



Republic of the Philippines
Department of Education
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

DEPARTMENT OF EDUCATION
SDO-Iriga City RECORDS SECTION

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23 September 2026

DIVISION MEMORANDUM

No. 501, s. 2026

**WELCOME ABOARD! ONBOARDING PROGRAM FOR NEWLY HIRED
NON-TEACHING PERSONNEL**

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

1. The continuous improvement of service delivery in the Department of Education requires competent and well-oriented personnel who understand the agency's systems, policies, and organizational culture. Newly hired non-teaching personnel play a critical role in supporting the effective implementation of programs and operations in schools, Schools Division Offices, and Regional Offices.
2. Aligned with the professional development initiatives of the National Educators Academy of the Philippines (NEAP), the Schools Division Office of Iriga City shall conduct **"Welcome Aboard!" Onboarding Program for Newly Hired Non-Teaching Personnel** on **October 6-8, 2026**, at a venue to be announced in a separate memorandum.
3. The participants in this activity shall be able to:
 - a. understand the organization's vision, mission, mandate, and core values;
 - b. equip participants with the foundational knowledge, skills, and professional values needed to perform their roles effectively; and
 - c. contribute to the achievement of organizational goals.
4. The participants in this activity are the non-teaching personnel hired from June 2025 to the present. The list of participants, members of the program management team, and the indicative matrix of activities are attached as enclosures in this memorandum:
 - a. Enclosure No. 1 – Program Management Team
 - b. Enclosure No. 2 – List of Participants
 - c. Enclosure No. 3 – Indicative Matrix of Activities



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5. Expenses relative to the conduct of this activity are chargeable against the OPDNTF Continuing Fund for FY 2025 (Sub-ARO No. RO-5-25-02343), subject to the usual accounting and auditing rules and regulations.
6. Immediate and widest dissemination of this Memorandum is desired.

ML

MARIA-MAGNOLIA F. BRIOSO, CESO VI
OIC-Schools Division Superintendent

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

ONBOARDINGPROGRAM NEWLY-HIRED NON-TEACHING PERSONNEL

Encls.:

As stated

SGOD-OPDNTF/sacs09232026



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Enclosure No. 1 to Division Memorandum No. 507, s. 2026

EXECUTIVE COMMITTEE AND PROGRAM MANAGEMENT TEAM

MARIA-MAGNOLIA F. BRIOSO, CESO VI
OIC-Schools Division Superintendent
Over-all Lead

MAYLANI L. GALICIA
Assistant Schools Division Superintendent
Over-all Co-Lead

NOEL G. CABALTERA
Chief Education Supervisor-SGOD
Program Manager

MA. GENOVIVA N. QUIAÑO
Education Program Supervisor-SGOD
Learning Manager

SHARON C. SALDO
Education Program Specialist II-HRD
Co-Program Manager

Role	Name	Position
M & E Coordinator	Jhomer I. Rosal	SEPS-SMME
Documenter	Macy Gaile M. Nava	Admin. Aide Personnel
Secretariat		
Welfare Officer – Day 1	Marylen A. Cabaltera	Nurse II
Day 2	Johann Rey I. Sadang	Nurse II
Day 3	Sheila I. Alcantara	Nurse II
Logistics Officer	Joy M. Ibias	AO-IV, Supply
Finance Officer	Salvacion E. Bermejo	Accountant III
	Lourdes B. Azcarraga	AO V-Budget
Resource Persons	Maylani L. Galicia	Asst. Schools Division Supt.
	Arthur M. Ramboyong	Administrative Officer V
	Maria Lourdes B. Bayta	Admin. Officer IV-Personnel
	Atty. Bea Ann B. Correo	Legal Officer
	Shena A. Ampongan	Admin. Officer IV-Records
	Joy M. Ibias	Admin. Officer IV-Supply
	Salvacion E. Bermejo	Accountant III
	Marshia N. Belen	ITO I
	Dra. Quennie Mae R. Salcedo	Medical Officer III
	Ma. Genoviva N. Quiaño	EPS-SGOD
	Sharon C. Saldo	EPS II-HRD



