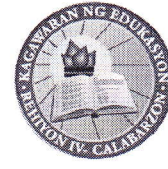


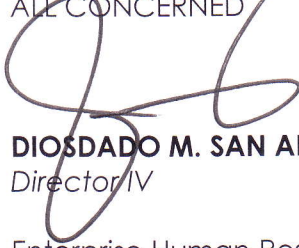


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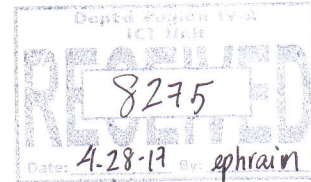
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TO : ALL SCHOOLS DIVISION SUPERINTENDENTS
HUMAN RESOURCE MANAGEMENT OFFICER (RO/SDO Proper)
INFORMATION TECHNOLOGY OFFICER (RO/SDO Proper)
HUMAN RESOURCE STAFF MEMBER (RO/SDO Personnel Section/Unit)
ALL CONCERNED

FROM :  **DIOSDADO M. SAN ANTONIO**
Director IV

SUBJECT : Enterprise Human Resource Information System (EHRIS) Rollout and Training of Trainers (TOT) on the Time and Attendance Management System (TAMS) and Service Requests (SR) in the Regional Office Proper and Schools Division Office Proper, and Level 1 TOT on the Electronic Personal Data Sheet (ePDS) Encoding by School Personnel

DATE : April 26, 2017



The Information and Communications Technology Service (ICTS), in partnership with the Personnel Division, DepEd Central Office, will conduct a two-day EHRIS Rollout and TOT on the TAMS and SR in the Regional Office Proper and Schools Division Office Proper, and Level 1 TOT on ePDS Encoding by School Personnel in each region.

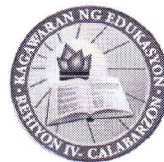
The activity aims to:

1. Introduce the EHRIS and its main features to HRMO and ITO in the Region and Division levels;
2. Develop, calibrate, and enhance the knowledge of participants on the usage and implementation of the EHRIS;
3. Strengthen linkages among participants in providing technical and policy support related to the usage and implementation of the EHRIS;
4. Allow the SDOs to come up with a plan on how to conduct the encoding of ePDS for school personnel;
5. Collect the draft SDO ePDS completion plan;
6. Provide selected school personnel the basics and the experience of encoding the ePDS; and
7. Facilitate the completion of ePDS of at least 2,160 school personnel.





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In this regard, please be informed that the conduct of the said activity for this Region will be held on May 9-10, 2017 at NEAP, Malvar, Batangas.

Participants to this 2-day activity are the following: **(please bring laptop and extension cord)**

ROP:

- 2 staffs from the Personnel Section (1 HRMO & 1 key HR staff member)
- 1 staff from the ICT Unit (RITO)

SDO Proper:

- 2 staffs from the Personnel Section (1 HRMO/designate & 1 key HR staff member)
- 1 staff from the ICT (ITO)

Selected School Personnel:

- 6 school personnel for City SDOs
- 22 school personnel for big SDOs (Batangas, Cavite, Laguna, Rizal & Quezon)

Below is the breakdown of participants for the two-day activity:

Date	Identified Participants
Day 1 – May 9, 2017	3 ROP personnel 60 SDO Proper personnel
Day 2 – May 10, 2017	3 ROP personnel 60 SDO Proper personnel 200 School Personnel

To provide a smooth training experience for everyone, school personnel participants of SDOs Batangas, Cavite, Laguna, Rizal and Quezon may split into AM and PM sessions. Please see attached summary list of participants for reference.

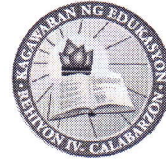
In the event that the confirmed participants will not be able to attend, the concerned SDO must assign someone with comparable capacity to attend. The substitute/s must hand-carry the letter of explanation of the office head for the confirmed participant's non-attendance addressed to Director Aida C. Yuvienco, Director IV, ICT Service, signed by the SDS or OIC.

Food and accommodation shall be charged to the downloaded fund. The school personnel will be provided meals on day 2 only, May 10, 2017.





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Moreover, transportation and other incidental expenses of participants shall be charged against local funds subject to the usual government accounting and auditing rules and regulations.

