



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

CID-2024- 557

To : Assistant Schools Division Superintendent
CID and SGOD Chiefs
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Non-Teaching Personnel (Division and School)
All Others Concerned

Subject : **EMPOWERING INNOVATION, INTEGRITY, AND DIGITAL TRANSFORMATION IN CHALLENGING TIMES: IN SUPPORT TO MATATAG CURRICULUM IMPLEMENTATION**

Date : November 18, 2024

In line with DepEd Order No. 10, s. 2024, titled "Policy Guidelines on the Implementation of the MATATAG Curriculum," this office will conduct a capacity-building activity for **all non-teaching personnel (NTP)** with the theme **"Empowering Innovation, Integrity, and Digital Transformation in Challenging Times: In Support of MATATAG Curriculum Implementation."** The activity is scheduled for **December 12–13, 2024**, with the **venue to be announced later**. Participants are expected to arrive at the venue by 3:00 PM on Day 1. Dinner will be the first meal to be served.

This activity aims:

1. to equip non-teaching personnel with practical skills for digital transformation, ensuring efficient support for curriculum implementation.
2. to instill a culture of integrity by enhancing understanding of workplace ethics and relevant laws, aligning with the MATATAG Curriculum's goals.
3. to encourage innovative problem-solving and idea development, empowering non-teaching staff to proactively address challenges in their respective roles.



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082)553-8396 | (082)553-8376 | (082)553-9170
| (082)553-8375

The program matrix, list of participants, and the members of the Technical Working Group (TWG) are included in this memorandum. Please see attachments.

Members of the TWG are requested to attend the **Planning Conference** for the preparation of the upcoming activity on **November 22, 2024**, from **1:00 PM to 5:00 PM at the DiCNHS AVR.**

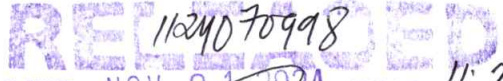
Travel expenses, meals, and accommodations shall be charged to SDO funds, subject to the usual accounting and auditing rules and regulations

For information, guidance and compliance.

For and in the absence of the
Schools Division Superintendent


PETER JASON C. SENARILLOS
Senior Education Program Specialist
Officer-In-Charge 

DepEd Schools Division of Digos City
RECORDS SECTION


DATE: NOV 21 2024 TIME: 11:20
BY: 

Enclosed: As stated.
CID/PSDS/EDM

Enclosure 1: Program Matrix

SCHEDULE OF ACTIVITIES PER DAY
December 12-13, 2024

Time	Session Objectives	Activity/ Session	Expected Outputs	Topic/ Content	Methodology	Person Responsible
Day 1 1:00-3:00 PM	None	Arrival and Registration	None	None	None	Program Committee
3:00-5:00 PM	To Empower non-teaching personnel to drive innovation, integrity, and digital transformation for MATATAG Curriculum implementation."	Discussion / Workshop	Workshop Outputs	Session 1: Empowering Innovation, Integrity, and Digital Transformation in Challenging Times: In Support to MATATAG Curriculum Implementation	Lecture, workshop integrating group discussions	Invited Resource Person
5:00-10:00 PM	Dinner & Socialization Activities					
Day 2 8:00-8:30	None	Setting the training mood	Preliminaries	None	AVR	Program Committee
8:30-12:00	Continuation of Session 1....					Invited Resource Person
12:00-1:00	Lunch					
1:00-Onwards	Home Sweet Home					

NON-TEACHING PERSONNEL

(as of November 12, 2024)

