
6	CYRELL A. SERRANO	Female	AGONCILLO	AO-II	Live-out
7	CARINA C. GUMAPAC	Female	AGONCILLO	AO-II	Live-out
8	Larry G. Mendoza	Male	AGONCILLO	ADAS II	Live-out
9	JESSEL MAY E. BUÑO	Female	AGONCILLO	AO-II	Live-out
10	MA. MARIET D. SOLIS	Female	AGONCILLO	AO-II	Live-out
11	MELANIE B. ALILIO	Female	AGONCILLO	ADAS-III	Live-out
12	MARIA VICTORIA U. ARCEO	Female	AGONCILLO	ADAS-II	Live-in
13	NIÑA MARAH M. MALABANAN	Female	AGONCILLO	ADAS-II	Live-out
14	KATLEEN R. MARASIGAN	Female	AGONCILLO	AO-II	Live-out
15	RHICA MICHELLE C. CANELA	Female	AGONCILLO	AO-II	Live-out
16	JOSIE G. GUBI	Female	ALITAGTAG	AO-II	Live-out
17	JERRA DENISE S. MEA	Female	ALITAGTAG	AO-II	Live-out
18	MARIFIE B. GAMBON	Female	ALITAGTAG	AO-II	Live-out
19	VENERANDA B. DEL MUNDO	Female	ALITAGTAG	ADAS-II	Live-out
20	WILMA C. CASTILLO	Female	ALITAGTAG	ADAS-II	Live-out
21	MARY GRACE A. SISCAR	Female	ALITAGTAG	ADAS-II	Live-out
22	KEIZYLEN S. APOSTOL	Female	ALITAGTAG	AO-II	Live-out
23	MARIA ELOISA O. HERNANDEZ	Female	BALAYAN EAST	ADAS-II	Live-out
24	BENEDICT B. AFRICA	Male	BALAYAN EAST	ADAS-III	Live-in
25	GERVIN B. PUNZALAN	Male	BALAYAN WEST	REGISTRAR I	Live-in



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26	AILEEN A. MATIBAG	FEMALE	BALETE	AO-II	Live-out
27	EUNICE V. UNICO	FEMALE	BALETE	AO-II	Live-in
28	KRISZEL ANN M. EDUARDO	Female	BALETE	AO-II	Live-in
29	SHEENA MAE B. BRIONES	Female	BALETE	AO-II	Live-in
30	NIKKA MAYA DIMAYUGA	Female	BALETE	ADAS-III	Live-in
31	NOEME ARADA AGUILA	Female	BALETE	ADAS-III	Live-in
32	AVELINO M. MORCILLA	MALE	BALETE	AO-II	Live-in
33	BRIANIL C. PRADO	FEMALE	BAUAN EAST	ADAS-III	Live-out
34	JEFFREY V. RABINO	Male	BAUAN EAST	AO-II	Live-out
35	MAY E. ESCALONA	Female	BAUAN EAST	AO-II	Live-out
36	MA. FATIMA A. MERCADO	Female	BAUAN EAST	AO-II	Live-out
37	ELAINE MAE B. ESCALONA	Female	BAUAN EAST	ADAS-II	Live-out
38	MARIAN A. PAPIO	Female	BAUAN WEST	AO-II	Live-out
39	DONABEL E. HERRERA	Female	BAUAN WEST	AO-II	Live-out
40	MELANIE B. TORRES	Female	BAUAN WEST	AO-II	Live-out
41	JENNIFER P. DRIZ	Female	BAUAN WEST	ADAS-III	Live-in
42	RHONA A. DOLOR	Female	BAUAN WEST	AO-II	Live-out
43	Romer M. Olan	Male	BAUAN WEST	AO-II	Live-out
44	LIEZEL R. DE CHAVEZ	Female	BAUAN WEST	AO-II	Live-out
45	NYDIA C. DIÑO	Female	BAUAN WEST	ADAS-III	Live-out
46	JOBELLE ANNE G. NOCHE	Female	BAUAN WEST	AO-II	Live-out
47	LOUISE ELAINE M. Napeñas	Female	BAUAN WEST	AO-II	Live-out
48	WENALYN A. TATLONGHARI	Female	BAUAN WEST	AO-II	Live-out
49	SONIE A. CONCEPCION	Female	BAUAN WEST	AO-II	live-out
50	VERONICA JOYCE B. COZ	Female	CALATAGAN	AO-II	Live-in
51	REGINO C. PLATA JR.	Male	CALATAGAN	AO-II	Live-in
52	JANETH M. TUNGOL	Female	CALATAGAN	ADAS-II	Live-in
53	IMEE E. BAUYON	Female	CALATAGAN	ADAS-III	Live-in
54	ALYSSA T. PALMA	Female	CUENCA	ADAS-III	Live-out
55	ROSENIE O. CANTUBA	Female	CUENCA	AO-II	Live-out
56	DEAN MICHAEL L. BUENVIAJE	Male	CUENCA	ADAS-II	Live-out
57	ALONA O. MARCOS	Female	CUENCA	ADAS-III	Live-in
58	MARISSA B. ATIENZA	Female	CUENCA	AO-II	Live-out
59	SHARON J. VIDANES	Female	CUENCA	ADAS-III	Live-out
60	MA. SHANEEN C. AGUILA	Female	CUENCA	AO-II	Live-out
61	ANNA MARIE P. DE CHAVEZ	Female	CUENCA	ADAS-II	Live-out
62	JANEISA E. MORTEL	Female	CUENCA	AO-II	Live-out
63	JUDITH C. MANALO	Female	CUENCA	AO-II	Live-out
64	MAVEL S. PAYGANE	Female	CUENCA	AO-II	Live-out
65	MARY ANN M. DE LA PENA	Female	CUENCA	REGISTRAR I	Live-out
66	JULIA M. MALABAG	Female	CUENCA	ADAS-II	Live-out



