



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



DIVISION MEMORANDUM

No. 11-368 s., 2025

To: Assistant Schools Division Superintendent
Administrative Officer II
School Registrar
Administrative Assistant II (Clerk)
All Others Concerned
This Division

**CAPACITY BUILDING FOR SCHOOL-BASED ADMINISTRATIVE PERSONNEL: TOWARDS
RESPONSIVE AND EFFICIENT SERVICE**

1. In line with our commitment to continuous professional development and the enhancement of school governance, SDO Siargao will conduct a Capacity Building for School-Based Administrative Personnel on November 22, 2025, Saturday, 8:00 AM at the Siargao Island Convention Center, Brgy. Osmena, Dapa, Surigao del Norte.
2. This activity aims to:
 - a. strengthen the competencies of administrative staff in school operations and management;
 - b. to enhance knowledge in key areas such as records management, client service, digital tools utilization, human resource matters and asset management; and
 - c. to promote a culture of accountability and data privacy.
3. The participants are the OSDS Unit Heads, Administrative Officer II, Administrative Assistant II (Clerk) and School Registrars together with the members of the Program Management Team (PMT). Please see attached enclosure for the list of participants.
4. Participants are requested to bring laptops and extension wires needed for the workshop.
5. Meal and snacks will be served during the activity.
6. Travel expenses of the participants shall be charged against School MOOE/local funds subject to usual accounting rules and regulations.
7. Compensatory time off shall be granted to non-teaching personnel in acknowledgement of their participation and engagement on November 22, 2025.



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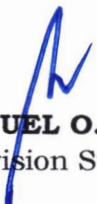


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8. Immediate and wide dissemination of this Memorandum is directed.


MANUEL O. CABERTE
Schools Division Superintendent 

Ref: As stated

Incls: As stated

To be indicated in the perpetual index under the following subjects:

RECORDS

OSDS/rea

11/13/2025



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Enclosure to DM No. 11-368 s. 2025

List of Participants in Capacity Building for School-based Administrative Personnel

#	NAME	GENDER	SCHOOL/OFFICE
1	MALOU S. OMOSAY	F	OSDS
2	REYCELLE E. AGATEP	F	OSDS
3	ROCHELLE M. BONCAROS	F	OSDS
4	FRANCIS ALBERT C. GOLO	M	OSDS
5	CARLO BORRIS G. ORALIZA	M	OSDS
6	JELYN T. MANTE	F	OSDS
7	DAISY G. SUMAYLO	F	OSDS
8	GIRLEY JANE P. CAVITE	F	OSDS
9	GENNIE LOU D. UROT	F	OSDS
10	JERLIE BELMART S. SULAPAS	M	SGOD
11	ESNOOKY B. SANICO	F	CID
12	JUVY C. ARREZA	F	SGOD
13	RYAN S. DUMADAG	M	UNION ELEMENTARY SCHOOL
14	CATHY L. SINDAY	F	UNION NATIONAL HIGH SCHOOL
15	REINSHIELD S. TAGLUCOP	F	CORREGIDOR ELEMENTARY SCHOOL
16	GAUDENCIO C. CAPILLANES JR	M	CABAWA ELEMENTARY SCHOOL
17	DENCIA E. CASANA	F	CONSOLACION ELEMENTARY SCHOOL/CONSOLACION NATIONAL HIGH SCHOOL
18	NORSAIMA G. PANGCATAN	F	CAMBAS-AC ELEM. SCHOOL
19	ALYSSA MAE E. CONTE	F	CATABAAN ELEM. SCHOOL
20	MARIVEL J. CONJURADO	F	STA FELOMINA ELEMENTARY SCHOOL
21	JUNRY D. DOTILLOS	M	MONTSERRAT ELEMENTARY SCHOOL
22	JAYSON N. BAYETA	M	JUBANG ELEMENTARY SCHOOL
23	ALGEN R. CASANA	M	DAGOHOY NATIONAL HIGH SCHOOL/DAGOHOY ES
24	JERNELYN C. INTANO	F	STA.FE ELEMENTARY SCHOOL