Please refer to the following enclosures for your information and guidance:

- Enclosure No. 1 – Terms of Reference
- Enclosure No. 2 – Program of Activities
- Enclosure No. 3 – Summary List of Participants

Immediate dissemination of this memorandum is earnestly desired.

Encls.: As stated



Enterprise Human Resources Information System (EHRIS) Training of Trainers
Time and Attendance Management System (TAMS) and Service Requests
Personal Data Sheet (PDS) Encoding by School Personnel

Enclosure 1: TERMS OF REFERENCE

For Regional and Schools Division Offices

1. The event will be held throughout eighteen sessions, clustered by region.
2. Delegate the following personnel to attend the event.
 - 2.1. **Regional Offices (RO)** must delegate **one (1) Regional Human Resources Management Officer (RHRMO)**, **one (1) staff member from the Regional Personnel/HR Office/Unit**, and **one (1) Regional Information Technology Officer (RITO)** to attend Days 1 and 2 of the event.
 - 2.2. **Schools Division Offices (SDO)** must delegate **one (1) Division HRMO**, **one (1) staff member from the SDO's Personnel Unit**, and **one (1) Division ITO** to attend Days 1 and 2.
 - 2.2.1. Each SDO must delegate at **least six (6) school personnel (SP)** (both teaching and non-teaching) within their division to attend Day 2 (Day 1 for NCR) of the training.
 - 2.3. The RO can **provide additional slots** to bigger-sized SDO, with the following conditions:
 - 2.3.1. Each SDO should have a minimum slot of **six (6) SP**;
 - 2.3.2. At least **one (1)** of these must be a **non-teaching SP**;
 - 2.3.3. Each SP have at least basic knowledge of any web-based system; and
 - 2.3.4. Each SP have the capacity and patience to teach and demonstrate EHRIS and ePDS to other SP within their respective divisions.
 - 2.3.5. ROs slot for SP is limited to number of divisions in the region multiplied by 10. (e.g. R4A with 20 SDOs x 10 = 200 SP slots for R4A to be distributed among all 20 SDOs.)
 - 2.4. All SDO should submit their **final** list of participants to the Regional Personnel/HR Office/Unit for consolidation. This shall include the list of participant requiring Day 0 accommodation, though it is not a guarantee that all everyone requesting may be given such. The RHRMO or the RITO, in turn, should email the consolidated list to the ICTS-USD, through **Christopher Fortaleza** (christopher.fortaleza@deped.gov.ph), no later than **Wednesday, 5 April 2017**.
 - 2.5. Unconfirmed participants outside the set number per office will be given least priority in accommodations.
 - 2.6. All offices must ensure that confirmed attendees (CA) **show up for the activity**.
 - 2.6.1. In an unlikely event that the CA cannot attend the event, the concerned office must assign someone else with the comparable capacity to attend.
 - 2.6.2. The substitute/s must hand-carry the letter of explanation of the Office head (see below) for the CA's non-attendance addressed to **Director Aida C. Yuvienco, Director IV of ICT Service**, and signed by either:
 - The Regional Director or Officer in Charge (OIC) for RO personnel;
 - The Schools Division Superintendent or OIC for division and SP.
 - 2.7. Admission and board/lodging of unconfirmed and/or excess participants shall be at the discretion of the Host.
 - 2.8. In case that an SDO hosts and holds the activity in their Division, they may send additional SP up to a maximum of fifteen (15) (on top of the division's allotted number).
 - 2.8.1. Transport and meal expenses of these additional SP shall be at the SDO's expense.
 - 2.9. To provide a smooth training experience for everyone, regions with more than ten (10) SDO have the option to divide their SPP within the event.
 - 2.9.1. As an example, they may split the participants between AM and PM sessions.
3. **All RO are expected to cascade any memoranda or communication from the Central Office (CO) to their respective SDO.**
 - 3.1. If the SDO has any concerns or questions worthy of urgent responses, they may approach their RO or the CO for further assistance.
 - 3.1.1. SDO must send their RO a courtesy copy of any correspondence addressed to the CO.