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67	MECAELA L. BELO	Female	CUENCA	AO-II	Live-out
68	JENEFER B. TALAIN	Female	CUENCA	AO-II	Live-out
69	JEMIE LEUVINA J. MAGBUHAT	Female	CUENCA	AO-II	Live-out
70	CLARISSA ANNE S. REYES	Female	CUENCA	AO-II	Live-out
71	JENNIFER L. MONTENEGRO	Female	CUENCA	AO-II	Live-out
72	CYREN GRACE C. RAMIREZ	Female	IBAAN	AO-II	Live-out
73	JOSIE B. AGUILA	FEMALE	IBAAN	AO-II	Live-out
74	SHENA LYN P. GARCIA	Female	IBAAN	REGISTRAR I	Live-in
75	IVANNE VIA ROYCE A. FORMELOZA	Female	IBAAN	ADAS-II	Live-in
76	ARIEL F. CASTAÑEDA	MALE	IBAAN	AO II	LIVE OUT
77	ELENA Q. ESGUERRA	Female	IBAAN	AO-II	Live-out
78	ANGELOU A. MASAKAYAN	Female	IBAAN	AO-II	Live-out
79	ABEGAIL C. ESTIOCO	Female	IBAAN	AO-II	Live-out
80	JOANNE G. MANAD	Female	IBAAN	AO-II	Live-out
81	ARLENE F. CASTAÑEDA	Female	IBAAN	AO-II	Live-out
82	REGIE TEJADA DE OCAMPO	Female	IBAAN	AO-II	Live-out
83	JOY I. LANTING	FEMALE	LAUREL	REGISTRAR I	Live-in
84	MARK JOSEPH C. CANTA	Male	LAUREL	AO-II	Live-in
85	CYRILL ANN HERSEY H. ORTILLA	Female	LAUREL	AO-II	Live-out
86	JONA MAY C. LANDICHO	Female	LAUREL	AO-II	Live-out
87	NELLY JOY D. MARASIGAN	Female	LAUREL	AO-II	Live-out
88	SHIRLY M. VILLANUEVA	Female	LAUREL	AO-II	Live-in
89	LUCY A. DINGLASAN	Female	LAUREL	AO-II	Live-in
90	LUVY-LYN D. MARANAN	Female	LAUREL	AO-II	Live-out
91	JOYCE S HOLGADO	Female	LAUREL	ADAS-III	Live-out
92	ROI JULLO C. LANTING	Male	LAUREL	AO-II	Live-in
93	RACHEL ANNE L. CALINISAN	Female	LAUREL	AO-II	Live-in
94	ARLYN L. UMANDAP	Female	LAUREL	ADAS-II	Live-out
95	LANA BIANCA L. DELOS REYES	Female	LAUREL	AO-II	Live-in
96	ABEGAIL H. GAGALANG	Female	LAUREL	AO-II	Live-in
97	ARVIN E. BARRION	Male	LAUREL	AO-II	Live-out
98	LAARNI R. GABALES	Female	LAUREL	AO-II	Live-in
99	IREEN C. AMUTAN	Female	LAUREL	ADAS-II	Live-in
100	ANGELICA A. GENIL	Female	LAUREL	ADA-I	Live-in
101	LORYLYN M. BUTARDO	FEMALE	LEMERY	ADAS-II	Live-in
102	CHRISTIAN MARK M. GAGALAC	Male	LEMERY	ADAS-III	Live-in
103	JOHN RUSSEL C. MAGSINO	Male	LEMERY	AO-II	Live-in
104	DAISY H. PEJI	Female	LIAN	ADAS-II	Live-in
105	MARJORIE C. GARCIA	Female	LIAN	AO-II	Live-in
106	DEXTER B. LEYNES	Male	LIAN	ADAS-III	Live-in



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107	KELVIN E. DATA	Male	LIAN	AO-II	Live-in
108	BLESSY FAITH C. RODRIGUEZ	Female	LIAN	AO-II	Live-out
109	SHIELA MARIE ENRIQUEZ	Female	CALATAGAN	ADAS-III	Live-out
110	VERONICA E. BEREDO	FEMALE	LOBO	AO-II	Live-out
111	ALVIN A. GARCIA	Male	LOBO	AO-II	Live-in
112	ARLENE D. GUSTO	Female	LOBO	ADAS-II	Live-in
113	MA. LOVELLA A. SANCHEZ	Female	LOBO	AO-II	Live-in
114	ASHLY ANDRAE A. AUSTRIA	Female	LOBO	ADAS-II	Live-in
115	ARMANDO D ORIG JR	Male	LOBO	AO-II	Live-in
116	LOUIE ANN BACAY ABDON	Female	LOBO	AO-II	Live-out
117	ROBELYN L RAMIREZ	Female	LOBO	ADAS-III	Live-out
118	OLIVER C. OLIVA	Male	LOBO	ADAS-II	Live-in
119	VICTORIA D. ARAJA	Female	LOBO	REGISTRAR I	Live-in
120	CATHERINE L. BOONGALING	Female	LOBO	AO-II	Live-out
121	JONETTE A. BALMES	Female	LOBO	AO-II	Live-out
122	RUFFA MAE D. DE TORRES	Female	LOBO	AO-II	Live-out
123	LORELYN B. ABDON	Female	LOBO	AO-II	Live-in
124	GERLIE C. NERI	Female	LOBO	AO-II	Live-in
125	JOANNE ANTONETTE A. ATIENZA	Female	LOBO	AO-II	Live-out
126	MARIA LOURDES G. BORBON	Female	LOBO	AO-II	Live-in
127	JUDITH R. IMAN	Female	LOBO	AO-II	Live-in
128	DIONALYN M. CORNEJO	Female	LOBO	ADAS-III	Live-in
129	ROMELYN S. CABRAL	Female	MABINI	ADAS-II	Live-out
130	GLENDA D. JUSI	FEMALE	MABINI	ADAS-II	Live-out
131	JOSEFA B. MAULA-ALDOVINO	FEMALE	MABINI	AO-II	Live-out
132	RONNALYN C. PANOPIO	FEMALE	MABINI	AO-II	Live-out
133	LALAIN D. SACLUTI	Female	MABINI	AO-II	Live-out
134	REYNALYN I. ASILO	Female	MABINI	AO-II	Live-out
135	RONNALYN S. DE CLARO	Female	MABINI	AO-II	Live-out
136	MARICEL G. LUMIBAO	Female	MABINI	AO-II	Live-out
137	MICHELLE B. AZUCENA	Female	MABINI	AO-II	Live-out
138	ROSALIE D. AGUADO	Female	MABINI	AO-II	Live-out
139	AIZA R. MEDRANO	Female	MABINI	AO-II	Live-out
140	JEREMY JENN R. MARASIGAN	Female	MABINI	ADAS-II	Live-out
141	MAURICE KATHERINE S. REYES	Female	MABINI	ADAS-III	Live-out
142	HILDA M. DEL PILAR	Female	MABINI	AO-II	Live-out
143	ODESSA M. AYUB	FEMALE	MALVAR	AO-II	Live-out
144	MARIA FENELLA M. BOLOR	FEMALE	MALVAR	ADAS-II	Live-in
145	MARILYN S. CARINGAL	FEMALE	MALVAR	AO-II	Live-in