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25	JONAS A. GARCIA	M	NEW UBA PRIMARY SCHOOL/SAN CARLOS ELEMENTARY SCHOOL
26	ADRIANO T. FORMILLES JR.	M	SAN MIGUEL ELEMENTARY SCHOOL
27	RHIAMEA L. SAVANDAL	F	BAGACAY ELEMENTARY SCHOOL
28	KARYL ANN MAE C. ESPINILE	F	DAPA CENTRAL ELEMENTARY SCHOOL & SPED CENTER
29	ALYSSA F. SUBAYNO	F	OSMEÑA ELEMENTARY SCHOOL
30	ABIGAIL S. ARGENTE	F	SIARGAO NATIONAL SCIENCE HIGH SCHOOL
31	BLAISE R. SUMAMPONG	F	CONSUELO ELEMENTARY SCHOOL
32	MARTSAN EPHRAIM R. FERNANDEZ	M	CORAZON ELEMENTARY SCHOOL
33	KEVIN KYLE E. ABUTON	M	STA. CRUZ ELEMENTARY SCHOOL
34	HAROLD A. BORLAGDAN	M	STA. FE ELEMENTARY SCHOOL
35	ANALOU A. BORLAGDAN	F	STA. FE NATIONAL HIGH SCHOOL
36	JOHN GERIC T. ORALIZA	M	CABITONAN ELEMENTARY SCHOOL
37	ELMA ROSE L. CAUMPAY	F	LIBERTAD ELEMENTARY SCHOOL
38	PHENUEL A. MOZO	M	DAKU ELEMENTARY SCHOOL/CATANGNAN ELEMENTARY SCHOOL
39	MARY GRACE M. MARZO	F	MALINAO ELEMENTARY SCHOOL
40	JERNEL BASIL M. BIOY	M	TAWIN-TAWIN ELEMENTARY SCHOOL
41	CHITCHEN S. BARONDAY	F	ANAJAWAN ELEMENTARY SCHOOL/MAM-ON PRIMARY SCHOOL
42	CRISEIL F. ORTOJAN	F	DAO PRIMARY SCHOOL/MAGSAYSAY ELEMENTARY SCHOOL
43	ROXAN L. COLUNA	F	LA JANUZA ELEMENTARY SCHOOL/SUYANGAN NATIONAL HIGH SCHOOL



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44	LOUIE VINCENT S. COMON	M	KATIPUNAN ELEMENTARY SCHOOL
45	MARY GRACE T. GOÑA	F	MAASIN ELEMENTARY SCHOOL
46	LEA JANE D. OLIVAN	F	MABUHAY ELEMENTARY SCHOOL
47	RUELEA M. ESPANOLA	F	DATU ELEMENTARY SCHOOL
48	GAIL JASMINE E. GEMPARO	F	MABINI ELEMENTARY SCHOOL
49	ROSEMARIE G. POMOY	F	PILAR CENTRAL ELEMENTARY SCHOOL
50	JESIECA P. PORPAYAS	F	JABOY ELEMENTARY SCHOOL/SAN ROQUE ELEMENTARY SCHOOL
51	VEBELYN P. MACARENE	F	DAYAOHAY PRIMARY SCHOOL/CONSOLACION ELEMENTARY SCHOOL
52	RESMA T. PENERA	F	CARIDAD ELEMENTARY SCHOOL
53	MARY CECYL E. CULMINAS	F	CARIDAD NATIONAL HIGH SCHOOL
54	ERLINA L. ABARICO	F	CABUGAO ELEMENTARY SCHOOL
55	ROSALIE B. SAJOL	F	BITOON ELEMENTARY SCHOOL
56	RANDY S. MARAVILLAS	M	MARIANO MATUGAS MEMORIAL NATIONAL HIGH SCHOOL/QUEZON PRIMARY SCHOOL
57	NICK PATRICK F. SULAPAS	M	ANTIPOLO ELEMENTARY SCHOOL
58	CHERRY ANN B. POBE	F	DUMOYOG PRIMARY SCHOOL
59	LANCELOT T. BENDANILLO	M	SAYAK ELEMENTARY SCHOOL
60	DONALD JAMES R. SUMALINOG	M	ESPERANZA ELEMENTARY SCHOOL
61	MARGARITO C. PAMINTUAN	M	TUBORAN ELEMENTARY SCHOOL



