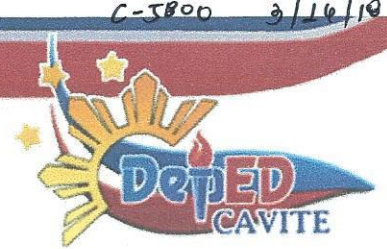




Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
Division of Cavite
Trece Martires City, Cavite



March 26, 2018

DIVISION MEMORANDUM
NO. 08 s. 2018

**ORIENTATION OF ALL MUNICIPAL HUMAN RESOURCE
COORDINATORS**

To: Administrative Officer IV – JHS
Administrative Officer II - SHS
Administrative Assistant II – SHS

1. This is to inform you that the School Division of Cavite Province will be holding an Orientation of all Municipal Human Resource Coordinators on April 11, 2018 from 8:00 AM to 5:00 PM at Silid Ugnayan, Division of Cavite, Trece Martires City.
2. The participants of this Orientation are all Municipal Human Resource Coordinators (see attached *Enclosure 1*).
3. Provisions for lunch and snacks are free.
4. Travelling expenses shall be charged to the School MOOE subject to the usual accounting and auditing procedure.
5. Immediate dissemination of this Memorandum is highly desired.
6. For your strict compliance.

ELIAS A. ALICAYA, JR. Ed.D.
OIC-Assistant Schools Division Superintendent
For **CHERRYLOU D. DE MESA**
OIC – Schools Division Superintendent



Republic of the Philippines

Department of Education

Region IV-A (CALABARZON)

Division of Cavite

Trece Martires City, Cavite



Enclosure 1:

List of Municipal Human Resource Coordinators

MUNICIPALITIES	NAME OF MHRCs	POSITIONS	SCHOOLS/STATION
Alfonso	Delia Luz V. Jimenez	Administrative Assistant II	Alfonso NHS - SHS
	Leah D. Vicedo	Administrative Assistant II	Kaytitinga NHS - SHS
Amadeo	Jocelyn B. Bati	Administrative Officer IV	Amadeo NHS
	Marilyn A. Limpiada	Administrative Officer II	Amadeo NHS - SHS
Carmona	Gliceria T. Cajepe	Administrative Officer II	Angelo L. Loyola SHS
	Carolyn D. Pampiega	Administrative Assistant II	Angelo L. Loyola SHS
GEA- Bailen	John Vic Ceazar B. Marimat	Administrative Assistant II	GEANHS-Bailen - SHS
	Ruth Abigail C. Colocado	Administrative Officer II	Division Office
GMA	Rowena B. Bawalan	Administrative Officer IV	GMATHS
	Hazel P. Duran	Administrative Officer II	GMATHS
	Richard S. Mercado	Administrative Officer IV	San Jose Community HS
Gen. Trias	Benedicta B. Causaren	Administrative Officer IV	Gov. Ferrer MNHS
	Melissa P. Sarmiento	Administrative Officer II	Luis Y. Ferrer Jr. SHS
	Ebitha A. Phodaca	Administrative Assistant II	Luis Y. Ferrer Jr. SHS
Indang	Mylene S. Navarro	Administrative Officer II	Lumampong Annex-SHS
	Joy Lyn B. Quiambao	Administrative Assistant II	Lumampong Annex-SHS
Kawit	Miriam M. Igtiben	Administrative Officer IV	ETTMNHS
	Aithne T. Catane	Administrative Officer II	ETTMNHS - SHS
Magallanes	Issa Grace E. Tirona	Administrative Assistant II	Bendita NHS - SHS
	Ronald Kevin C. Del Rosario	Administrative Officer II	Division Office
Maragondon	Lilia B. Santos	Administrative Officer IV	Bucal NHS
	Evalyn V. Hintay	Administrative Assistant II	Cavite National Science HS - SHS
Mendez	Joanna Marie S. Abaca	Administrative Assistant II	Pedro Alegre Aure SHS
	Elienai Grace S. Cipriano	Administrative Assistant II	Anuling NHS - SHS
Naic	Janette S. Calantog	Administrative Officer II	Naic NHS - SHS
	Ernalyn L. Belber	Administrative Assistant II	Naic NHS - SHS
Noveleta	Marilyn L. Santiago	Administrative Assistant II	Noveleta SHS
	Marinell A. Peñalba	Administrative Officer II	Division Office
Rosario	Myra A. Roquiño	Administrative Assistant II	Bagbag NHS - SHS
	Eda-Lilac J. Villa	Administrative Assistant II	Escuela Secundaria Senior de Salinas
Silang	April M. Lopez	Administrative Assistant II	M. Ilog NHS
	Judith Mae A. Peñalba	Administrative Assistant II	Gen. Vito Belarmino NHS
	Maybelle P. Mendoza	Administrative Assistant II	Lumil NHS
	Teodoro P. Fulvadora Jr.	Administrative Officer II	Division Office
Tagaytay	Roviann M. Sidamon	Administrative Officer II	Tagaytay City NHS - SHS
	Sheila T. Costa	Administrative Officer II	Tagaytay CS NHS - SHS
Tanza	Julieta A. Valencia	Administrative Officer IV	Tanza NCHS
	Nannette S. Malimban	Administrative Officer II	Tanza NTS - SHS
	Mary Angelic P. Federoso Zenaida C. Ferre	Administrative Officer II Administrative Officer II	Division Office Tanza NCHS - SHS
Ternate	Roxanne May P. Rombon	Administrative Assistant II	Ternate West NHS - SHS
	Arlene C. Diesta	Administrative Assistant II	Ternate NHS - SHS
Trece Martires City	Ma. Nezy L. Suayan	Administrative Assistant II	Trece Martires City NHS
	Alma C. Cruzada	Administrative Officer II	Trece Martires City SHS