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146	ELIZABETH P. ATIENZA	FEMALE	MALVAR	AO-II	Live-in
147	JULIETA C. TASICO	FEMALE	MALVAR	AO-II	Live-in
148	KRISTINE JOY J. MENDOZA	FEMALE	MALVAR	ADAS-II	Live-out
149	AGNES S. LETE	Female	MALVAR	ADAS-III	Live-in
150	CYRES M. CALINAWAN	Female	MALVAR	ADAS-II	Live-in
151	MARK M. AFRICA	Male	MALVAR	AO-II	Live-in
152	JADE NAOMI M. VERTUCIO	Female	MALVAR	ADAS-II	Live-in
153	GLENALEE VIRGINIA C. ROCAFORT	Female	MALVAR	REGISTRAR 1	Live-out
154	RODEL L. MAGCAWAS	Male	MALVAR	AO-II	Live-in
155	LEONENY HERNANDEZ MARIANO	Female	MALVAR	AO-II	Live-in
156	JOHN JOSHUA DELA PAZ CARURUCAN	Male	MALVAR	AO-II	Live-in
157	GLENDA MOJICA PULGADO	Female	MALVAR	ADAS-III	Live-in
158	KHAYCE P. VARGAS	Female	MALVAR	AO-II	Live-in
159	ROSIELYN A. LEYNES	Female	MATAASNAKAHOY	AO-II	Live-out
160	Myla L. Viana	Female	MATAASNAKAHOY	ADAS-II	Live-out
161	Wie Ann S. Macasaet	Female	MATAASNAKAHOY	AO-II	Live-out
162	Maureen M. Liwanag	Female	MATAASNAKAHOY	Registrar I	Live-out
163	SARAH JANE M. AGOJO	Female	MATAASNAKAHOY	AO-II	Live-in
164	BEVERLY CLAIRE L. MACAGALING	Female	MATAASNAKAHOY	AO-II	Live-out
165	SHIELA V. PALO	Female	MATAASNAKAHOY	AO-II	Live-in
166	REMY C. LAW	Female	MATAASNAKAHOY	AO-II	Live-out
167	NEILISA KRISTEL LOVERIA DIOMAMPO	Female	MATAASNAKAHOY	ADAS-III	Live-in
168	BABYLYN M. VILLAFLO	Female	NASUGBU EAST	ADAS-III	Live-in
169	ERWIN D. MERCADO	Male	NASUGBU EAST	AO-II	Live-in
170	MARILOU C. NUESTRO	Female	NASUGBU EAST	AO-II	Live-in
171	Jigson M. Manaois	Male	NASUGBU WEST	ADAS-II	Live-in
172	CEAZAR V. RIVERA	Male	NASUGBU WEST	AO-II	Live-out
173	ALVIN JOSEPH P. ESTOLE	Male	PADRE GARCIA	ADAS-II	Live-in
174	IVY JOY C. RUECA	Female	PADRE GARCIA	REGISTRAR I	Live-out
175	MISSIE JANE A. GONZAGA	FEMALE	PADRE GARCIA	ADAS-III	Live-out
176	MICHELLE P. BIBON	Female	PADRE GARCIA	AO-II	Live-in
177	KATHERINE L. MENDEZ	Female	PADRE GARCIA	AO-II	Live-in
178	RHONA L. COMIA	Female	PADRE GARCIA	AO-II	Live-out
179	ALMA D. ILAGAN	Female	PADRE GARCIA	AO-II	Live-out
180	ELNIÑO JESUS I. TIAMSIM	Male	PADRE GARCIA	AO-II	Live-out
181	MILDRED I. MANCIA	Female	PADRE GARCIA	AO-II	Live-in
182	WILLIAM V. TORANO	Male	PADRE GARCIA	AO-II	Live-out



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183	IRENE L. OVAL	Female	PADRE GARCIA	AO-II	Live-in
184	DONALDO G. ROXAS	Male	PADRE GARCIA	ADAS-III	Live-out
185	HILDA N. DE LA ROCA	Female	PADRE GARCIA	AO-II	Live-in
186	ROGELLINE MAE S. DELGADO	Female	PADRE GARCIA	ADAS-II	Live-in
187	CHERRY M. CABINIAN	Female	ROSARIO EAST	AO-II	Live-out
188	JENELITA D. HERNANDEZ	Female	ROSARIO EAST	AO-II	Live-out
189	APRIL JOY S. HERNANDEZ	Female	ROSARIO EAST	AO-II	Live-in
190	BELEN ALEGRIA CLET	Female	ROSARIO EAST	ADAS-II	Live-in
191	LANIE A. COSEP	Female	ROSARIO EAST	AO-II	Live-out
192	WILMA P. ORLANDA	Female	ROSARIO EAST	AO-II	Live-in
193	MERRY JOY D. BALILA	Female	ROSARIO EAST	AO-II	Live-out
194	CASELYN P. RONQUILLO	Female	ROSARIO EAST	ADAS-III	Live-out
195	RICHELLE C. PANGANIBAN	Female	ROSARIO EAST	ADAS-II	Live-out
196	ANGELES ARELLANO MARCELLANA	Female	ROSARIO EAST	ADAS II	Live-out
197	MICHELLE E. VELASQUEZ	Female	ROSARIO EAST	AO-II	Live-in
198	Ferlie Joy E. Famadico	Female	ROSARIO EAST	ADAS-III	Live-in
199	LIEZEL M. UNTALAN	Female	ROSARIO EAST	AO-II	Live-out
200	NANCY V. AUSTRIA	Female	ROSARIO EAST	ADAS II	Live-out
201	APPLE G. LATAG	Female	ROSARIO EAST	AO-II	Live-in
202	JOVELYN B. QUIZON	Female	ROSARIO EAST	ADAS-II	Live-out
203	LOUIE JAY D. MACAGALING	Male	ROSARIO EAST	AO-II	Live-out
204	DAFNIEJO T. GAPO	Female	ROSARIO EAST	AO-II	Live-in
205	CAMILLE L. ROMERO	Female	ROSARIO EAST	AO-II	Live-out
206	GAY M. DIMACULANGAN	Female	ROSARIO EAST	AO-II	Live-in
207	GERLYN M. HOSMILLO	FEMALE	ROSARIO WEST	ADAS-III	Live-out
208	MADONNA H. GAMBOA	Female	ROSARIO WEST	REGISTRAR I	Live-in
209	CATHERINE JOY M. BUISAN	Female	ROSARIO WEST	AO-II	Live-out
210	DENMARK D. GARCIA	Male	ROSARIO WEST	AO-II	Live-in
211	REMELIE C. BERANA	Female	ROSARIO WEST	ADAS-III	Live-out
212	LOIDA R. CAYABYAB	Female	ROSARIO WEST	AO-II	Live-in
213	HENRY G. EBERO	Male	ROSARIO WEST	ADAS-II	Live-out
214	EDNA H. AUSTRIA	Female	ROSARIO WEST	AO-II	Live-out
215	EDINNEL MAGADIA DELEN	Female	ROSARIO WEST	ADAS-II	Live-out
216	KARREN A. PIÑON	Female	ROSARIO WEST	AO-II	Live-in
217	MARK ANTHONY D. MAGTIBAY	Male	ROSARIO WEST	ADAS-II	Live-in
218	GIZELLE F. SARDEA	Female	ROSARIO WEST	AO-II	Live-in
219	MADELYN L. MACEDA	Female	ROSARIO WEST	ADAS II	Live-in
220	JOHN ANTHONY D. DELA CRUZ	Male	ROSARIO WEST	AO-II	Live-in
221	SHIRLEY J. CUARTO	Female	ROSARIO WEST	AO-II	Live-out
222	ANDREW H. ALIWALAS	Male	ROSARIO WEST	AO-II	Live-out



