



Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division Superintendent

October 17, 2022

Division Memorandum

No. 613, s. 2022

**PRE-WORK CONFERENCE FOR THE ON-BOARDING SEMINAR-WORKSHOP
FOR ADMINISTRATIVE OFFICERS AND ADMINISTRATIVE ASSISTANTS**

To: Assistant Schools Division Superintendent
Division Section Heads
HRMO Personnel
All Others Concerned

1. In preparation for the On-boarding Seminar Workshop for Administrative Officers and Administrative Assistants, this Office hereby informs the Division Personnel on the Pre-Work Conference on **October 21, 2022, Friday 9:00 o'clock in the morning** at the **3rd Floor Conference Hall, Schools Division Office of Misamis Oriental, Cagayan de Oro City**.
2. The participants are the Resource Speakers and the Technical Working Group (see attached enclosure).
3. Immediate dissemination of this memorandum is desired.


JONATHAN S. DELA PEÑA, PhD, CESO V
Schools Division Superintendent





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Enclosure 1 to Division Memorandum No. ____s, 2022

LIST OF PARTICIPANTS

RESOURCE SPEAKERS		
1	ANOC, ELMAR G	Accountant III
2	ARROYO, MARIO TAGA	Administrative Assistant II
3	BAHIAN, MARIFE T	Administrative Aide I
4	CRUZ, ELEONOR P	Supply Officer II
5	EMPERADOR, MICHAEL L	Administrative Aide I
6	ESTENZO, MELANIE C	Administrative Officer IV
7	FRIAS, SHAYNE YANNAH M	Administrative Officer III
8	GALLARES, RHODORA L	Education Program Supervisor
9	GONZALES, CHRISTAL MAE M	Administrative Officer II
10	INGOTAN, FLORAMY PESCADOR	Administrative Assistant III
11	MEJOS, BERNABE	Administrative Aide I
12	PACULBA, MELISSA BALABA	Administrative Officer II
13	QUEZON, FELY R.	Administrative Officer II
14	RAMIRO, SHELLA JOY A	Administrative Officer II
15	RODRIGUEZ, CLARIBEL LABIAL	Administrative Assistant III
16	TABOR, AUBREY MARIE CRISTINE BURAY	Administrative Assistant III
17	TAHUD, CHRISTINE GRACE E	Administrative Officer II
18	TEJANO, MARK LORREN T	Administrative Officer V
19	YBORAN, ENA MAESTRADO	Administrative Assistant III

TECHNICAL WORKING GROUP		
1	ARIASA, JENNIFER C.	Administrative Officer II
2	LUCIU, MAYCILLE B	Farmworker
3	MIGABON, MICHELLE L	Administrative Aide I
4	NORIGA, KARL JOSEPH ALTES	Administrative Aide I
5	SAA, PAUL DOMINIC	Administrative Officer II
6	SALIRING, BETTY PADUA	Administrative Officer II

