



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF TUGUEGARAO CITY

December 01, 2022

DIVISION MEMORANDUM

No. 058, s. 20 00

**DIVISION SEMINAR ON ADMINISTRATIVE MATTERS AND OTHER
POLICIES AND GUIDELINES OF LINE AGENCIES**

To: Assistant Schools Division Superintendent
Schools District Supervisors
Chiefs Education Supervisors
All Others Concerned


1. The Division Seminar on Administrative Matters and Other Policies and Guidelines of Line Agencies will be conducted on December 12-13, 2022 at Cagayan National High School, Conference Hall, Tuguegarao City.
2. The objectives of the activity are the following:
 - a. Administrative policies inform employees of the office's rules, the agencies expectations and values, and HR-related issues such as paid time off and health eligibility.
 - b. Administrative policies must cover a wide array of needs within the agency and serve as a guide for how it operates.
 - c. When establishing administrative policies, consider the purpose of each proposed policy, the agency as a whole and its long-term goals.
 - d. To update us on policies and guidelines of line agencies guide.
3. Expenses which includes meals and snacks shall be charged to HRTD-PS Fund subject to the usual accounting and auditing rules and regulations.
4. Attached is the number of participants in the division office.



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
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5. Immediate dissemination and compliance to this memorandum is desired.

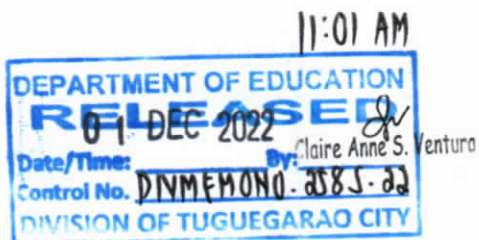

REYNANTE Z. CALIGUIRAN
Schools Division Superintendent

Encl:
Reference:

To be indicated in the Perpetual Index
Under the following subjects:

PERSONNEL
TRAININGS,

AOV/vrd/rcm



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**DIVISION SEMINAR ON ADMINISTRATIVE MATTERS AND OTHER
POLICIES AND GUIDELINES OF LINE AGENCIES**

Date: December 12, and 13, 2022.

Venue: CNHS Conference Hall

LIST OF PARTICIPANTS

	NAME	POSITION	SCHOOL / OFFICE
1	Reynante Z. Caliguiran	Schools Division Superintendent	SDO
2	Marites L. Llanes	Asst. Schools Division Superintendent	SDO
3	Jovy Claire V. Tungcul	Administrative Officer V	SDO
4	Ventura R. Durian, Jr.	Administrative Officer V	SDO
5	Atty. Jeremy Jones B. Maramag	Legal Officer III	SDO
6	Jayson Joseph Babaran	ITO	SDO
7	Flor Marie D. Turingan	Administrative Officer IV	SDO
8	Karla P. Pagulayan	Administrative Officer IV	SDO
9	Marlowe Santos	Administrative Officer IV	SDO
10	Mariel A. Cammayo	Accountant III	SDO
11	Ronely Ruiz	Administrative Assistant III	SDO
12	Jenifer Bonifacio	Administrative Assistant III	SDO
13	Mary Aljeleen Bautista	Administrative Assistant III	SDO
14	Gina M. Durian	Chief Education Supervisor	SDO
15	Edwin N. Catulin	Education Program Supervisor	SDO
16	Cleofe Mary Jane D. Torres	Medical Officer III	SDO
17	Richard T. Mangulad	Engineer III	SDO
18	Grace B. Abana	Senior Education Program Specialist	SDO
19	Jane Marie D. Pagulayan	Senior Education Program Specialist	SDO
20	Eduardo M. Balubal	Senior Education Program Specialist	SDO
21	Mary Flor D. Maramag	Planning Officer III	SDO
22	Cheryl Anne F. Roque	Education Program Specialist II	SDO
23	Maribel Arao	Nurse II	SDO
24	Leilani Mangabat	Nurse II	SDO
25	Jenifer Tuliao	Dentist	SDO
26	Joan Cacacho	PDO II	SDO
27	Rosalinda S. Dulin	PDO II	SDO
28	Estela S. Cabaro	Chief Education Supervisor	SDO
29	Cora M. Pattaguan	Education Program Supervisor	SDO
30	Ronie A. Arellano	Education Program Supervisor	SDO
31	Noli B. Abrigo	Education Program Supervisor	SDO
32	Randall A. Talamayan	Education Program Supervisor	SDO
33	Myrna Q. Adduru	Education Program Supervisor	SDO