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223	EDRINE M. AZARIAS-EVANGELIO	Female	ROSARIO WEST	AO-II	Live-in
224	JOANNE D. HERNANDEZ	Female	ROSARIO WEST	AO-II	Live-out
225	JENNIFER A. DULAY	Female	ROSARIO WEST	ADAS-III	Live-out
226	JENNIFER E. FLORES	Female	ROSARIO WEST	ADAS-III	Live-in
227	MARY JANE I. CAPISONDA	Female	ROSARIO WEST	AO-II	Live-out
228	LILET R. MENDOZA	Female	ROSARIO WEST	AO-II	Live-out
229	BRENDA M. MUNDA	FEMALE	SAN JOSE	REGISTRAR I	Live-out
230	ANALIE G. PARAN	Female	SAN JOSE	AO-II	Live-out
231	NOEMI L. ASUNCION	Female	SAN JOSE	AO-II	Live-out
232	CAMELA E. DIMACULANGAN	Female	SAN JOSE	AO-II	Live-in
233	AMALYN M. MASILANG	Female	SAN JOSE	AO-II	Live-out
234	KAREN S. ALDAY	Female	SAN JOSE	AO-II	Live-out
235	DULCE C. MAGTIBAY	Female	SAN JOSE	AO-II	Live-out
236	MARIA ANGELICA J. MANGUBAT	Female	SAN JOSE	AO-II	Live-out
237	MYGRENE R. JOSE	Female	SAN JOSE	AO-II	Live-out
238	DOVIE V. DE CASTRO	Female	SAN JOSE	ADAS-II	Live-out
239	ARLENE L. LACSA	Female	SAN JOSE	ADAS-III	Live-out
240	JONAZAREN A. AGUILA	Female	SAN JOSE	ADAS-III	Live-out
241	HAYDEE D. CORTEZ	Female	SAN JOSE	AO-II	Live-out
242	LORNA M. RAMOS	Female	SAN JOSE	ADAS-II	Live-out
243	LITA C. LUNA	Female	SAN JOSE	ADAS-III	Live-out
244	JANNINA CARINA B. BIANZON	Female	SAN JOSE	ADAS-II	Live-out
245	RONALYN D. CELESTIAL	Female	SAN JOSE	AO-II	Live-out
246	JANDEL B. ROBLEDO	MALE	SAN JUAN EAST	AO-II	Live-in
247	DIANNE R. AMPARO	FEMALE	SAN JUAN EAST	AO-II	Live-out
248	ROMIELYN M. OCAMPO	FEMALE	SAN JUAN EAST	ADAS-II	Live-in
249	MARIA CINDY JANE D. DESTREZA	FEMALE	SAN JUAN EAST	ADAS-II	LIVE-IN
250	KAREN JOY M AGARIN	Female	SAN JUAN EAST	AO-II	Live-in
251	Gladiola Dahlia Gonoon Banog	Female	SAN JUAN EAST	ADAS-III	Live-in
252	EVA M. MANUMBALI	Female	SAN JUAN EAST	AO-II	Live-in
253	LERNIE M. ARO	Female	SAN JUAN EAST	AO-II	Live-in
254	BABY JANE C. SANCHEZ	Female	SAN JUAN EAST	AO-II	Live-in
255	ELSIE B. MENDOZA	Female	SAN JUAN EAST	AO-II	Live-out
256	AIZA MARIE R. BOO	Female	SAN JUAN EAST	AO-II	Live-out
257	YASMIN ZUÑO DE TORRES	Female	SAN JUAN EAST	AO-II	Live-in
258	MAGIEROSE U. DEL CARMEN	Female	SAN JUAN EAST	ADAS-II	Live-in
259	MAPRIEL I. CAGUIMBAL	Female	SAN JUAN EAST	ADAS-II	Live-in
260	BABY TESS ANDAL MERCADO	Female	SAN JUAN EAST	AO-II	Live-in
261	MARIA LUISA H. BONSAZ	Female	SAN JUAN EAST	AO-II	Live-in



