

REVIEWED
09 DEC 2025
REVIEWED

Republika ng Pilipinas
Kagawaran ng Edukasyon
 REHIYON V (BIKOL)
TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

2025 - 12 - 505

December 8, 2025

DIVISION MEMORANDUM
 No. 505 s. 2025

**ADDENDUM/CORRIGENDUM TO DIVISION MEMORANDUM NO. 456, S. 2025
 (LEARNING AND DEVELOPMENT ACTIVITY FOR NON-TEACHING PERSONNEL:
 ENHANCING CUSTOMER SERVICE DELIVERY AND DIGITAL LITERACY)**

To: Assistant Schools Division Superintendent
 Chiefs, SGOD, and CID
 OIC Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 Administrative Officer V
 Division and School-Based Non-Teaching Personnel
 All Others Concerned

1. Relative to Division Memorandum No. 456, s. 2025 titled "**Learning and Development Activity for Non-Teaching Personnel** scheduled on **December 9-10, 2025**, all concerned participants are hereby informed of the following:

New Schedule: **December 10-11, 2025**
 Venue: **Martinez JC's Catering Services**
San Miguel, Iriga City

2. Due to conflict of activities and other concerns, the following personnel are hereby replaced, to wit:

NAME AND DESIGNATION	OFFICE/SCHOOL	REPLACEMENT	OFFICE/SCHOOL
Shena A. Ampongan AO-IV Records	OSDS-Records	Teresa Vissia Sunga PDO-II	CID-LRMS
Shara Lyn R. Vargas PDO I	SGOD	Princess V. Bitao Admin. Asst. III	OSDS-Personnel
Laila M. Trinidad Admin. Officer II	OSDS-Payroll	Peter Albert A. Valderrama Admin. Aide I	OSDS-Admin
Leonor M. Esteve Admin. Assistant II	Sto. Nino NHS	Danica Armela T. Orbon Admin. Officer II	ICDISS
Mary Grace V. Barbonio Admin. Asst. III	OSDS-Budget	Elmer I. Dacoco Admin. Aide I	SGOD
Eireen B. Clemeno Admin. Asst. II	ZAHS	Jessica B. Oracion Admin. Officer II	ZAHS



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3. All participants are required to bring their laptops, extension cords, and other sources of internet connectivity for the workshop. Likewise, they are requested to register their attendance at this link: <https://tinyurl.com/LAndDActivityforNTP>.
4. Attached in this memorandum is the adjusted Training Matrix of the activity, for reference.
5. All other details in the previous memorandum remain the same.
6. For information and guidance of all concerned.

Do:
MARIA-MAGNOLIA F. BRIOSO, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge, Schools Division Superintendent

Encls:

As stated

SGOD/hrds/OPDNTP
12082025



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LEARNING AND DEVELOPMENT ACTIVITY FOR NON-TEACHING PERSONNEL

MATRIX OF ACTIVITIES

TIME	ACTIVITY	PERSON IN-CHARGE
Day 1		
7:30 – 8:30 A.M.	Arrival / Registration of Participants	
8:30 – 9:00 A.M.	OPENING PROGRAM	
9:00 – 9:45 A.M.	Session 1: Effective Communication and Professional Etiquette in the Workplace	MAYLANI L. GALICIA Assistant Schools Division Superintendent
9:45 – 10:00 A.M.	Health Break	
10:00 – 10:30 A.M.	Continuation of Session 1	
10:30 – 12:00 P.M.	Session 2: Excellence in Public Service: Strengthening Customer Relations	SHARON C. SALDO Education Program Specialist II
12:00 – 1:00 P.M.	Lunch Break	
1:00 – 3:00 P.M.	Session 3: Property Management and Accountability	JOY M. IBIAS Administrative Officer IV – Supply
3:00 – 3:15 P.M.	Health Break	
3:15 – 5:00 P.M.	Session 4: Basic Digital Literacy and Productivity Tools	MARSHIA N. BELEN Information Technology Officer I
<i>End-of the Day Evaluation</i>		
Day 2		
7:30 – 8:00 A.M.	Attendance / Registration of Participants	
8:00 – 8:15 A.M.	Management of Learning	
8:15 – 9:30 A.M.	Session 5: Understanding the Individual Performance and Commitment Review Form (IPCRF)	MA. GENOVIVA N. QUIÑO EPS SGOD/Division NEAP Focal
9:30 – 9:45 A.M.	Health Break	
9:45 – 12:00 P.M.	Session 6: Learning Management System (LMS) for Non-Teaching Personnel	MARSHIA N. BELEN Information Technology Officer I
12:00 – 1:00 P.M.	Lunch Break	
1:00 – 3:30 P.M.	Continuation of Session 6	
3:30 – 4:00 P.M.	<i>End-of-the-Day Evaluation</i>	
4:00 – 5:00 P.M.	CLOSING PROGRAM	



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