



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF CAPIZ

DIVISION MEMORANDUM

No. ~~115~~ s. 2026

MAR 02 2026

**ADMINISTRATIVE OFFICERS (AO) CONGRESS 2026: ONBOARDING, ALIGNMENT,
AND HUMAN RESOURCE PROCESS UPDATE**

TO : Assistant Schools Division Superintendent
Chief Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Integrated and Senior High Schools
All Others Concerned

1. This Office, through the Administrative/Human Resource Management Section will conduct the Administrative Officers (AO) Congress 2026: Onboarding, Alignment, and Human Resource Process Update on a date and venue to be announced later.
2. The target participants of this activity are the Administrative Officers (AO II and AO IV) assigned in schools, including those newly appointed.
3. The activity aims to:
 - a. capacitate enhance the competencies of Administrative Officers in administrative, financial, and human resource management functions;
 - b. orient and align participants with current and updated DepEd policies, guidelines, and standard operating procedures;
 - c. provide a platform for sharing best practices and discussing operational concerns encountered in the performance of administrative duties; and
 - d. address common issues and strengthen coordination among schools, offices, and the Schools Division Office.
4. The following are attached to this Memorandum:
 - a. Enclosure No. 1 - List of participants
 - b. Enclosure No. 2 – List of Program Management Team
 - c. Enclosure No. 3 – Training Matrix
5. This memorandum serves as the Authority to Travel of the participants.
6. Travel expenses shall be charged against School MOOE Funds, subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of and compliance with this Memorandum are desired.


ROEL F. BERMEJO
Schools Division Superintendent

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

EMPLOYEES

OFFICIALS

ADMIN

DDB/ DM_AOCongress2026
044/ February 9, 2026



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Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF CAPIZ

Enclosure No. 1 – List of Participants

NO.	SCHOOL NAME	DISTRICT	NAME	POS.
1	San Antonio ES (Cuartero)	Cuartero	Via P. Sion	AO II
2	Agcabugao ES	Cuartero	Ronalie P. Sorial	AO II
3	Angub ES	Cuartero	Hanelyn F. Funa	AO II
4	Bito-on ES	Cuartero	Mark Ronald D. Ofalla	AO II
5	Vicente F. Fabuna ES	Cuartero	Lorraine Anne F. Daliva	AO II
6	Carataya ES (Cuartero)	Cuartero	Mary Grace V. Aranton	AO II
7	Cuartero CES	Cuartero	Engel H. Caspe	AO II
8	Lunayan ES	Cuartero	Redinie B. Pedrosa	AO II
9	Mahabang Sapa ES	Cuartero	Jerlyn S. Hallegado	AO II
10	Mahunodhunod ES	Cuartero	Lishiane Trisia M. Duya	AO II
11	Maindang ES	Cuartero	Dayne S. Orcajo	AO II
12	Mainit ES	Cuartero	Jhona D. Pedrosa	AO II
13	Nagba ES	Cuartero	Michelle Joy D. Pimentel	AO II
14	Putian ES	Cuartero	Mandey E. Dellava	AO II
15	Sinabsaban ES	Cuartero	Coolene M. Advincula	AO II
16	Cuartero NHS	Cuartero	Jason F. Bearnod	AO II
17	Maindang NHS	Cuartero	Evangelyn M. Leagogo	AO II
18	San Antonio NHS	Cuartero	Shaniã B. Fantilanan	AO II
19	Agtanguay ES	Dao	Mark Monico A. Elebare	AO II
20	Dao CS	Dao	Eunice Marie E. Estrellan	AO II
21	Alfonso E. Espiritu ES	Dao	Ronalyn E. Capundan	AO II
22	Nicanor Escutin ES	Dao	Rose Mae A. Santos	AO II
23	Doroteo Eslaban, Sr. ES	Dao	Myleen Mae D. Dela Cruz	AO II
24	Lacaron ES	Dao	Axel Jay A. Flores	AO II
25	Malonoy ES (Dao)	Dao	Lenyl B. Cabuslay	AO II
26	Manhoy ES	Dao	Joven C. Olandres	AO II
27	Matagnop ES	Dao	Christian B. Delfin	AO II
28	Andres E. Quintia Sr. ES	Dao	Anna Liza D. Fano	AO II
29	Antonio Abad ES	Dao	Gee Rosel D. Escopel	AO II
30	Tabuc ES (Dao)	Dao	Alliah Marie C. De Asis	AO II
31	Arturo Jugo NHS	Dao	May Heart M. Gabay	AO II
32	Malonoy NHS	Dao	Milarie C. Teves	AO II
33	Luis Escutin NHS	Dao	Maria Lisle E. Buala	AO II
34	Dao NHS	Dao	Maybelle S. Villan	AO II
35	Consolacion ES	Dumalag	Xykie Vi F. Fantilanan	AO II
36	Agbay-ang ES	Dumalag	Knarelle F. Desales	AO II
37	Buntog ES	Dumalag	Cherrie Mae G. Besorio	AO II
38	Dolores ES	Dumalag	Renalyn L. Serad	AO II
39	Dumalag CS	Dumalag	Leomar John F. Fara-on	AO II
40	Duran ES	Dumalag	Ia Noela Q. Fantilaga	AO II
41	Arsenio R. Frial ES	Dumalag	Cherry F. Famucol	AO II
42	San Agustin ES	Dumalag	Kimberly Grace F. Nacionales	AO II
43	San Jose ES (Dumalag)	Dumalag	Julie S. Togonon	AO II
44	San Miguel ES	Dumalag	Liesel Joy H. Dellava	AO II