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262	MA. JESSICA V. DELACION	Female	SAN JUAN EAST	ADAS-II	Live-in
263	SHARON JANE RAZON PIMENTEL-CARANDANG	Female	SAN JUAN EAST	AO-II	Live-in
264	ANNABEL M. BRAZA	Female	SAN JUAN EAST	AO-II	Live-in
265	JERRY C. DIAZ	Male	SAN JUAN EAST	AO-II	Live-in
266	Azenith B. Pangilinan	FEMALE	SAN JUAN WEST	REGISTRAR I	Live-in
267	KIM CARLO C. MASILUNGAN	MALE	SAN JUAN WEST	ADAS-II	Live-out
268	LOVELYN M. DELEN	FEMALE	SAN JUAN WEST	ADAS-II	Live-in
269	ARWIN PAULO A. LUNA	MALE	SAN JUAN WEST	AO-II	Live-in
270	AIMEE M AGUDERA	Female	SAN JUAN WEST	ADAS-II	Live-in
271	ELENA M. UNTALAN	Female	SAN JUAN WEST	AO-II	Live-in
272	JINKY D. LUMANGLAS	Female	SAN JUAN WEST	AO-II	Live-in
273	BERNADETTE D. DE TORRES	Female	SAN JUAN WEST	AO-II	Live-in
274	IVY DIANNE B. ASPILLAGA	Female	SAN JUAN WEST	AO-II	Live-in
275	APRIL KARRENN D. BANDOLA	Female	SAN JUAN WEST	ADAS-III	Live-in
276	ADONNA D. ALFISCAR	Female	SAN JUAN WEST	AO-II	Live-in
277	FATIMA C. ILAGAN	Female	SAN JUAN WEST	AO-II	Live-in
278	REYMAR L. QUINTO	Male	SAN JUAN WEST	AO-II	Live-in
279	ROWENA G. TAYAO	Female	SAN JUAN WEST	AO-II	Live-in
280	HONEYMIE A. TORRANO	Female	SAN JUAN WEST	AO-II	Live-in
281	KRISTINE MAE A. CATOY	Female	SAN JUAN WEST	ADAS-II	Live-in
282	EDMUNDO V. ROSALES	Male	SAN JUAN WEST	AO-II	Live-in
283	ROCHELLE L. ENDAYA	Female	SAN JUAN WEST	AO-II	Live-in
284	JENNY M. DOCE	Female	SAN JUAN WEST	AO-II	Live-in
285	ROCHELLE ANNE D. ALCANTARA	Female	SAN LUIS	AO-II	Live-out
286	MAIRA M. CASTILLO	Female	SAN LUIS	AO-II	Live-out
287	MARIECRIS M. MALALUAN	Female	SAN LUIS	AO-II	Live-out
288	LOVELYN M AMBROCIO	Female	SAN LUIS	AO-II	Live-out
289	DAIZEL SHANE M. ARO	Female	SAN LUIS	AO-II	Live-out
290	Ronaliza A. Magsino	Female	SAN LUIS	AO-II	Live-out
291	STEPHANIE A. MASANGCAY	Female	SAN LUIS	AO-II	Live-out
292	LALAINA C. ATIENZA	Female	SAN LUIS	ADAS-II	Live-out



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293	MARIBEL P. DE CLARO	Female	SAN LUIS	AO-II	Live-out
294	ROSSANA H DE VILLA	Female	SAN LUIS	AO-II	Live-out
295	AARON PESIGAN PEREZ	Male	SAN LUIS	ADAS-II	Live-out
296	JENELYN G. SAGALA	Female	SAN LUIS	AO-II	Live-out
297	REGRINE CRIZZHA P. DE CASTRO	Female	SAN LUIS	AO-II	Live-out
298	JOHNATHAN M. MALALUAN	MALE	SAN NICOLAS	AO-II	Live-out
299	ANNA ANGELICA A. HOLGADO	Female	SAN NICOLAS	AO-II	Live-in
300	MARIE NEZZA A. FORMELOZA	Female	SAN NICOLAS	AO-II	Live-in
301	NOLASCO O. LANDICHO	Male	SAN NICOLAS	ADAS-II	Live-in
302	ERICSON M. DELOS REYES	Male	SAN NICOLAS	AO-II	Live-out
303	NEHEMIAH B. MIRANDA	Male	SAN NICOLAS	AO-II	Live-out
304	RAYMOND V. CORALES	Male	SAN NICOLAS	AO-II	Live-out
305	ROSEL V. CABUNGAL	Female	SAN NICOLAS	ADAS-II	Live-out
306	SHARA MAY S. BARAL	Female	SAN NICOLAS	ADAS-III	Live-in
307	LADYLYN P. CARANDANG	Female	SAN PASCUAL	AO-II	Live-out
308	MARYLE D. MANALO	Female	SAN PASCUAL	ADAS-II	Live-in
309	AIVIE F. BAGUI	Female	SAN PASCUAL	ADAS-III	Live-out
310	MAUREEN O. VILLANUEVA	Female	SAN PASCUAL	PDO I	Live-in
311	JOEL M. MANALO	Male	SAN PASCUAL	ADAS-II	Live-out
312	ELVIE P. AGUADO	Female	SAN PASCUAL	AO-II	Live-out
313	RENALYN M. MANONGSONG	Female	SAN PASCUAL	AO-II	Live-out
314	RODEL G. DILAO	Male	SAN PASCUAL	AO-II	Live-out
315	IVY R. DE TORRES	Female	SAN PASCUAL	Registrar I	Live-out
316	SHARON M. MORENO	Female	SAN PASCUAL	AO-II	Live-out
317	RASHELL A. DE LA CRUZ	Female	SAN PASCUAL	AO-II	Live-out
318	AVEGALE S. ATIENZA	Female	SAN PASCUAL	ADAS-II	Live-out
319	MARINEL R. FANER	Female	SAN PASCUAL	ADAS-II	Live-in
320	JOSEPHINE B. CARAIG	Female	SAN PASCUAL	AO-II	Live-out
321	RELYN MAE I. DIMATATAC	Female	SAN PASCUAL	AO-II	Live-out
322	ESTELITA V. BRUCAL	Female	SAN PASCUAL	AO-II	Live-out
323	JHASMIN M. LASAR	Female	SAN PASCUAL	ADAS-II	Live-out
324	ANTONETTE D. ENDRINAL	Female	SAN PASCUAL	AO-II	Live-out
325	RONNIE A. DE VILLA	Male	STA. TERESITA	REGISTRAR I	Live-out
326	CHRISTABEL GALE M. DEL MUNDO	Female	STA. TERESITA	AO-II	Live-out
327	KARLA M. FAJARDO	Female	STA. TERESITA	AO-II	Live-out
328	JULIE S. ARENAS	Female	STA. TERESITA	ADAS-II	Live-out
329	REGINA CONCEPCION A. SILANG	Female	STA. TERESITA	AO-II	Live-out
330	BIENDA LIZA M. RECON	Female	STA. TERESITA	AO-II	Live-in
331	VANESSA R. SALAZAR	Female	STA. TERESITA	AO-II	Live-in
332	ALGENE C. BARAIRO	Male	STA. TERESITA	ADAS-III	Live-out