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Enclosure No. 2 to Division Memorandum No. 507, s. 2026

**WELCOME ABOARD! ONBOARDING PROGRAM FOR NEWLY HIRED
NON-TEACHING PERSONNEL
LIST OF PARTICIPANTS**

	NAME	Position	School/Office Assignment
ELEMENTARY			
1	RUNETH I. LLESIS	Administrative Officer II	SAN ISIDRO ES / STA. CRUZ NORTE ES
2	KAREN KAY O. BAGACINA	Administrative Officer II	SAGRADA ES
3	JANN JERSON C. TORALDE	Administrative Officer II	NINO JESUS ES
4	SARAH MAE L. CERILLO	Administrative Assistant III	IRIGA SOUTH CENTRAL SCHOOL
5	PEARL JOY A. CAMILA	Administrative Assistant II	IRIGA NORTH CENTRAL SCHOOL
6	JULIE P. BRABANTE	Senior Bookkeeper	IRIGA NORTH CENTRAL SCHOOL
7	MERCY Q. AMOROSO	Administrative Officer II	SAN RAFAEL ES
8	ROWENA S. ZAMUDIO	Administrative Officer II	STA. ISABEL ES
9	GENESIS S. CASILI	Administrative Officer II	STA. CRUZ NORTE ES
10	MIRIAM B. MONTAÑEZ	Administrative Officer II	SAN ISIDRO ES
11	JENEVY T. PAYAGO	Administrative Officer II	SAN RAMON ES
JUNIOR HIGH SCHOOL			
1	JONA MAE B. CURATIVO	Administrative Assistant II	PERPETUAL HELP NHS
2	AILYN G. LIBRANDO	Administrative Assistant II	CRISTO REY IS / STA. MARIA HS
3	NELOUJUN D. ORBON	Administrative Assistant III	STO. NINO NHS
4	MARY ANN V. BORROMEO	Administrative Assistant II	STO. NINO NHS
5	CHARMAE G. BARANDON	Administrative Assistant II	PERPETUAL HELP NHS
6	FORMALEJO, MAE FARRAH B.	School Librarian III	RNTVS
7	JANINE O. DOCTOLERO	Administrative Officer II	SAN VICENTE NORTE ES
8	CARMILLE A. BELONIO	Administrative Officer II	SAGRADA NHS
9	AIREEN B. RAMBOYONG	Administrative Officer II	CRISTO REY IS
10	FRITZIE F. FERRERAS	Project Development Officer I	ZAHS/ SAN AGUSTIN ES
SENIOR HIGH SCHOOL			
1	ARJIE M. AGRAVANTE	Administrative Assistant II	SAGRADA NHS
2	KAYE LOVE S. EVANGELISTA	Registrar I	RNTVS / SAGRADA NHS
3	JEROME LUMAPAC	Administrative Officer II	PERPETUAL HELP NHS / SAGRADA NHS



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	SDO-BASED		
1	LARYNE AYESA O. BARROGA	Administrative Aide VI	OSDS – RECORDS
2	NICOLE C. NACARIO	Administrative Aide VI	OSDS – SUPPLY
3	PRINCESS V. BITAO	Administrative Assistant III	OSDS - ADMIN/PERSONNEL
4	CHERRY ROSE D. PAJA	Administrative Assistant III	OSDS - ADMIN/PERSONNEL
5	RAY ALDRIN M. SALVADORA	Administrative Assistant III	OSDS – ACCOUNTING
6	JOANNAH MAE P. ANDALIS	Legal Assistant I	OSDS - LEGAL UNIT
7	VANESSA A. PAMPARO	Administrative Aide VI	ASDS



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Enclosure No. **3** to Division Memorandum No. **507**, s. 2026