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Capitol Compound, Brgy. Luciano, Trece Martires City Cavite

Text Hotline: 74442848



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Attachment A:

ORIENTATION OF ALL MUNICIPAL HUMAN RESOURCE COORDINATORS

Silid Ugnayan, Division of Cavite, Trece Martires City
April 11, 2018

Day	Activities	Resource Speaker	
AM	7:30 – 8:00	Registration	
	8:00 – 8:30	Opening Program	
	8:30 – 9:15	Discussion: Procedure Manual (Hiring and Promotion)	Ronald Kevin C. Del Rosario Administrative Officer II
	9:15 – 9:45	Discussion: Updated Checklist (Hiring and Promotion)	Norita C. Vasquez Administrative Aide VI
	9:45 – 10:00	AM SNACK	
	10:00 – 10:45	Discussion: Filling up of forms (Hiring and Promotion)	Ronald Kevin C. Del Rosario Administrative Officer II
	10:45 – 11:30	Discussion: D.O 7 and 22 s. 2015 (RQA for ELEM and JHS)	Teodoro P. Fulvadora Jr. Administrative Officer II
	11:30 – 12:00	Question and Answer	
PM	12:00 – 1:00	Lunch	
	1:00 – 1:45	Discussion: Procedure Manual (Personnel Services)	Roel L. Penus Administrative Aide III
	1:45 – 2:15	Discussion: Updated Checklist (Personnel Services)	Roel L. Penus Administrative Aide III
	2:15 – 2:30	PM SNACK	
	2:30 – 3:15	Discussion: Filling up of forms (Personnel Services)	Lian Jazzel T. Velasco Administrative Assistant II
	3:15 – 4:30	Discussion: D.O 3, 32 s. 2016 and D.O 51 s. 2017 (RQA for SHS)	Marinell A. Peñalba Administrative Officer II
	4:30 – 5:00	Question and Answer	



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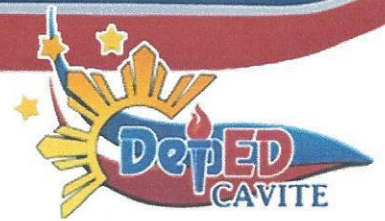
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ORIENTATION OF ALL MUNICIPAL HUMAN RESOURCE COORDINATORS

Silid Ugnayan, Division of Cavite, Trece Martires City
April 11, 2018

PROGRAMME

National Anthem	Ma. Corazon P. Federoso Administrative Assistant II
Prayer	Lian Jazzel T. Velasco Administrative Assistant II
Welcome Remarks/Greetings	Verna C. Cabaya Administrative Officer V
Inspirational Message	Cherrylou D. De Mesa OIC – Schools Division Superintendent
Presentation of Participants	Elaine V. Balen Administrative Officer IV – HRMO
Mechanics of the Seminar	Elaine V. Balen Administrative Officer IV – HRMO
Orientation/Workshop Proper	

TEODORO P. FULVADORA JR.
Master of Ceremony