For the Participants

1. Arrive early in Day 1 for registration and billeting.
 - 1.1. Lodging is optional and only recommended for participants from far-flung areas.
 - 1.2. Participants needing lodging the day before the event (Day 0) must inform the SDO immediately. Confirmed participants who also requested their need for Day 0 (PM) lodging will be prioritized.
 - 1.3. Register onsite, as well as answer a pre-training survey.
2. Bring laptops (at least 2 per office for day 1), extension cord, and a mobile broadband device (at least one per office). SDOs to ensure that their SPs have a device that they can use to encode and complete their PDS.
3. Arrive at the session hall on time and actively participate in all the activities.
 - 3.1. SPs are requested to bring their updated PDS for quick reference. Only SPs with completed PDS in EHRIS are expected to download it and submit the pdf copy onsite, and must be deemed completed by the RO/SDO HRMO, may leave the venue.
 - 3.2. Listen attentively to the resource persons and facilitators.
 - 3.3. Contribute substantial ideas and provide useful information during the sessions.
4. Comply with the following house rules:
 - 4.1. Refrain from accessing other websites or doing other online or clerical activities not related to the topic at hand.
 - 4.2. Turn off mobile phones and similar devices or switch them to silent mode.
5. Meals will be served throughout the event.
 - 5.1. Meals will include breakfast, snacks (morning and afternoon), lunch, and dinner for two days (for RO and SDO personnel).
 - 5.2. For school personnel, meals will include either one brunch (for the morning session) **or** one heavy snack (for the afternoon session) within the day.
 - 5.3. Participants taking advantage of lodging on Day 0 will need to shoulder their own meals.
6. Report to your respective RD and/or SDS all pertinent information gained from the activity.
7. RO personnel who attended the event will form part of the EHRIS team within their region, while SDO and school personnel will be their SDO's EHRIS Core Team; both are expected to cascade their learnings within their Offices (RO) or SDO and Schools.
8. Act immediately on questions, issues, and concerns with concrete and practical answers and solutions gained during the activity.

For the CO ICT Service

1. Prepare an activity request to conduct the activity and supporting documents needed (budget estimates, downloading of funds, program of activities, and supplies request, among others) and see it through up to its approval.
2. Prepare documents needed to release/download funds to the hosts Regions/SDOs.
3. Receive the collated list of participants from all the RO.
4. Plan the topics for discussion, prepare mechanics of the sessions, and implement all activities.
5. Spearhead coordination of logistics (venue management and travel arrangements of resource persons and facilitators, among others).
6. Prepare slideshow presentations, handouts, conference kits, and other event paraphernalia.
7. Officiate in topics and answer queries on technical concerns and usage of the EHRIS.
8. Prepare all documents needed to clear and liquidate expenses after the event.
9. Make a post-activity report with the Personnel Division for submission to their respective Directors and Undersecretaries.

For the CO Personnel Division

1. Officiate in topics and answer queries on policies and rules relevant to the EHRIS.
2. Coordinate with the ICTS on all concerns, including, but are not limited to, the following:
 - Post-activity documentation and financial paperwork;
 - Preparation of **Certificates of Appearance** and **Certificates of Participation** for CO personnel

**Enterprise Human Resource Information System (EHRIS) Rollout and Training of Trainers (TOT)
TAMS & Service Request in the Regional Office Proper and Schools Division Office Proper
Level 1 TOT on ePDS Encoding by School Personnel**

Enclosure 2: PROGRAM OF ACTIVITIES

Region	Date	Venue*
I, II, III, IV-A, IV-B, VI, X, NCR	17 – 18 April 2017	Within the Regions (To be Announced by the Regional Offices)
V, VII, VIII, IX, XII, CAR, Caraga, NIR	20 – 21 April 2017	
XI, ARMM	25 – 26 April 2017	*Within Region XI