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333	KIMBERLY ANN B. ARAÑO	Female	TALISAY	ADAS-II	Live-in
334	VENUS NAGUTOM DEFACITO	Female	TALISAY	ADAS-II	Live-in
335	AIREEN D. MIRANDA	Female	TALISAY	ADAS-II	Live-in
336	GERALYN L. CARAAN	Female	TALISAY	AO-II	Live-in
337	JEMMYLENE ANN C. DE LEON	Female	TALISAY	AO-II	Live-in
338	LORAIN JOY O. AALA	Female	TALISAY	AO-II	Live-in
339	DONA B. CARANDANG	Female	TALISAY	AO-II	Live-in
340	SHAIRA G. LARUA	Female	TALISAY	AO-II	Live-in
341	SHAIRA MAE M. MAYUGA	Female	TALISAY	AO-II	Live-in
342	MARGIE M. MAGSADIA	Female	TALISAY	ADAS-II	Live-in
343	ERIKA SUZANNE D. CARAAN	Female	TALISAY	ADAS-III	Live-in
344	JELLY ROSE M. DE GRANO	Female	TALISAY	AO-II	Live-in
345	Nestor B. De Torres Jr.	Male	TALISAY	Registrar I	Live-out
346	PHARIS FRANCIS A. VICERAL	MALE	TAYSAN	AO-II	Live-out
347	ABRAM RHEY C. ZARA	MALE	TAYSAN	ADAS-III	Live-out
348	SHERDIN A. ASIS	MALE	TAYSAN	ADAS-II	Live-out
349	MARY ANN M. PEREA	FEMALE	TAYSAN	AO-II	Live-out
350	LORENA D. GORIONA	Female	TAYSAN	AO-II	Live-in
351	MARIA PERSIA E. PEREZ	Female	TAYSAN	AO-II	Live-in
352	CLARISSA U. AGUILON	Female	TAYSAN	AO-II	Live-in
353	CECILE M. ULIT	Female	TAYSAN	AO-II	Live-out
354	MARICEL H. ORTEGA	Female	TAYSAN	ADAS-III	Live-out
355	MELANIE V. BISA	Female	TAYSAN	AO-II	Live-in
356	VALLET O. PEREZ	Female	TAYSAN	AO-II	Live-out
357	VANESSA D. ARELLANO	Female	TAYSAN	ADAS-II	Live-out
358	DIANNE PETH G. CASTILLO	Female	TAYSAN	AO-II	Live-in
359	JOSIE M. MAGTIBAY	Female	TAYSAN	AO-II	Live-in
360	MICHELLE ABBY P. AÑONUEVO	Female	TAYSAN	AO-II	Live-out
361	JINKY F ESQUEROS	Female	TAYSAN	AO-II	Live-in
362	AMY LOU O. SAGUN	Female	TAYSAN	AO-II	Live-in
363	LAILA B. ARELLANO	Female	TAYSAN	ADAS-III	Live-out
364	MARITES R. ESTOYA	Female	TAYSAN	ADAS-II	Live-out
365	MICHAEL C. DELA RAMA	Male	TAYSAN	ADAS-II	Live-out
366	DIANA ROSE O. DE VERA	Female	TAYSAN	ADAS-II	Live-out
367	DAVID B. VELASCO	Male	TAYSAN	AO-II	Live-out
368	BEVERLYN JOAN B. BAGALIHOG	Female	TAYSAN	AO-II	Live-in
369	MARIA KATHRINA C. BERON	Female	TAYSAN	AO-II	Live-out
370	JORIELEN B. ESPAÑOLA	FEMALE	TINGLOY	AO-II	Live-out
371	JOHN OLIVER C. BACATIN	MALE	TINGLOY	AO-II	Live-out
372	DARNELL D. DE AUSTRIA	MALE	TINGLOY	AO-II	Live-in
373	SARAH JANE H. MANALO	FEMALE	TINGLOY	ADAS-II	Live-in



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374	JAN PHILLINE H. LUALHATI	Female	TINGLOY	AO-II	Live-out
375	DAN STEVE M. MARQUEZ	Male	TINGLOY	AO-II	Live-out
376	JENNETH CARINGAL MANALO	Female	TINGLOY	AO-II	Live-out
377	THELMA B. MENIA	Female	TINGLOY	REGISTRAR 1	Live-in
378	SALLY BISA BACAL	Female	TINGLOY	AO-II	Live-in
379	APRIL ROSE E. BINAY	Female	TINGLOY	AO-II	Live-in
380	VHIA ANNE D. BAGOS	Female	TINGLOY	AO-II	Live-in
381	MARINIEL BALDOVIA CASA	Female	TINGLOY	ADAS-III	Live-out
382	MARISSA M. BINAY	Female	TINGLOY	AO-II	Live-in
383	JULIUS B. EVANGELISTA	Male	TINGLOY	AO-II	Live-out
384	DARLENE D. DE AUSTRIA	Female	TINGLOY	AO-II	Live-in
385	NEIL MICO P. DE TORRES	Male	SDO PROPERTY	AO-II	Live-out
386	ROCHELLE A. EDRIA	Female	SDO PROPERTY	ADAS-III	Live-out
387	CHIARA MAE O. LUALHATI	Female	SDO PROPERTY	ADAS-II	Live-out
388	JOAN M. COMIA	Female	SDO ACCOUNTING	ADAS-III	Live-out
389	ANDREALYN H. ABARE	Female	SDO ACCOUNTING	ADAS-III	Live-out
390	JAY IRVING J. PASCUA	Male	SDO ACCOUNTING	ADAS-III	Live-out
391	SANDRA D. SERRA	Female	SDO ACCOUNTING	ADAS-III	Live-out
392	JOAN MARGARET G. HERNANDEZ	Female	SDO ACCOUNTING	ADAS-III	Live-out
393	MARISOL G. CONCEPCION	Female	SDO ACCOUNTING	ADAS-III	Live-out
394	JASMIN A. DUQUE	Female	SDO ACCOUNTING	ADAS-III	Live-in
395	REALYN D. FAINA	Female	SDO ACCOUNTING	ADAS-III	Live-out
396	ALAIZA F. ESQUEROS	Female	SDO ACCOUNTING	ADAS-III	Live-out
397	RACHELLE A. ARDID- MACARAIG	Female	SDO ACCOUNTING	ADAS-III	Live-out
398	IRENE F. ALMINIANA	Female	SDO ACCOUNTING	ADAS-III	Live-out
399	MARY GRACE S. LONTOC	Female	SDO ACCOUNTING	ADAS-III	Live-out
400	MA. THERESA A. CASTILLO	Female	SDO ACCOUNTING	ADAS-III	Live-out
401	DALIA A. ATIENZA	Female	SDO ACCOUNTING	ADAS-III	Live-out
402	AEZEL L. DE GUZMAN	Female	SDO ACCOUNTING	ADAS-III	Live-in
403	DESERIE A. ATIENZA	Female	SDO ACCOUNTING	ADAS-III	Live-out
404	MA. ELLAINE SAIREL R. MAGPANTAY	Female	SDO ACCOUNTING	ADA-VI	Live-in
405	DOLORES A ABRENICA	Female	SDO ACCOUNTING	ADAS-III	Live-out
406	HEZLE D. DE TORRES	Female	SDO ACCOUNTING	ADAS-III	Live-out
407	ABEGAIL IVY C. PEREZ	Female	SDO ACCOUNTING	ADAS-II	Live-in



