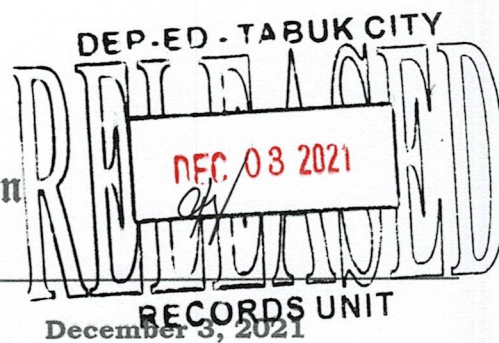




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City

Office of the Schools Division Superintendent



Division Memorandum

No. 347, s. 2021

**ORIENTATION AND WORKSHOP OF SCHOOL ADMINISTRATIVE OFFICER II
AND OTHER PERSONNEL IN CHARGE OF PERSONNEL ADMINISTRATION**

TO: **ALL CONCERNED**

1. This is to inform the following on the 3-day Orientation and Workshop Re:
Orientation and Workshop of School Administrative Officer II and other
Personnel In-charge of Personnel Administration to be conducted on December
8, 9 & 10, 2021 at the conference hall of the division office:

Name	Designation
Participants	
RAMOS, ROCKY	AO-II
ANDRADA, VALERIE-ANN B.	AO-II
ROSELMA, GAS-IB G.	AO-II
RONQUILLO, ARTICI	AO-II
PALATTAO, HELEN JOY O.	AO-II
PITTONG, RHOVELYN G.	AO-II
BALUCNIT, CRESILDA M.	AO-II
ALNGAG, OLIVIA O.	AO-II
DUGYAWA, CAROLYN	AO-II
OLIVER, GAS-IB P.	AO-II
OWEK, KRISTINE JANE C.	ADAS-II
PADILLA, MARVIN G.	AO-II
BANGGAWAN, JOAN B.	AO-II
BADONG, CATHERINE	AO-II
TUGAS, RAMIL	AO-II
HERNAEZ, DONNA MAE G.	ADAS-II
Resource Speakers/Facilitators	
DOROTHY S. ASINGAL	AO-V
SHAKEY L. MARTINEZ	AO-IV
WELDA LIEZL P. BUSLIG	AO-IV
JAMES CEASAR A. DAYAO	AO-IV
VIRGINIA A. BALILING	AO-IV
LOVELYN L. MUKAY	AO-II



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DEP-ED - TABUK CITY

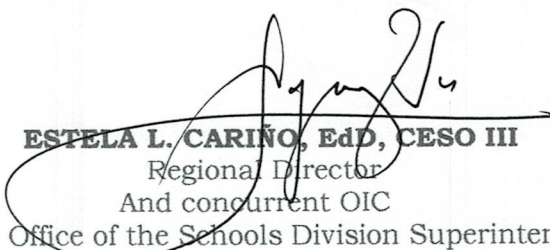


Office of the Schools Division Superintendent

RECORDS UNIT

DIVINE LOVE JERICA A. MAGGAY	ADAS-III
JINKY O. AGPAWAN	ADAS-III

2. This activity aims to orient the participants on the duties and responsibilities, review and calibrate their IPCRF and orient concerned on the use of google forms for service records and leave ledgers of employees under the schools they are handling.
3. As per CSC DBM Joint Circular No. 2, s. 2004, employees who render services on weekends and holidays are entitled for Compensatory Overtime Credit (COC), thus all participants are entitled for a 1.5 COC for December 8, 2021, which falls on a holiday.
4. Participants are advised to bring with them their own laptop, extension wires and wifi modem if available. Also the soft copies of their teachers' service record and leave ledgers.
5. All participants must always observe minimum health protocols while inside the premises of the division.
6. For information and guidance.


ESTELA L. CARIÑO, EdD, CESO III
Regional Director
And concurrent OIC
Office of the Schools Division Superintendent



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