DIVISION MEMORANDUM
NO. 562 series 2015

TO: All Division Office Personnel
FROM: DEE D. SILVA, DPA, CESO VI
        Assistant Schools Division Superintendent
        Officer-In-Charge
SUBJECT: Spirituality Seminar for Non-Teaching Personnel of Schools
          Division of Digos City
DATE: December 10, 2015

To develop the physical, emotional and spiritual attributes of non-teaching personnel of the Schools City Division of Digos for an efficient and effective delivery of services in the workplace towards its clients and colleagues, this office will conduct **Spirituality Seminar for Non-Teaching Personnel of Schools Division of Digos City**.

The activity will be conducted on December 23, 2015 (Wednesday) at Nakayama Function Hall.

In line with this, the attached list of all Division Office Personnel are hereby required to attend this activity.

Meal expenses and venue accommodation of the participants shall be charged against Division funds subject to the usual accounting and auditing rules and regulations.

For information, guidance and immediate dissemination.
Administrative Unit
1 Francis Jude Alcomendras
2 Guy Mara-asin

Personnel Section
3 Aleli M. Chiong
4 Alnie Fe Ymalay
5 Sheena Asarak

Cash Section
6 Rosario Diamante
7 Manne James Ortiz

Records Section
8 Myhra Faye Bontia
9 Helena O. Solon
10 Fraychill Antipuesto

Supply Section
11 Marcelino Ranollo
12 Reynante Pantonial

Accounting
13 Noreliza Misal
14 Marysol Rosalita
15 Jake Lloyd Vencio
16 Janice Baritua
17 Heidie Escalona
18 Bonafe Burgos
19 Danilo Ebol
20 Genie Pius

Budget
21 Tabetha Senajon
22 Helen Payapaya
23 Vincent Zambra

CID
24 Aida Biongan
25 Sollie Oliver
26 Mary Glor Tabanao
27 Valeriana Delos Reyes
28 Vicente Laburada Jr.
29 Joan Niones
30 Ronilyn Nieves
31 Luzminda Jasmin
32 Eppie Grace Presto
33 Rosalinda Adlaon
34 Elsie Dagoy
35 Arlene Barba
36 Imelda Cardines
37 Juvy Camaingking

38 Helen Casimiro
39 Zenaida Guya
40 Patriotio Penas
41 Marilyn Jairal
42 Elvie E. Timon
43 Gertrudes N. Zeta
44 Myleen C. Robinos
45 Cherry Rossette E. Oliva
46 Reynzen O. Monserate
47 Analiza Almazan

SGOD
48 Emmanuel Hugo
49 Beverly Daugsdag
50 Moses Perral
51 Xavier Fuentes
52 Helen Francornas
53 Airon Alejandro
54 Hazel Marie Escabillas
55 Daissy Jane Penas
56 Ysrael Miro
57 Maria Jadioc
58 Peter Jason Senarillos
59 Sarah Gretchen A. Adeva
60 Albert Espino
61 Ana Merthyl Regala
62 Ronald Dedace
63 Marife Burgos

UTILITY
64 Augusto Cacafranca
65 Masaripe Onggo
66 Ricardo Vendiola
67 Rome Jairal
68 Waben Dimsoy

SDS/ASDS OFFICE
69 Dee Silva
70 Gerwin Ryan Rabaya
71 Merlyn Obenza
72 Evangeline Marata
73 Stephen Pascual
74 Oliva Miranda
75 Ethel Calva
Republic of the Philippines
DEPARTMENT of EDUCATION
REGION XI

SCHOOLS DIVISION OF DIGOS CITY
City of Digos

Spirituality Seminar for
Non-Teaching Personnel of Schools Division of Digos City
December 23, 2015
Nakayama Function Hall

Theme: "An Eheplo in the Workplace: Source of Integrity and Productivity."

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<td>ATTENDANCE AND REGISTRATION</td>
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<td>Part II</td>
<td>OPENING PROGRAM</td>
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<td>Opening Remarks</td>
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<td>Dee D. Silva, DPA, CESO VI</td>
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<td>Part II</td>
<td>SEMINAR PROPER</td>
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<td>Resource Speaker</td>
<td>Fr. Rico Dingal</td>
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<td>Parish Priest of Sta. Theresa de Avila Parish</td>
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<td>Part III</td>
<td>LUNCH</td>
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<td>Part IV</td>
<td>FELLOWSHIP</td>
<td>1:00 PM – 5:00 PM</td>
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Spirituality Seminar for Non-Teaching Personnel of Schools Division of Digos City

Fellowship
1:00 – 6:00 PM
December 23, 2015 @ Nakayama Function Hall

Activities (by Team)          In-Charge
Pinoy Henyo                   Peter-Jason C. Senarillos & Albert Espino
Act mo, Hula ko               Anamerthyl Regala & Maria Jadloc
Act Like Contest              Reyzen Monserate, Juvy Comaingking, and
Eggplant & egg relay          Daissy Jane Peñas
Throwback/Retro Dance Contest Stephen Pascual & Mylene Robiños
Manito/Manita                 Jake Lloyd Vencio & Hazel Marie Escabillas
Food Display / Early Dinner  Imelda Cardines & Cherry Rossette Oliva
Master of Ceremonies: Analiza Almazan

Note: Each team shall assign contestants/representatives for the activities. In-charge of the activities are responsible for the preparation of the mechanics/criteria and materials for the activity.

TEAMs

<table>
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<th>Air Domain</th>
<th>Water Empire</th>
<th>Earth Kingdom</th>
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<tbody>
<tr>
<td>Emmanuel Hugo</td>
<td>Xavier Fuentes</td>
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<td>Helen Casimiro</td>
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FOOD GROUPS (for the early dinner)

A. Schools Division Superintendent
Chairs: Tabetha Senajon
Members: Francis Jude Alcomendras, Noreliza Misal, Gerwin Ryan Rabaya, Rosario Diamante, Marcelino Ranollo

B. School Governance and Operations Division
Chair: Emmanuel P. Hugo
Members: Sarah Gretchen Adeva, Hazel Marie Escabillas, Daissy Jane Sanoy

C. Curriculum Implementation Division
Chair: Aida A. Biongan
Members: Cherry Rossette Oliva, Luzminda Jasmin, Gertrudes Zeta, Mary Glor Tabanao, Zenaida Guya

WORKING GROUPS

Steering Committee
Chair: Dee D. Silva
Members: Oliva P. Miranda
         Emmanuel P. Hugo
         Aida A. Biongan

Hall Preparation/Decoration & Restoration
Chair: Mary Glor Tabanao
Members: Helen Franconas
         Helen Payapaya
         Waben Dimsoy, Romeo Jairal, and Augusto Cacafranca

Program
Chair: Analiza Almazan
Members: Moises Perral
         Jake Lloyd Vencio
         Ronald Dedace
         Albert Espino

Prizes and Awards
Chair: Anamerthyl I. Regala
Members: Peter-Jason Senarillos
         Zenaida Guya
         Francis Jude Alcomendras
         Gerwin Ryan L. Rabaya
         Sarah Gretchen Adeva
         Daissy Jane Sanoy
         Hazel Marie Escabillas

AVP/Powerpoint
Chair: Stephen R. Pascual
Members: Myleen C. Robiños

Transportation
Chair: Xavier Fuentes
Member: Albert Espino

Support Group
Chair: Moises R Perral
Members: Reyzen Monserate
         Ronald B. Dedace
         Juvy Comaingking
         Maria Jadloc
         Waben Dimsoy,
         Romeo Jairal,
         Augusto Cacafranca
         Masaripe Onggo, Jr;
         Ricardo Vendiola

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