



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



DIVISION MEMORANDUM

No. **11-317** 2025

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Administrative Section Heads
Newly-hired non-teaching personnel
All Others Concerned
This Division

NON-TEACHING ORIENTATION PROGRAM (NTOPI) FOR THE NEWLY HIRED NON-TEACHING PERSONNEL FY 2025

1. The Non-Teaching Orientation Program is designed to provide newly hired administrative and support personnel with a comprehensive understanding of the institutional policies, procedures, culture, and expectations within the organization. While much attention is often given to the orientation of teaching staff, non-teaching personnel play an equally vital role in ensuring the smooth operation and success of educational institutions.

This activity aims to:

1. Foster a sense of belonging and purpose among non-teaching staff by introducing them to the institution's mission, vision, and core values.
 2. Clarify roles and responsibilities, ensuring that each staff member understands their contribution to the overall goals of the organization.
 3. Promote professionalism and accountability by discussing workplace ethics, performance standards, and administrative protocols.
 4. Enhance operational efficiency through training on systems, workflows, and communication channels relevant to their duties.
 5. Encourage collaboration and teamwork by building relationships across departments and creating a supportive work environment.
2. The activity will be on November 24, 2025 at the Division Office Training Center, Brgy. Osmeña, Dapa, Surigao del Norte.
 3. The participants are the SDS, ASDS, SGOD Chief, CID Chief, OSDS Unit Heads, Newly-hired non-teaching personnel (Administrative Officer II, Senior Bookkeeper, Clerk IV, Disbursing Officer, and Administrative Aide VI) together with the members of the Program Management Team (PMT). Please see attached enclosure for the list of participants.
 4. Meal and snacks will be served during the activity.

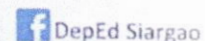


Address: Brgy. Osmeña, Dapa, Surigao del Norte, 8417

Contact No.: 09190040217

Website: sdosiargao.com

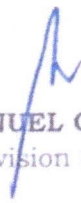
siargao@deped.gov.ph





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5. Travel expenses of the participants shall be charged against School MOOE/local funds subject to usual accounting rules and regulations.
6. 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:

RSP HRMO PRIME-HRM

OSDS/rmb

11/18/2025



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SCHOOLS DIVISION OF SIARGAO

Enclosure to DM No. 11-37 s. 2025

**PARTICIPANTS FOR THE NON-TEACHING ORIENTATION PROGRAM FOR THE NEWLY-
HIRED NON-TEACHING PERSONNEL FOR FY 2025**

NAME	POSITION	GENDER
1. MANUEL O. CABERTE	SDS	M
2. ROEL T. DIAMANTE	ASDS	M
3. ATTY. JEDDAH MAY C. NANGCAS	ATTY. III	F
4. MARICRIS O. SULAPAS	ACCOUNTANT III	F
5. MALOU S. OMOSAY	AO-V	F
6. ROCHELL M. BONCAROS	HRMO-II	F
7. FRANCIS ALBERT C. GOLO	SUPPLY OFFICER	M
8. GENESIS A. ARCULAR	CASHIER	M
9. REYCELLE E. AGATEP	RECORDS OFFICER	F
10. CARLO BORRIS ORALIZA	PROCUREMENT OFFICER	M
11. JEANETTE C. GOCELA	PAYROLL OFFICER	F
12. JOHN ERIC T. JABINES	ITO	M
13. RHIAMEA L. SAVANDAL	AO-II	F
14. GAUDENCIO C. CAPILLANES	AO-II	M
15. RYAN PAUL A. ROSALES	AO-II	M
16. SARAH THERESE SUPANG	AO-II	F
17. LYNDE MAE ARGUELLES	AO-II	F
18. RUTH T VERTUDAZO	AO-II	F
19. BRYLLE HENSON F. LUNA	AO-II	M
20. ALGEN R. CASAÑA	AO-II	M
21. CLARENCE C. RIVAS	AO-II	M
22. BERNARD B. COMON	AO-II	M
23. REINSHEILD S. TAGLUCOP	AO-II	F
24. ERMELYN S. LANGRES	AO-II	F
25. CHERRY ANN B. POBE	AO-II	F
26. JOEY P. CADAYONA	AO-II	M
27. ALONDRA PRESLEE C. DONOSO	AO-II	F
28. LEA JANE D. OLIVAN	AO-II	F
29. MARNETH JOY P. ESMERALDA	AO-II	F
30. ANJELIC R. CONTE	AO-II	F
31. DONA-MAE P. UY	AO-II	F
32. MARIVEL J. CONJURADO	AO-II	F
33. ROSELLE M. TY	AO-II	F
34. JONAS G. GARCIA	AO-II	M



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35.SARAH JANE I. FAJARDO	ADAS II- CLERK IV	F
36.ORMELYN S. SARAGOZA	ADAS II- CLERK IV	F
37.JOHN KIMWEEL B. PENECITOS	ADAS II- CLERK IV	M
38.JANETH L. OCON	ADAS II- CLERK IV	F
39.CHRISTINE C. CABAN	ADAS II- CLERK IV	F
40.SHARRA L. HINGPIT	ADAS II- CLERK IV	F
41.DACEL JANE G. TAMAYO	ADAS III- SR. BKKPER	F
42.LOVELY B. LIMNATO	ADAS III- SR. BKKPER	F
43.GENEBETH S. CERVANTES	ADAS III- SR. BKKPER	F
44.ANNIE JEAN PETALLO	ADAS III- SR. BKKPER	F
45.JULIAN DAVE TIU	ADAS III –SR. BKKPER	M
46.JE-ANN SULAPAS	ADAS III- SR. BKKPER	F
47.JOY M. PLANILLAS	ADAS II- DIS. OFFICER II	F
48.MARIA CELESTE P. CONTE	ADAS II- DIS. OFFICER II	F
49.CHERRY MAY C. PELIAS	ADAS II- DIS. OFFICER II	F
50.GEMMA R. TESADO	ADAS II- BOOKKEEPER	F
51.ALEXANDER M. OMAS-AS	ADAS II- BOOKKEEPER	M
52.GENNIE LOU D. UROT	ADMIN AIDE VI- CLERK III	F
53.DEXAH MARIE S. PONTIVEDRA	ADMIN AIDE VI- CLERK III	F
54.ESNOOKY B. SANICO	ADMIN AIDE VI- CLERK III	F
55.JELYN T. MANTE	ADMIN AIDE VI- CLERK III	F
56.RENDY D. GUMA (HOST)	AO -II	M

MALE	19
<u>FEMALE</u>	<u>37</u>
TOTAL	56