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408	CHUBASCO R. RAMIREZ	Male	SDO ACCOUNTING	ADAS-III	Live-out
409	MARY JOY ILAGAN	Female	SDO ACCOUNTING	ADAS-III	Live-out
410	EUNICE A. PUTALAN	Female	SDO ACCOUNTING	ADAS-II	Live-out
411	RHONA ANN D. FRANE	Female	SDO ACCOUNTING	ADAS-III	Live-out
412	ISRAEL A. HERNANDEZ, JR.	Male	SDO ACCOUNTING	ADAS-III	Live-out



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Attachment C

Title of the Activity:

**WORKSHOP ON THE ADMINISTRATIVE AND FINANCIAL OPERATIONS FOR
SCHOOL-BASED NON-TEACHING PERSONNEL**

ACTIVITY IMPLEMENTATION PLAN

Batch 1-Day 1, September 23, 2025

TIME	ACTIVITY	IN-CHARGE
7:00 – 8:00	Attendance / Registration of Participants	Dr. Layne D. Ortega, AO-V Emer Kristel M. Romero, ADAS-II Vicente C. Balmes, ADAS-II
8:00 – 8:30	National Anthem, Prayer, and CALABARZON March (AVP)	John Lhester Gabo, ADAS-III
	Recognition of Participants	Dr. Layne D. Ortega Administrative Officer V
	Statement of the Purpose	Lou C. Panaligan Administrative Officer V
	Welcome Message	Jofit P. Dayoc, CESE Assistant Schools Division Superintendent
	Inspirational Message	Marites A. Ibanez, CESO V Schools Division Superintendent
	Presentation of the Program Management Team	Dr. Layne D. Ortega Administrative Officer V
8:30 – 9:30	Duties and Responsibilities of School-Based Non-Teaching Personnel	Lou C. Panaligan Administrative Officer V
9:30 – 9:45	Health Break	
9:45 – 10:45	Code of Ethics	Atty. Karen M. Salimo Attorney III
10:45 – 12:00	Records and Information Management Operations in the Digital Era	Irene Grace Q. Gonzales Administrative Officer IV
12:00 – 1:00	Lunch Break	
1:00 - 1:10	Energizer	Dr. Layne D. Ortega Administrative Officer V



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1:10 – 1:45	Certification, Authentication, And Verification (CAV) of Academic School Records	Irene Grace Q. Gonzales Administrative Officer IV
1:45 – 3:00	Property and Supply Management Operations: Custodianship Disposal of Government Properties and Equipment	Cheryl M. Baril Administrative Officer IV
3:00 – 3:10	Health Break	
3:10 – 4:45	Property and Supply Management Operations: Custodianship Disposal of Government Properties and Equipment	Cheryl M. Baril Administrative Officer IV
4:45 – 5:00	Evaluation, Closing Prayer and Photo Documentation	

Dr. Layne D. Ortega
 Administrative Officer V
 Program Facilitator



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Batch 1 - Day 2, September 24, 2025

TIME	ACTIVITY	IN-CHARGE
7:00 – 8:00	Attendance/Registration of Participants	Dr. Layne D. Ortega, AO-V Emer Kristel M. Romero, ADAS-II Vicente C. Balmes, ADAS-II
8:00 – 8:25	Prayer and Makabayan Song (AVP)	John Lhester Gabo, ADAS-III
8:25-8:30	Introduction of the Day 2 Program Checking of Attendance	Eureka Shane Alpha P. Bool Administrative Assistant-III
8:30 - 10:30	Responsibility, Accountability and Liability for Government Funds School-Based Financial Management	Eduarda U. Alon Accountant III
10:30 – 10:45	Health Break	
10:45 – 12:00	Navigation of DepEd MOOE Web-Based System	Czarlene Joy C. Bathan Administrative Assistant-III
12:00 – 1:00	Lunch Break	
1:00 -1:15	Energizer	Eureka Shane Alpha P. Bool Administrative Assistant III
1:15 - 2:30	Navigation of DepEd MOOE Web-Based System	Hazel R. Dinglasan Administrative Assistant-III
2:30 – 2:35	Health Break	
2:35 - 4:00	Cashier Management Operations: Payments and Disbursements: Reporting	Remelyn N. Manumbale Administrative Officer IV
4:00 – 4:15	Health Break	
4:15 – 4:50	Cashier Management Operations: Payments and Disbursements: Reporting	Remelyn N. Manumbale Administrative Officer IV
4:50 – 5:00	Evaluation, Closing Prayer and Photo Documentation	

Marisol G. Concepcion
 Administrative Assistant III
 Program Facilitator



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

Batch 1 – Day 3, September 25, 2025

TIME	ACTIVITY	IN-CHARGE
7:00 – 8:00	Attendance/Registration of Participants	Layne D. Ortega, AO-V Emer Kristel M. Romero, ADAS-II Vicente C. Balmes, ADAS-II
8:00 – 8:25	Prayer and Makabayan Song (AVP)	John Lester Gabo, ADAS-III
8:25 - 8:30	Introduction of the Day 3 Program Checking of Attendance	Darrell S. Montalbo Administrative Officer II
8:30 –10:30	<i>Human Resource Management Operations:</i> *Personnel Information and Offline Plantilla *Appointment Process *Career Progression through Reclassification	Niño Bradley I. Magsombol, AO-II Lennie I. Latona, AO-II Darrell S. Montalbo, AO-II
10:30 – 10:40	Health Break	
10:40 -12:00	*Leave Management and Service Credit	Willene Mae M. Perez, AO-II
12:00 – 1:00	Lunch Break	
1:00 -1:10	Energizer	Darrell S. Montalbo Administrative Officer II
1:10 – 3:00	*Process of Travel Abroad *Processing of Payroll *Reconciliation of Service Record and NOSI *Requirements of Retirement, Resignation, Survivorship and Disability Retirement	Lanell Cresta A. De Sagun, AO-II Arturo D. Mercado Jr., AO-II Carla D. Ramos, AO-II Rhoda E. Dela Cuadra, AO-II
3:00 - 3:10	Health Break	
3:10 – 3:30	Impression Insights	Participants
3:30 – 4:00	Challenge and its Acceptance	Rhina O. Ilagan, CESE Assistant Schools Division Superintendent Participant
4:30 – 4:40	Closing Remarks	Rhina O. Ilagan, CESE Assistant Schools Division Superintendent
4:40 – 5:00	Evaluation, Closing Prayer, Distribution of Certificates per Sub-Office with Photo Documentation	