Day 0	Day 1	Day 2
Ingress	Registration and Billeting (07:00 AM - 08:00 AM)	Registration for Batch 1 of School Personnel (07:00 AM - 08:00 AM)
	Opening Program <ul style="list-style-type: none"> Philippine National Anthem Prayer Introduction of Participants Welcome Message Statement of Purpose and Training Mechanics House Rules 	<ul style="list-style-type: none"> Introduction to the ePDS The ePDS Environment ePDS Guidelines
	<ul style="list-style-type: none"> Introduction to the EHRIS The EHRIS Environment <ul style="list-style-type: none"> Log-in Page Dashboard Self Service <ul style="list-style-type: none"> Daily Time Record (DTR) Pay Slip 	<ul style="list-style-type: none"> Actual Encoding of ePDS
	BREAK	
	<ul style="list-style-type: none"> The EHRIS Environment <ul style="list-style-type: none"> Service Requests HR Module User Account Management <ul style="list-style-type: none"> Account Activation Password Reset 	<ul style="list-style-type: none"> Actual Encoding of ePDS
	LUNCH	
	<ul style="list-style-type: none"> TAMS and Service Requests <ul style="list-style-type: none"> Types of Service Requests Raising a Request Cancelling a Request Viewing Previously Raised Requests Approving Requests Rejecting Requests 	Registration for Batch 2 of School Personnel <ul style="list-style-type: none"> Introduction to the ePDS The ePDS Environment ePDS Guidelines Actual Encoding of ePDS
Billeting (of confirmed participants only)	BREAK	
	<ul style="list-style-type: none"> Daily Time Record (DTR) <ul style="list-style-type: none"> Viewing the DTR Printing the DTR Forum 	<ul style="list-style-type: none"> Actual Encoding of ePDS Closing Program <ul style="list-style-type: none"> Forum Closing Message Distribution of Certificates
Expected Output	Enhanced roles of HRMO and ITO in using, maintaining, and supporting employee records	Completely filled-out ePDS of attendees

ENCLOSURE NO. 3

**EHRIS ROLLOUT AND TRAINING OF TRAINERS (TOT)
TAMS & SERVICE REQUEST IN THE ROP AND SDO PROPER
LEVEL 1 TOT ON ePDS ENCODING BY SCHOOL PERSONNEL
MAY 9-10, 2017**

**DepEd REGION IV-A CALABARZON
LIST OF PARTICIPANTS**

DIVISION/NAME OF PARTICIPANTS	POSITION
I. ANTIPOLLO CITY	
SDO Personnel:	
1 Christine T. Coronado	AO IV
2 Roy Benson	ITO I
3 Angelita Doyola	ADA VI
School Personnel: (DAY 2)	
<u>AM Attendees</u>	
1 Pamela Versola	AO II
2 Venerando Vergara	Teacher I
3 Mary Rose Francisco	Teacher III
4 Marieneth Alejandro	Teacher I
5 Michelle Cabot	Teacher III
6 Lorenzo Eduardo Rivera	Teacher I
II. BACOR CITY	
SDO Personnel:	
1 Maricon M. Mogol	AO IV
2 Marianne O. Tambac	ADA VI
3 Julie Boy C. Valeroso	ITO I
School Personnel: (DAY 2)	
<u>AM Attendees</u>	
1 Federico M. Salvador, Jr.	Master Teacher I
2 Annalyn B. Nicol	Teacher III
3 Caren A. Francisco	Teacher I
4 Ryan G. Rosaldo	Teacher II
5 Diann Joan B. Dizon	ADAS II
6 Gerina B. Malabanan	AO IV
III. BATANGAS PROVINCE	
SDO Personnel:	
1 Lou C. Panaligan	AO IV
2 Jee-Aar D. Tino	ADAS II
3 Rey Alexis Malabanan	ITO I
School Principal: (DAY 2)	
<u>AM Attendees</u>	
1 Ruthmabelle E. Reyes	School Principal II
2 Baby R. Abanes	Teacher I
3 Elizalde B. Patulot	Teacher III
4 Herbert A. Salvacruz	School Principal I

DIVISION/NAME OF PARTICIPANTS	POSITION
(Con't Batangas Prov.)	
5 Mildred A. Ilagan	Teacher I
6 Mary Jane S. Enriquez	Teacher I
7 Israeli D. Bonite	Teacher I
8 Ronnel Gubaton	Teacher I
9 Ernani A. Catapat	Registrar I
10 Alice B. Umandap	AO II
11 Angela De Jesus	Registrar I
<u>PM Attendees</u>	
1 Allan C. Gatdula	Registrar I
2 Rosellie C. Tumaming	Teacher III
3 Ivy R. De Torres	Registrar I
4 Maria Lourdes G. Borbon	Registrar I
5 Clarissa Anne C. Reyes	AO II
6 Maricris P. Malabanan	Registrar I
7 Carina V. Pedragosa	Registrar I
8 Julieta C. Tasico	Registrar I
9 Madonna H. Gamboa	Registrar I
10 Azenith B. Pangilinan	Registrar I
11 Ivy Joy C. Rueca	Registrar I
IV. BATANGAS CITY	
SDO Personnel:	
1 Lourdes M. Zaraspe	AO V
2 Lydia M. Ramos	AO IV
3 Dandy G. Eborá	ITO I
School Personnel: (DAY 2)	
<u>PM Attendees</u>	
1 Ethel Saligao	Teacher II
2 Maria Ana D. De Guzman	Teacher I
3 Cin Dy V. Guce	Teacher I
4 Lorna Gonzales	Teacher I
5 Algene C. Barairo	ADAS II
6 Darrel C. Enriquez	AO II
V. BIÑAN CITY	
SDO Personnel:	
1 Tito G. Pascual	HR Officer
2 Francis Jordan R. Arbo	ITO I
3 Mark Peña	ADA
School Personnel: (DAY 2)	
<u>PM Attendees</u>	
1 Sancha D. Enaje	
2 Rose Cecille M. Falcon	
3 Renelio G. Magno	
4 Glen Mark S. Espanola	
5 Greg P. Jaque	
6 Tyrone B. Bibes	