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62	CHERRY ANN B. POBE	F	SAN FERNANDO ELEMENTARY SCHOOL
63	VANCE KEVIN E. AZARCON	M	LOBOGON ELEMENTARY SCHOOL
64	SANIJEN P. LUBAPIS	F	OGUING NAVARRO MEMORIAL NATIONAL HIGH SCHOOL
65	VICENTE O. OLIVA	M	CANCOHOY ELEMENTARY SCHOOL
66	JONELY V. ARCAYA	F	KATIPUNAN ELEMENTARY SCHOOL
67	JUVY C. ARREZA	F	SGOD
68	LEVY J. RUAYA	F	STO. NINO ELEMENTARY SCHOOL/TAMBACAN ELEMENTARY SCHOOL
69	ERMELYN L. SOLIS	F	ROXAS ELEMENTARY SCHOOL/ROXAS NATIONAL HIGH SCHOOL
70	AURIFREN P. CORDERO	F	BUHING CALIPAY ELEMENTARY SCHOOL
71	GLENDA S. MIRANDAY	F	PELAEZ ELEMENTARY SCHOOL
72	ELVISA L. MIRANDAY	F	MACAPAGAL PRIMARY SCHOOL/DEL PILAR ELEMENTARY SCHOOL
73	ROSELLE M. TY	F	PACIFICO PRIMARY SCHOOL
74	JOHANNA KATE C. ROBIN	F	TIGASAO ELEMENTARY SCHOOL
75	EIRENJOE D. BONONO	M	STA. PAZ ELEMENTARY SCHOOL
76	FRANK BERNARD Y. ESPANTO	M	SAN ISIDRO CENTRAL ELEMENTARY SCHOOL



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77	ANA MAE A. GALAGAR	F	BURGOS CENTRAL ELEMENTARY SCHOOL
78	MARICEL V. BALANDRA	F	BITAUG ELEMENTARY SCHOOL
79	ANJELIC R. CONTE	F	BURGOS NATIONAL HIGH SCHOOL
80	MARNETH JOY P. ESMERALDA	F	SAN MATEO ELEMENTARY SCHOOL
81	JENKINS A. PLATIL	F	BAYBAY ELEMENTARY SCHOOL/MATIN-AO ELEMENTARY SCHOOL
82	BRYLLE HENSON F. LUNA	M	LIBERTAD ELEMENTARY SCHOOL/MABINI ELEMENTARY SCHOOL
83	JINAFE G. TAYCO	F	ALEGRIA ELEMENTARY SCHOOL/GARCIA ELEMENTARY SCHOOL
84	RUTH T. VIRTUDAZO	F	ALEGRIA NATIONAL HIGH SCHOOL
85	JOEY P. CADAYONA	M	LIBERTAD NATIONAL HIGH SCHOOL
86	FERN ANN D. BAGAYGAY	F	SAPAO CENTRAL ELEMENTARY SCHOOL/BAILAN ELEMENTARY SCHOOL
87	CHARMINE M. DOMAGTOY	F	ABAD SANTOS ELEMENTARY SCHOOL/MAGSAYSAY ELEMENTARY SCHOOL
88	ALONDRA PRESILE C. DONOSO	F	RIZAL ELEMENTARY SCHOOL/TANGBO ELEMENTARY SCHOOL
89	RANDE V. MECATE	M	MARIBOJOC ELEMENTARY SCHOOL/PITOGO ELEMENTARY SCHOOL
90	RYAN PAUL A. ROSALES	M	SAN BENITO NATIONAL HIGH SCHOOL
91	DONNA MAE P. UY	F	BONGDO ELEMENTARY SCHOOL
92	JANERIE P. QUINASO	F	SAN BENITO CENTRAL ELEMENTARY SCHOOL



