



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
No. 033, s. 2021

January 14, 2021

Virtual Orientation of Newly-Hired Personnel

To: All School Heads
Section Heads
Newly Hired Personnel

1. Pursuant to Republic Act 11032 otherwise known as "Ease of Doing Business and Efficient Government Service Delivery Act of 2018, with the policy of maintaining honesty and responsibility among public officials and employees, institutionalize and support the promotion of transparency in the transactions of the government with the public, encompassing a program for the adoption of simplified requirements and procedures aimed at the reduction of red tape and to expedite business and non-business transactions in the government, This Office hereby informs all concerned that the Accounting Section conducts its 1st Virtual Orientation on **January 18, 2020** for the newly-hired personnel of the SDO for the period covering November-December 2020 with the following schedules:
 - 10:00am – Newly-hired Teaching and Non-Teaching Personnel (Permanent)
 - 1:00am – Substitute Teachers
2. In the ensuing months, this monthly activity is to be conducted every last working day of the month which aims at
 - technically assisting the newly hired employees on the right information regarding their salaries, wages, and other benefits including the documentary requirements necessary to receive said benefits and;
 - expediting the processing of their claims to reduce the turnaround time of salary - related transactions in compliance with RA 11032.
3. Attached is the list of identified participants for the activity.
4. For immediate dissemination and strict compliance.


CRISTY C. EPE
Schools Division Superintendent

Encis: List Enclosures
References: DepEd Order
To be indicated in the Perpetual Index under the following subjects:
SUBJECT

accountant: memorandum title
15 January 2021



Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
(082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8376
(082) 553-8396 | (082) 553-8376
www.depeddigoscity.org | digos.city@deped.gov.ph

DepEd Schools Division Office of Digos City
RECORDS SECTION

RELEASED
21-66495
DATE: 18 JAN 2021 TIME: 3:29 pm
BY: 

Virtual Orientation of Newly-Hired Personnel

Monday, January 18, 2021

10:00am - 12:00am

LIST OF PARTICIPANTS

Seq.	NAME	POSITION	PLACE OF ASSIGNMENT
1	GLORISEL G. RAMIREZ	TEACHER I (SENIOR HIGH SCHOOL)	SENIOR HIGH SCHOOL IN DIGOS CITY
2	IVY MAY M. ESCABARTE	TEACHER I (SECONDARY GRADES)	SOONG NATIONAL HIGH SCHOOL
3	DODELYN D. RABOR	TEACHER I (SECONDARY GRADES)	KAPATAGAN NATIONAL HIGH SCHOOL
4	KENNETH D. AQUINO	TEACHER I (SECONDARY GRADES)	IGPIT NATIONAL HIGH SCHOOL
5	KATHLEEN MARIZ A. BIOC	TEACHER I (SECONDARY GRADES)	DAWIS NATIONAL HIGH SCHOOL
6	GRACE S. TORRES	TEACHER I	SOONG ELEMENTARY SCHOOL
7	RAMEL M. AYOP	ADMINISTRATIVE OFFICER II	OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
8	RUBEN EVARRETA	ADMINISTRATIVE OFFICER II	OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
9	HANNALIE N. RETUTAS	TEACHER I (SECONDARY GRADES)	GOMA NATIONAL HIGH SCHOOL
10	JAY PAUL B. CABURAL	TEACHER I	RANAO ELEMENTARY SCHOOL
11	MARY ANN P. PARAN	TEACHER I	FEDERICO J. ALFEREZ ELEMENTARY SCHOOL
12	AGAN MARK R. VILLASAN	TEACHER I	SOONG ELEMENTARY SCHOOL
13	GLAIZA L. GENERALAO	TEACHER I (SECONDARY GRADES)	MATTI NATIONAL HIGH SCHOOL
14	MARICHU C. BETERBO	ADMINISTRATIVE OFFICER II	OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
15	APRIL ROSE A. ALCALA	ADMINISTRATIVE OFFICER II	OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
16	DANICA A. LAGUNSAY	ADMINISTRATIVE OFFICER II	OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
17	CAMILLE JANICA V. ACLAN	TEACHER I (SECONDARY GRADES)	SOONG NATIONAL HIGH SCHOOL
18	LEIZEL GAY O. CASPILLO	TEACHER I	CASILDO NONOL SR. ELEMENTARY SCHOOL
19	GERALDINE M. RANARA	ADMINISTRATIVE OFFICER II	OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
20	KRISTIN LOU A. LEONIDAS	TEACHER I (SECONDARY GRADES)	KAPATAGAN NATIONAL HIGH SCHOOL

Virtual Orientation of Newly-Hired Personnel

Monday, January 18, 2021

1:00pm - 3:00pm

LIST OF PARTICIPANTS

Seq.	NAME	POSITION	PLACE OF ASSIGNMENT
1	CHERRY ROSE B. PALMERO	SUBSTITUTE	BINATON ELEMENTARY SCHOOL
2	PRINCE ALFRED P. MARZON	SUBSTITUTE	SAN MIGUEL ELEMENTARY SCHOOL
3	LEAH MARIE B. CASTILLO	SUBSTITUTE	RIZAL CENTRAL ELEMENTARY SCHOOL
4	YEHLLEN S. SARONA	SUBSTITUTE	DIGOS CENTRAL ELEMENTARY SCHOOL
5	CHERRY MAE CLAIRE V. GOMEZ	SUBSTITUTE	ALTERNATIVE LEARNING SYSTEM
6	LHEA MAE G. ROSIMA	SUBSTITUTE	APOLANDIA ELEMENTARY SCHOOL
7	FREDDIE L. BELMONTE	SUBSTITUTE	BAGUMBUHAY ELEMENTARY SCHOOL
8	REICA MAY C. ALEGADO	SUBSTITUTE	RAMON MAGSAYSAY CENTRAL ELEMENTARY SCHOOL
9	JOYCE R. ALAG	SUBSTITUTE	LUNGAG ELEMENTARY SCHOOL
10	CLARICE L. VILLANUEVA	SUBSTITUTE	RAMON MAGSAYSAY CENTRAL ELEMENTARY SCHOOL
11	JANE T. FULLON	SUBSTITUTE	DAWIS ELEMENTARY SCHOOL