DIVISION/NAME OF PARTICIPANTS	POSITION
VI. CALAMBA CITY	
SDO Personnel:	
1 Rodel E. Sulsona	ITO I
2 Evelyn A. Calderon	AO IV
3 Anna Rose M. Gomez	
School Personnel: (DAY 2)	
<u>PM Attendees</u>	
1 Marvel M. Melido	
2 Kenny Johnson B. Montiel	
3 Marie Christ A. Catindig	
4 Mary Grace A. Dumanig	
5 Crispin Trinidad	
6 Ma. Cecilia M. Fabellore	
VII. CAVITE PROVINCE	
SDO Personnel:	
1 Mignon Cecille M. Mangoba	ITO I
2 Elaine V. Balen	AO IV
3 Norita C. Vasquez	ADA VI
School Personnel:	
<u>AM Attendees</u>	
1 Rusel Anacay	Teacher II
2 Angeli Gatdula	Teacher I
3 Abbah Nabby Galarce	Teacher II
4 Freddie Bayarong	Teacher III
5 Roberto Maraan	Teacher I
6 Erwinde Raya	Teacher I
7 Allan Nava	Teacher II
8 Mark Joselle Gadayan	Teacher I
9 Helen Catanaoan	Teacher III
10 Ricardo Abeledo	Teacher III
11 Rebecca Fenol	Teacher III
<u>PM Attendees</u>	
1 Michael Joseph Lapid	Teacher III
2 Jimmy Ray Cimafranca	Teacher III
3 Owen Enriquez	Teacher III
4 Leah Anne Misenas	Teacher III
5 Henry Dave	Teacher III
6 Ma. Jenelle Prades	Teacher I
7 Cecilia Caraan	Teacher III
8 Janice Noda	Teacher III
9 Rhebie Cailao	Teacher I
10 Karen Manglal-lan	Teacher III
11 Jennifer Morales	ADA III

DIVISION/NAME OF PARTICIPANTS	POSITION
VIII. CAVITE CITY	
SDO Personnel:	
1 Lourdes A. Adam	AO IV
2 Jayson B. Antig	ITO I
3 Mary-Ann G. Tidula	
School Personnel: (DAY 2)	
<u>AM Attendees</u>	
1 Patrick Mark L. Nonato	Teacher III
2 Richie G. Vasquez	Teacher II
3 Kathleen M. Trinidad	Teacher I
4 Yvette DR. Lacambra	Teacher I
5 Erikson R. Bauzon	Teacher III
6 David P. Alvarez	AO II
IX. DASMARIÑAS CITY	
SDO Personnel:	
1 Carl A. Adao	ITO I
2 Maricel A. Mendoza	AO IV
3 Christine R. Gache	
School Personnel: (DAY 2)	
<u>PM Attendees</u>	
1 Nikka C. Ylagan	AO II
2 Charles Ninjo T. Alayon	Registrar I
3 Christen P. Nueva	ADA III
4 Danvie Ryan C. Phi	Teacher III
5 Tyrhone G. Co	Teacher II
6 Francis B. Dimabayao	Teacher I
X. IMUS CITY	
SDO Personnel:	
1 June Bence L. Adelan	ITO I
2 Maria Cecilia C. Villania	ADA VI
3 Karen M. Tobilla	AO IV
School Personnel: (DAY 2)	
<u>PM Attendees</u>	
1 Irma Rose B. Geda	Registrar I
2 Toni Rose Giane A. Nato	Teacher I
3 Mercedi A. Cabaral	Teacher III
4 Marilyn O. Anglo	Disbursing Officer
5 Caroline Rose L. Camet	Teacher III
6 Victoria C. Manlugon	Teacher III