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93	LYKA D. LLANO	F	DON. ALBINO TARUC MEMORIAL ELEMENTARY SCHOOL
94	LEWANI B. DIZON	F	SOCORRO CENTRAL ELEMENTARY SCHOOL AND SPED CENTER
95	CLARENCE C. RIVAS	M	LANIT-AG ELEMENTARY SCHOOL
96	PHILIP STEVE C. RAMIREZ	M	N. SERING ELEMENTARY SCHOOL
97	ROSMILYN A. TAMAYO	F	ATOYAY ELEMENTARY SCHOOL/ATOYAY NATIONAL HIGH SCHOOL
98	LYKA LINDSEY S. DANO	F	PAMOSAINGAN NATIONAL HIGH SCHOOL
99	ICEE C. ROSILLO	F	NUEVA ESTRELLA NATIONAL HIGH SCHOOL/SUDLON ELEMENTARY SCHOOL
100	DUANIE D. JUANITE	M	DEL PILAR COMMUNITY SCHOOL
101	CHIYEN C. BATO	F	P. DELA PEÑA PRIMARY SCHOOL/SAN ROQUES ELEMENTARY SCHOOL
102	MADEL J. DELA PENA	F	SABANG PRIMARY SCHOOL/STA. CRUZ ELEM. SCHOOL
103	CRIS AYAN A. MAISOS	F	HONRADO COMMUNITY ELEMENTARY SCHOOL/SALOG ELEMENTARY SCHOOL
104	DAYCI L. SARONG	F	SONGKOY ELEMENTARY SCHOOL
105	MARIE MARAH J. PIAO	F	PAMOSAINGAN ELEMENTARY SCHOOL
106	CHARISSE E. ORTOJAN	F	DAPA NATIONAL HIGH SCHOOL
107	JOREEN JEB C. BALOGBOG	M	DEL CARMEN NATIONAL HIGH SCHOOL
108	LADY ELIZA S. MADRONAL	F	GEN LUNA NATIONAL HIGH SCHOOL
109	ROGIE S. ESPINELI	F	PILAR NATIONAL HIGH SCHOOL
110	SARAH THERESE L. SUPANG	F	SAN ISIDRO NATIONAL HIGH SCHOOL
111	LYNDE MAE L. ARGUELLES	F	SAPAO NATIONAL HIGH SCHOOL



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113	CHRISTINE C. CABAN	F	Oguing Navarro MNHS
114	MISHELL T. LLANO	F	Socorro NHS
115	ANNIE ROSE L. BACAMANTE	F	Pamosaingan NHS
116	AIZA R. SANICO	F	Nueva Estrella NHS
117	JOHN KIMWEEL B. PENECHITOS	M	San Benito NHS
118	MARY ROSE F. FEBRA	F	Gen. Luna NHS
119	JANETH L. OCON	F	Suyangan NHS
120	FLORIDA D. GALAVIA	F	Mariano Matugas NHS
121	AMELOU G. VIRTUDAZO	F	Burgos NHS
122	SHARRA L. HINGPIT	F	Siargao National Science HS
123	CHERUB E. MAUNAT	F	San Isidro NHS
124	IVY B. ARAYA	F	Roxas NHS
125	ANGELYN G. ELANDAG	F	Atoyay NHS
126	RAJEB J. DEGAMON	F	Del Pilar Elem. School
127	SARAH JANE I. FAJARDO	F	Dapa NHS
128	LORRAINE O. POLVOROSA	F	Union NHS
129	JEN E. TOLDO	F	Del Carmen NHS
130	PERLITA D. CONJURADO	F	Consolacion NHS
131	FELYN O. BESINGA	F	Sta. Fe NHS
132	ORMELYN S. SARAGOZA	F	Pilar NHS
133	RICHARD T. POMOIY	M	Caridad NHS
134	CHRISTOPHER A. BRINA	M	Sapao NHS
135	DIOSCORO C. EJANDRA	M	Libertad NHS
136	IRISH S. LANGRES	F	Dapa NHS
137	RICA BLANCHE E. POMOIY	F	General Luna NHS



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