MATRIX OF ACTIVITIES

Day 1

Time	Activity	Resource Person/s
7:30 – 8:30 a.m.	Registration/Attendance	PMT
8:30 – 9:00 a.m.	Opening Program Pambansang Awit Opening Prayer Bicol March SDO Iriga City Hymn Quality Policy Statement Opening Remarks Presentation of Participants Message Overview of the Activity	AVP MAYLANI L. GALICIA <i>Asst. Schools Division Superintendent</i> MACY GAILE M. NAVA <i>Clerk</i> MARIA-MAGNOLIA F. BRIOSO, CESO VI <i>OIC-Schools Division Superintendent</i> SHARON C. SALDO <i>Education Program Specialist II HRD</i>
Session Proper		
9:00- 10:00 a.m.	Understanding the Organization: Vision, Mission, Mandate, and Structure	MAYLANI L. GALICIA <i>Assistant Schools Division Superintendent</i>
10:00-10:15 a.m.	Health Break	
10:15 -12:00 nn	Public Service Values and Ethics (Code of Conduct and Professional Behavior)	ATTY. BEA ANN B. CORREO <i>Legal Officer</i>
12:00 – 1:00 p.m.	Lunch Break	
1:00 – 2:30 p.m.	Workplace Culture, Office Decorum, and Communication Protocols	ARTHUR M. RAMBOYONG <i>Administrative Officer V</i>
2:30 – 2:45 p.m.	Health Break	
2:45 – 3:45 p.m.	Roles of Non-Teaching Personnel in Service Delivery (Job roles and expectations)	MARIA LOURDES B. BAYTA <i>Administrative Officer IV-Personnel</i>
3:45 – 4:45 p.m.	Personnel Policies and Benefits (Leave, attendance and other benefits)	
4:45 – 5:00 p.m.	End-of-the-Day Evaluation	



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Day 2

Time	Activity	Resource Person/s
7:30 – 8:15 a.m.	Management of Learning	PMT
8:15 – 9:45 a.m.	Administrative Systems and Records Management	SHERA A. AMPONGAN <i>Administrative Officer IV-Records</i>
9:45 – 10:00 a.m.	Health Break	
10:00 – 12:00 nn	Financial Accountability and COA Rules (Basic Orientation)	SALVACION E. BERMEJO <i>Accountant III</i>
12:00 – 1:00 p.m.	Lunch Break	
1:00 – 2:30 p.m.	Supply and Property Management	JOY M. IBIAS <i>Administrative Officer IV-Supply</i>
2:30 – 2:45 p.m.	Health Break	
2:45 – 4:45 p.m.	ICT Tools and Digital Systems in the Office	MARSHIA N. BELEN <i>Information Technology Officer I</i>
4:45 – 5:00 p.m.	End-of the-Day Evaluation	

Day 3

Time	Activity	Resource Person/s
7:30 – 8:15 a.m.	Management of Learning	PMT
8:15 - 9:45 a.m.	Occupational Safety, Health and Emergency Procedures	DRA. QUENNIE MAE R. SALCEDO <i>Medical Officer III</i>
9:45 - 10:00 a.m.	Health Break	
10:00 -11:00 a.m.	Results-Based Performance Management System (RPMS)	MA. GENOVIVA N. QUIAÑO Education Program Supervisor - SGOD
11:00-12:00 nn	Research	
12:00 – 1:00 p.m.	Lunch Break	
1:00 – 2:00 p.m.	Quality Management System	QMS Core Team
2:00 – 3:00 p.m.	Public Sector Unionism / DepEd National Employees Union Membership	SHARON C. SALDO <i>EPS II-HRD/President, DepEd NEU Iriga City Chapter</i>
3:00 – 3:15 p.m.	Health Break	
3:15 – 4:00 p.m.	Continuation of Public Sector Unionism / DepEd National Employees Union Membership	
4:00 – 5:00 p.m.	Closing Program	



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