DIVISION/NAME OF PARTICIPANTS	POSITION
XI. LAGUNA	
SDO Personnel:	
1 Lourdes M. Fresnido	AO IV
2 Crissel M. Gadista	ADA VI
3 Avelyn J. Advento	ITO I
School Personnel: (DAY 2)	
<u>AM Attendees</u>	
1 Joel M. Caspe	Teacher II
2 John Christian B. Valdivia	Teacher I
3 Jezrel P. Macale	Teacher I
4 Daryl A. Peralta	Master Teacher II
5 Jennyfer D. Adofina	Teacher I
6 Sanny Joseph M. Ramos	ADA VI
7 Jason R. Guisando	Teacher I
8 Michella A. Atanacio	Master Teacher II
9 Marian M. Alcachupas	Teacher I
10 Rosmin A. Cafirma	Master Teacher I
11 Rona S. Peralta	Teacher III
<u>PM Attendees</u>	
1 Demetrio A. Macalalad	Teacher I
2 Albert A. Hofileña	Teacher I
3 Aldrin E. Berdan	Teacher I
4 Princes V. Villamer	Teacher I
5 King Roy E. Alarcon	Teacher I
6 Adora A. Villanueva	Teacher III
7 Myra C. Pagalanan	Teacher III
8 Shiela T. De Lumban	Teacher III
9 Grace A. Aliangan	Teacher III
10 Edlin A. Raga	Teacher III
11 Rosemarie A. Sandoy	Teacher III
XII. LIPA CITY	
SDO Personnel:	
1 Ellen M. Almarez	AO IV
2 Jun Patrick V. Balita	ITO I
3 Monette S. Braza	HR Staff
School Personnel: (DAY 2)	
<u>PM Attendees</u>	
1 Nympha D. Moren	AO
2 Evangeline B. Escabel	School Principal III
3 Maria Celedonia M. Katigbak	AO
4 Philip M. Quizon	Teacher I
5 Jonathan R. Carandang	Teacher III
6 Javed R. Maralit	Teacher III

DIVISION/NAME OF PARTICIPANTS	POSITION
XIII. LUCENA CITY	
SDO Personnel:	
1 Byrnie C. Rivera	AO IV
2 Cristina B. Rogelio	ITO I
3 Jacquimil P. Gonzales	ADA VI
School Personnel: (DAY 2)	
<u>AM Attendees</u>	
1 Jesusa O. Manrique	Teacher I
2 Mirella D. Talabong	ADAS II
3 Amelita L. Alburo	Master Teacher II
4 Richelle T. Tornila	Teacher I
5 Jay Ar S. Manalastas	Teacher II
6 Donna O. Capacio	Teacher I
XIV. QUEZON	
SDO Personnel:	
1 Wennie O. Gaela	AO IV
2 Wilbert D. Porteza	ITO I
3 Arvin V. Zeta	ADA VI
School Personnel: (DAY 2)	
<u>AM Attendees</u>	
1 Mary Grace Caja	Teacher III
2 Marilyn Tiosan	SPET I
3 Rhea Laraya	Teacher I
4 Riza Ocampo	Teacher I
5 Roisa Generillo	Teacher II
6 Mark Calimutan	Teacher I
7 John Howard Nombrefa	Teacher I
8 John Arnold Nada	Teacher I
9 Jonathan Cesar Mendoza	Teacher I
10 Niña Madel Bandoy	Teacher I
11 Almira Agaran	Registrar I
<u>PM Attendees</u>	
1 Jayson Luna	Master Teacher I
2 Sherry Ann Racelis	Teacher III
3 Sherwin Saavedra	Teacher III
4 Al Laurio	Teacher III
5 Rosalio Gaza	Teacher III
6 Renato Agoba	Teacher II
7 Arvin Casires	Teacher II
8 John Marvin Licardo	Teacher I
9 Christopher Duro	Teacher I
10 Aivie Abracia	Teacher I
11 Joyce Anne Rosaldo	Registrar I