Darrell S. Montalbo
 Administrative Officer II
 Program Facilitator



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 SCHOOLS DIVISION OF BATANGAS

Batch 2 - Day 1, September 30, 2025

TIME	ACTIVITY	IN-CHARGE
7:00 – 8:00	Attendance / Registration of Participants	Dr. Layne D. Ortega, AO-V Emer Kristel M. Romero, ADAS-II Vicente C. Balmes, ADAS-II
8:00 – 8:30	National Anthem, Prayer, and CALABARZON March (AVP)	Ernani A. Catapat, ITO
	Recognition of Participants	Darrell S. Montalbo, AO-II
	Statement of the Purpose	Lou C. Panaligan Administrative Officer V
	Welcome Message	Jofit P. Dayoc, CESE Assistant Schools Division Superintendent
	Inspirational Message	Marites A. Ibanez, CESO V Schools Division Superintendent
	Presentation of the Program Management Team	Darrell S. Montalbo Administrative Officer II
8:30 – 9:30	Code of Ethics	Atty. Karen M. Salimo Attorney III
9:30 – 9:40	Health Break	
9:40 – 12:00	<i>Human Resource Management Operations:</i> *Personnel Information and Offline Plantilla *Appointment Process *Career Progression through Reclassification *Leave Management and Service Credit	Niño Bradley I. Magsombol, AO-II Lennie I. Latona, AO-II Darrell S. Montalbo, AO-II Willene Mae M. Perez, AO-II
12:00 – 1:00	Lunch Break	
1:00 - 1:10	Energizer	Darrell S. Montalbo, AO-II
1:10 - 2:10	Duties and Responsibilities of Non-Teaching Personnel	Lou C. Panaligan Administrative Officer V
2:10 – 3:00	*Process of Travel Abroad	Lanell Cresta A. De Sagun, AO-II
3:00 - 3:10	Health Break	
3:10 – 4:50	*Processing of Payroll * Reconciliation of Service Record and NOSI *Requirements of Retirement, Resignation, Survivorship and Disability Retirement	Arturo D. Mercado, Jr., AO-II Carla D. Ramos, AO-II Rhoda E. Dela Cuadra, AO-II
4:50-5:00	Evaluation, Closing Prayer and Photo Documentation	

Darrell S. Montalbo
 Administrative Officer II
 Program Facilitator



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Batch 2 - Day 2, October 1, 2025

TIME	ACTIVITY	IN-CHARGE
7:00 – 8:00	Attendance/Registration of Participants	Dr. Layne D. Ortega, AO-V Emer Kristel M. Romero, ADAS-II Vicente C. Balmes, ADAS-II
8:00 – 8:25	Prayer and Makabayan Song (AVP)	Ernani A. Catapat, ITO
8:25 - 8:30	Introduction of the Day 2 Program	Marisol G. Concepcion ADAS-III
8:30 - 10:30	Responsibility, Accountability and Liability for Government Funds School-Based Financial Management	Eduarda U. Alon Accountant III
10:30 – 10:45	Health Break	
10:45 – 12:00	Navigation of DepEd MOOE Web-Based System	Czarlene Joy C. Bathan Administrative Assistant-III
12:00 – 1:00	Lunch Break	
1:00 -1:15	Energizer	Marisol G. Concepcion ADAS-III
1:15 - 2:30	Navigation of DepEd MOOE Web-Based System	Hazel R. Dinglasan Administrative Assistant-III
2:30 – 2:35	Health Break	
2:35 - 4:00	Cashier Management Operations: Payments and Disbursements: Reporting	Remelyn N. Manumbale Administrative Officer IV
4:00 – 4:15	Health Break	
4:15 – 4:50	Cashier Management Operations: Payments and Disbursements: Reporting	Remelyn N. Manumbale Administrative Officer IV
4:50 – 5:00	Evaluation, Closing Prayer and Photo Documentation	

Eureka Shane Alpha P. Bool
 Administrative Assistant III
 Program Facilitator



Republic of the Philippines
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 SCHOOLS DIVISION OF BATANGAS

Batch 2 – Day 3, October 2, 2025

TIME	ACTIVITY	IN-CHARGE
7:00 – 8:00	Attendance/Registration of Participants	Dr. Layne D. Ortega, AO-V Emer Kristel M. Romero, ADAS-II Vicente C. Balmes, ADAS-II
8:00 – 8:25	Prayer and Makabayan Song (AVP)	Ernani A. Catapat, ITO
8:25 - 8:30	Introduction of the Day 3 Program Checking of Attendance	Dr. Layne D. Ortega Administrative Officer V
8:30 –10:30	Property and Supply Management Operations: Custodianship Disposal of Government Properties and Equipment	Cheryl M. Baril Administrative Officer IV
10:30 – 10:45	Health Break	
10:45 -12:00	Property and Supply Management Operations: Custodianship Disposal of Government Properties and Equipment	Cheryl M. Baril Administrative Officer IV
12:00 – 1:00	Lunch Break	
1:00 -1:15	Energizer	Dr. Layne D. Ortega Administrative Officer V
1:15 - 3:00	Records and Information Management Operations in the Digital Era	Irene Grace Q. Gonzales Administrative Officer IV
3:00 - 3:15	Health Break	
3:15 – 4:00	Certification, Authentication, And Verification (CAV) of Academic School Records	Irene Grace Q. Gonzales Administrative Officer IV
4:00 – 4:15	Impression/Insights	Participants
4:15 – 4:30	Challenge and its Acceptance	Lou C. Panaligan, AO-V Participants
4:30 – 4:45	Closing Remarks	Rhina O. Ilagan, CESE Assistant Schools Division Superintendent
4:45 – 5:00	Evaluation, Closing Prayer, Distribution of Certificates per Sub-Office with Photo Documentation	

Dr. Layne D. Ortega
 Administrative Officer V
 Program Facilitator



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