NO	NAME	POSITION/DESIGNATION	STATION
1	Estacio, Melanie P.	Schools Division Superintendent	SDS
2	Francisquete, Maria Genevieve T.	Assistant Schools Division Superintendent	ASDS
3	Oliver, Sollie B.	Chief Education Supervisor	SGOD
4	Castañares, Mark V.	Administrative Officer II	SDS
5	Marata, Evangeline B.	Administrative Assistant III	SDS
6	Bagando, Chindy E.	Administrative Assistant II	SDS
7	Luayon, Lermalyn D.	Administrative Aide VI	SDS
8	Concoles, Renil R.	Administrative Aide VI	SDS
9	Moral, Claire Marriz N.	Administrative Officer II	ASDS
10	Arnaez-Llaban, Clarisse Joy C.	Attorney III	LEGAL
11	Mendez, Jihan Jane C.	Administrative Aide VI	LEGAL
12	Pascual, Stephen R.	Information Technology Officer I	IT
13	Tambilawan, Neptune L.	Administrative Officer V	BUDGET
14	Tambilawan, Lea C.	Administrative Assistant I	BUDGET
15	Tampico, Maureen A.	Administrative Aide VI	BUDGET
16	Salomon, Christine Joy A.	Accountant I	DICNHS (ACCOUNTING)
17	Pantonial, Renante A.	Administrative Assistant III	ACCOUNTING
18	Pius, Genie Delos R.	Administrative Assistant III	ACCOUNTING
19	Calva, Ethel D.	Administrative Assistant III	ACCOUNTING
20	De Guia, Michelle D.	Administrative Assistant III	ACCOUNTING
21	Camingawan, John Paul R.	Administrative Assistant III	ACCOUNTING
22	Tabalba, Ethel M.	Administrative Assistant II	ACCOUNTING
23	Gebana, Jayson G.	Administrative Assistant II	ACCOUNTING
24	Estomo, Joel E.	Administrative Assistant II	ACCOUNTING
25	Alcomendras, Francis Jude D.	Administrative Officer V	ADMIN
26	Ranollo, Marcelino E.	Administrative Officer IV	ADMIN
27	Espacio, Dominador O.	Administrative Aide IV	ADMIN
28	Vendiola, Ricardo V.	Administrative Aide I	ADMIN
29	Diamante, Rosario B.	Administrative Officer IV	CASH
30	Escaner, Gwendolyn Mara L.	Administrative Assistant III	CASH
31	Asarak, Sheena A.	Administrative Officer II	CASH
32	Balingit, Myhrra Faye L.	Administrative Officer IV	HUMAN RESOURCE
33	Mara-Asin, Guy R.	Administrative Officer II	HUMAN RESOURCE
34	Cabardo, Daynie Beth D.	Administrative Officer II	HUMAN RESOURCE
35	Obenza, Merlyn E.	Administrative Assistant III	HUMAN RESOURCE
36	Devalgue, Mary Ann I.	Administrative Assistant III	HUMAN RESOURCE
37	Nahine, Jona Moilereen M.	Administrative Assistant III	HUMAN RESOURCE
38	Clemente, Regie V.	Administrative Assistant III	HUMAN RESOURCE
39	Pelletero, Bea P.	Administrative Assistant III	HUMAN RESOURCE
40	Altamera, Chariss M.	Administrative Aide VI	HUMAN RESOURCE
41	Rebosquillo, Queen Kris Antonnette Q.	Administrative Aide VI	HUMAN RESOURCE
42	Chiong, Aleli M.	Administrative Officer IV	RECORDS
43	Zambra, Vincent S.	Administrative Assistant III	RECORDS
44	Mabini, Mark Jayson C.	Administrative Assistant III	RECORDS
45	Escalona, Heidi B.	Administrative Officer II	SUPPLY
46	Gayud, Rotsen Ray N.	Administrative Assistant III	SUPPLY
47	Rojo, Niño Vincent D.	Administrative Aide VI	SUPPLY
48	Mateo, Eleser D.	Public Schools District Supervisor	CID
49	Comaingking, Juvy A.	Librarian II	CID
50	Evarretta, Ruben	Project Development Officer II	CID
51	Timon, Elvie E.	Education Program Specialist II	CID
52	Vallejo, Cherry Lyne B.	Education Program Specialist II	CID