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34	Vissia B. Asuncion	Education Program Supervisor	SDO
35	Jessica T. Castañeda	Education Program Supervisor	SDO
36	Dante S. Abella	Education Program Supervisor	SDO
37	Emma Louisa Javier	Education Program Supervisor	SDO
38	Jessica T. Casteneda	Education Program Supervisor	SDO
39	Froilan Jeph Baculina	Education Program Specialist II	SDO
40	Evangeline Palejo	Principal IV	TNCS
41	Janette T. Saquing	P III	Pallua ES
42	Grace M. Nacman	P II	Caritan ES
43	Ophilia M. Pasicolan	P II	Bagay ES
44	Marcelino B. Madino	P II	Atulayan IS
45	Rocky T. Banatao	P II	Annafunan IS
46	Rizalina B. Tuliao	Principal IV	TECS
47	Myrna B. Turingan	P I	Tagga-Dadda ES
48	Jay Loren C. Tabugay	HT III	Namabbalan IS
49	Jacqueline D. Pulido-Daguio	P II	Libag IS
50	Analiza E. Talattad	P III	Gosi ES
51	Melba M. Diego	P I	Dadda ES
52	Grace S. Hermenegildo	P III	Capatan IS
53	Vilma M. Darisan	Principal IV	TWCS
54	Juan A. Lappay	MT I, OIC	Ugac IS
55	Eduardo R. Calimag	HT VI, OIC	San Gabriel ES
56	Angel B. Guiquing, Jr.	P II	Pardo ES
57	Susan A. Pagulayan	P III	Cataggaman ES
58	Salvacion V. Ramos	MT, OIC	Cat. Nuevo ES
59	Junar T. Datul	P III	Buntun ES
60	Emily Tango	Principal IV	TNECS
61	Cleofa P. Laureta	P I	Pengue-Ruyu ES
62	Analyn A. Quilang	P III	Linao ES
63	Antonina B. Soriano	P II	Larion Bajo ES
64	Edmund C. Caronan	HT VI, OIC	Larion Alto ES
65	Melba M. Diego	P I	Carig Norte ES
66	Victor F. Taccad	P I	Carig IS
67	Josephine C. Ballad	P IV	Balzain East ES
68	Carmen A. Acain	P II	CNHS-JH
69	Jonalyn D. Callueng	P I	CatNHS
70	Grace M. Mabasa	ASP II, OIC	TCWHS
71	Donald F. Gabriel	P II	Gosi HS
72	Rosechelle M. Cauilan	P II	TCSHS
73	Grace T. Macababbad	P II	CNHS-SH
74	Ballad, Marie Dianne	ACCOUNTANT I	
75	Vinarao, Mary Jane	ADMINISTRATIVE OFFICER II	
76	Cagauan, Maria	ADMINISTRATIVE OFFICER II	
77	Tatto, Janice Joy	ADMINISTRATIVE OFFICER II	
78	Requezo, Genaro Victor	ADMINISTRATIVE OFFICER II	
79	Arao, Josefa	ADMINISTRATIVE OFFICER II	
80	Dangani, Valentina	ADMINISTRATIVE OFFICER II	
81	Lagui, Manilyn	ADMINISTRATIVE OFFICER II	



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82	Ferrer, Flor	ADMINISTRATIVE OFFICER II	
83	Perlas, Emerald	ADMINISTRATIVE OFFICER II	
84	Aresta, Billy Jay	ADMINISTRATIVE OFFICER II	
85	Arellano, Roselda	ADMINISTRATIVE OFFICER II	
86	Gumpad, Michelle	ADMINISTRATIVE OFFICER II	
87	Quizzagan, Maricel	ADMINISTRATIVE OFFICER II	
88	Pinson, Katrina Mildred	ADMINISTRATIVE OFFICER II	
89	Villacorte, Angelica	ADMINISTRATIVE OFFICER II	
90	Vallangca, John Lorenz	ADMINISTRATIVE OFFICER II	
91	Tumbali, Dina Marie	ADMINISTRATIVE OFFICER II	
92	Jayona, Analiza	ADMINISTRATIVE OFFICER II	
93	Pagunuran, Jelyne	ADMINISTRATIVE OFFICER II	
94	Domingo, Nigel	ADMINISTRATIVE OFFICER II	
95	Gumabay, Eden	ADMINISTRATIVE OFFICER II	
96	Asuncion, Rhea Marie	ADMINISTRATIVE OFFICER IV	
97	Furigay, Mario	ADMINISTRATIVE OFFICER I	
98	Barsabal, Emma	ADMINISTRATIVE OFFICER I	

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**Additional rows may be added*

SUMMARY OF PARTICIPANTS

MALE : 26 FEMALE : 72 TOTAL : 98



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