DIVISION/NAME OF PARTICIPANTS	POSITION
XV. RIZAL	
SDO Personnel:	
1 Jane S. Fuentes	AO IV
2 John Raymond P. Durusan	ITO I
3 Mary Zel Garong	ADA
School Personnel: (DAY 2)	
<u>AM Attendees</u>	
1 Sophie S. Francisco	AO II
2 Perla D. Gaza	AO II
3 August P. Lerona	Teacher I
4 Ronald Parayno	Teacher I
5 Marlon Custodio	Teacher I
6 Walter Cristobal	Teacher I
7 Christine G. Santos	ADA IV
8 Kristine C. Santos	ADA IV
9 Ismael Jimenez	ADA I
10 Marlon Fuentes	ADA I
11 Mylene G. Pillas	AO II
<u>PM Attendees</u>	
1 Maribel I. Jarilla	AO II
2 Elim Naal	ADA I
3 Ceres Teodosio	ADA I
4 Gina Sabuga	Teacher III
5 Reyan Tongohan	ADA
6 Sharon Victoria	Teacher I
7 Roderick Monreal	Teacher II
8 Ryan Aquino	Teacher I
9 Roy Ronald San Jose	Teacher I
10 Cristine Elaine Ejercito	Teacher I
11 Jester Leonor	Teacher I
XVI. SAN PABLO CITY	
<u>SDO Personnel:</u>	
1 Lucila Nida B. Rodelas	AO IV
2 Recy Luren L. Pagaduan	ADA VI
3 Felipe V. Baldermorro	ITO I
<u>School Personnel:</u>	
<u>PM Attendees</u>	
1 Rosalie D. Dela Paz	Registrar I
2 Glenn A. Toledo	Teacher III
3 Rommel S. Ladislao	Teacher I
4 Marilou C. Bagon	Teacher III
5 Perlyn V. Dionglay	Teacher II
6 Ma. Dolores A. Quezon	Teacher II

DIVISION/NAME OF PARTICIPANTS	POSITION
XVII. SANTA ROSA CITY	
SDO Personnel:	
1 Jhoanna Manzanero	AO IV
2 Ma. Aubrey Manzanero	HR Staff
3 Jason Fabella	ITO
School Personnel: (DAY 2)	
<u>AM Attendees</u>	
1 Christian Niebres	Teacher I
2 Frederick Fernando	Teacher I
3 Feyl Carl Delos Santos	Teacher I
4 Leyl Martinez	Teacher I
5 Jason Encina	Teacher I
6 Imelda Bartolay	Teacher I
XVIII. TANAUAN CITY	
SDO Personnel:	
1 Nenette C.Sumague	AO IV
2 Ritchel O. Lopez	ITO I
3 Adaliane L. Silva	ADA VI
School Personnel: (DAY 2)	
<u>PM Attendees</u>	
1 Riblyn Joan Mirana	Admin Staff
2 Jethro Villasanta	Teacher I
3 Mylene Cristobal	Teacher III
4 Mark Jerome Pamplona	Teacher III
5 Mary Ann Clanor	Teacher I
6 Jomel Atienza	Teacher III
XIX. TAYABAS CITY	
SDO Personnel:	
1 Kendrick C. Cabriga	ITO I
2 Josefina R. Oabel	AO IV
3 Grasiela L. Hernandez	ADA VI
School Personnel: (DAY 2)	
<u>AM Attendees</u>	
1 Francis M. Navela	Teacher III
2 Rowena D. Eclavea	Teacher III
3 Jerico M. Nanez	Teacher I
4 Abegail P. Vito	Teacher I
5 Cristina Esperanza	Teacher I
6 Elvira R. Aranilla	ADA IV

DIVISION/NAME OF PARTICIPANTS	POSITION
XX. CABUYAO CITY	
SDO Personnel:	
1 Royda C. Lumbres	HRMO
2 Chem Jayder Cabungkal	HRM Staff
3 Rex A. Tarranco	ITO I
School Personnel: (DAY 2)	
<u>AM Attendees</u>	
1 Gimele Miles	
2 Shiela Servo	
3 Edzel Madriaga	
4 Arnold Labios	
5 Dona Belle G. Garin	
6 Dr. Jose Charlie S. Aloquin	School Principal II
XXI. REGIONAL OFFICE PROPER:	
1 Rey M. Valenzuela	ITO II
2 Maria Susana B. Oliveros	AO V
3 Maria Rojane C. Miranda	AO IV