53	De Mesa, Rofelia T.	Guidance Coordinator II	CID
54	Albino, Tiffany T.	Administrative Aide VI	CID
55	Vergara, Jerick S.	Engineer III	SGOD
56	Dedace, Ronald B.	Senior Education Program Specialist	SGOD
57	Senarillos, Peter-Jason C.	Senior Education Program Specialist	SGOD
58	Monserate, Reyzen O.	Senior Education Program Specialist	SGOD
59	Bohol, Cherrie Anne B.	Education Program Supervisor	SGOD
60	Cardines, Jayzon	Project Development Officer II	SGOD
61	Rebosquillo, Marjun B.	Senior Education Program Specialist	SGOD
62	Uy, Cecile C.	Education Program Specialist II	SGOD
63	Alquizar, Janice S.	Education Program Specialist II	SGOD
64	Alejandro, Airon M.	Planning Officer III	SGOD
65	Maravillas, Jose Israel M.	Project Development Officer I	SGOD
66	Alcala, April Rose A.	Project Development Officer I	SGOD
67	Ibañez, Marieflor E.	Administrative Assistant III	SGOD
68	Pilarte, Lyra O.	Medical Officer III	HNU/ Head of Medical Team
69	Asarak, Jasmine A.	Dentist II	HNU / NOD
70	Dalope, Myracel J.	Dentist II	HNU / NOD
71	Bejarin, Kristin Marie Y.	Nurse II	HNU / NOD
72	Dandoy, Ireene P.	Nurse II	HNU / NOD
73	Durano, Frances Millicent R.	Nurse II	HNU / NOD
74	Gomito, Joel B.	Nurse II	HNU / NOD
75	Peñas, Dhelmie Christine S.	Nurse II	HNU / NOD
76	Sanoy, Daissy Jane P.	Nurse II	HNU / NOD
77	Tagulao, Rae S.	Job Order - SDO paid	HNU / NOD
78	Dumayas, Kith	Job Order - Capitol paid	HNU / NOD
79	Aldvin Jan R. Alcasid	Job Order - SDO paid	ITO
80	Kasilinsina, Sarah Jean D.	Contract of Service	HNU
81	Carvajal, Gabrielle	Contract of Service	SGOD
82	Cabrella, Geraldine	Job Order - Capitol paid	ACCOUNTING
83	Rebusto, Derick M.	Contract of Service	Ranao ES
84	Tumulac, Jesa E.	Administrative Assistant II	Kapatagan NHS
85	Dugasan, Geralyn L.	Administrative Assistant II	Kapatagan NHS
86	Cariquitan, Precious D.	Administrative Assistant II	Isaac Abalayan ES
87	Gloria, Norbelith D.	Administrative Assistant II	SHS in Digos City (Igpit SHS)
88	Casono, Eljhane G.	Administrative Assistant II	Soong ES
89	Ortiz, Manne James R.	Administrative Assistant II	SHS in Digos City (Matti NHS)
90	Bacamante, Ramel R.	Administrative Assistant II	SHS in Digos City (Ruparan NHS)
91	Lapaz, Zoraya D.	Registrar I	SHS in Digos City (Igpit SHS)
92	Arevalo, De Jean G.	Administrative Assistant III	Dulangan ES
93	Salazar, Maria Leonora P.	Administrative Officer II	Federico Alferez ES (Goma)
94	Enanoria, May Abeguil Lumantao	Administrative Officer II	Badiang ES
95	Pagayon, Ma. Bernadette Villaran	Administrative Officer II	Cogon ES
96	Cardines, Juvy Altamera	Administrative Officer II	Saplala ES
97	Gonzales, Sharon Ann Iyog	Administrative Officer II	Balabag ES
98	Ebol Jr., Danilo Malbueso	Administrative Officer II	Damñas ES
99	Bengil, Jessrael Torregoza	Administrative Officer II	Gaudioso Reusora CES
100	Alcaide, Roseter Catubay	Administrative Officer II	Don Mariano Marcos ES
101	Loma, Aljun Jay Alabata	Administrative Officer II	Marawer ES
102	Ymalay, Alnie Fe Vilos	Administrative Officer II	Digos City CES
103	Rosalita, Mary Sol Sayson	Administrative Officer II	San Miguel ES
104	Iglesias, Jay-Ar Sabio	Administrative Officer II	Necencio A. Isidro ES
105	Rabaya, Bonafe Cathrine Burgos	Administrative Officer II	Isaac Abalayan ES
106	Beterbo, Marichu Capitan	Administrative Officer II	Pedro S. Garcia ES
107	Baritua, Janice Cagaitan	Administrative Officer II	Rizal CES
108	Acedilla, Danica Lagunsay	Administrative Officer II	Aplaya ES
109	Ranara, Geraldine Monteza	Administrative Officer II	Ramon Magsaysay CES
110	Loyola, Qumran Mugot	Administrative Officer II	Dawis ES
111	Solon, Helena Ordaneza	Administrative Officer II	Pedro Basalan ES
112	Nahine, Hadley Toledo	Administrative Officer II	SHS in Digos City

113	Duran, Ina Abigail Alzate	Administrative Officer II	Casildo B. Nonol, Sr. ES (San Roque ES)
114	Lacid, Narelhind Barotoc	Administrative Officer II	Soong ES
115	Evarretta, Karyl Antonio	Administrative Officer II	Domingo Abawag ES (Tiguman)
116	Gonzales, Giselle Donalvo	Administrative Officer II	Arcaflor Maniapao E/S
117	Repollo, Arlen Decaparon	Administrative Officer II	Colorado ES
118	Magdadaro ,Glory Jene Arellano	Administrative Officer II	Soong National High School
119	Bongcayao ,Rizalien Jane Lobos	Administrative Officer II	Ruparan National High School
120	Lagare ,Sushmita Sarah Joy Labajo	Administrative Officer II	Goma National High School
121	Gundaya ,Eleora Cecilia Fabroa	Administrative Officer II	Balabag National High School
122	Galaraga, Lily Katherine M.	Administrative Officer II	Binaton ES
123	Amigo, Diana Grace V.	Project Development Officer I	Rizal CES
124	Banhao, Irene B	Project Development Officer I	Digos City CES
125	Dalumatan, Marylove V.	Project Development Officer I	Pedro Basalan ES
126	Magdadaro, Ferdinand C.	Project Development Officer I	Ramon Magsaysay CES
127	Dela Cruz, Irene	Administrative Assistant II	DICNHS (NEU OFFICER)
128	Donato, Ivy Rose	Administrative Officer I	DICNHS (NEU OFFICER)
129	Diacosta, Arvin B.	Administrative Assistant III	DICNHS (NEU OFFICER)

Enclosure 3: Members of the Technical Working Group

List of Technical Working Group Members

Name	Position	School/Office
Eleser D. Mateo	PSDS (NEU President)	SDO-CID
Peter-Jason Senarillos	SEPS (NEU Vice President)	SDO-SGOD
Ma. Bernadette V. Pagayon	AO II (NEU Secretary)	COGON ES
Sheena A. Asarak	AO II (NEU Treasurer)	SDO-OSDS
Ivy R. Donato	AO I (NEU Auditor)	Digos City NHS
Regie V. Clemente	ADAS III (NEU Bus. Manager)	SDO-OSDS
Irene Dela Cruz	ADAS II (NEU Bus. Manager)	Digos City NHS
Maria Leonora P. Salazar	AO II (NEU PRO)	Federico J. Alferez ES
Danilo M. Ebol, Jr.	AO II (NEU Sgt. At Arms)	Damñas ES
Arvin B. Diacosta	ADA III (NEU Sgt. At Arms)	Digos City NHS
Juvy Altamera Cardines	AO II	Saplala ES
Diana Grace V. Amigo	PDO I	Rizal CES
Ronald B. Dedace	SEPS	SDO-SGOD
Janice S. Alquizar	EPS II	SDO-SGOD