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45	Concepcion H. Castro ES	Dumalag	Vanissa Ann H. Falayas	AO II
46	Sta. Cruz ES	Dumalag	Kate Marie F. Dillo	AO II
47	Sta. Monica ES	Dumalag	Zhaira Rain D. Adoyogan	AO II
48	Sta. Rita ES	Dumalag	Lyner F. Mendoza	AO II
49	Sto. Niño ES	Dumalag	Fauline F. Atong	AO II
50	Dumalag Central NHS	Dumalag	Scarlette Anne Salazar	AO II
51	Dr. Laureano R. Frial IS	Dumalag	Alvin B. Fenis	AO II
52	Dacuton ES	Dumarao	Mae O. Huqueriza	AO II
53	Lawa-an ES	Dumarao	Kent M. Lisbo	AO II
54	Aglalana IS	Dumarao	Jayson D. Daños	AO II
55	Agbatuan ES	Dumarao	Laileen H. Arlao	AO II
56	Agmalate ES	Dumarao	Edelyn J. Estilo	AO II
57	Agsirab ES	Dumarao	Marven A. Lampongga	AO II
58	Alipaciawan ES	Dumarao	Harold P. Torgane	AO II
59	Astorga ES	Dumarao	Shane Marie H. Pielago	AO II
60	Badbaranan ES	Dumarao	Daisy Marie A. Parreño	AO II
61	Bungsu-an ES	Dumarao	Jaycon M. Pilar	AO II
62	Cabangahan ES (Dumarao)	Dumarao	Daisy Reyna M. Orosio	AO II
63	Calapawan ES (Dumarao)	Dumarao	Dyna Rose D. Hablo	AO II
64	Cubi PS	Dumarao	Riza Flor R. Ojacastró	AO II
65	Eduardo Abalo, Sr. ES	Dumarao	Arthur P. Venus	AO II
66	Gibato ES	Dumarao	Jonel S. Araneta	AO II
67	Malonoy ES (Dumarao)	Dumarao	Arianne Kaye A. Hapitan	AO II
68	Nagsulang ES	Dumarao	Jhony F. Boñales	AO II
69	Ongol Ilaya PS	Dumarao	Ann Marie S. Tabura	AO II
70	Salcedo ES	Dumarao	Edgen E. Ortiz	AO II
71	San Juan ES (Dumarao)	Dumarao	Charie H. Barcelona	AO II
72	Sibariwan ES	Dumarao	Mark Anthony M. Bajada	AO II
73	Taslan ES (Dumarao)	Dumarao	Chonna C. Palete	AO II
74	Tina ES (Dumarao)	Dumarao	Charmen O. Sarabia	AO II
75	Tinaytayan ES	Dumarao	Charlene M. Gandullas	AO II
76	Bungsuan NHS	Dumarao	John Alberm M. Sorolla	AO II
77	Presentacion Diez Gregorio NHS	Dumarao	Jemima M. Hibaler	AO II
78	Aglanot IS	Dumarao	Lady Jane V. Manguito	AO II
79	Cabugao ES (Ivisan)	Ivisan	Rhyme Joy Bernaldez	AO II
80	Juan S. Jarencio ES (Ilaya Ivisan ES)	Ivisan	Argeline J. Amores	AO II
81	Agustin P. Navarra ES	Ivisan	Rizza A. Flores	AO II
82	Almon PS	Ivisan	Don Edward A. Bernales	AO II
83	Balaring ES	Ivisan	Rio Marie A. Loranía	AO II
84	Basiao ES	Ivisan	Mardy Jean B. Cerado	AO II
85	Cudian ES	Ivisan	Nasser Albaña	AO II
86	Catalino Andrada MS	Ivisan	Meliza A. Hautea	AO II
87	Ivisan ES	Ivisan	Jose Zaldy F. Escalada	AO II
88	Ivisan NHS	Ivisan	Gwendolyn Hortillas	AO IV
89	Victor A. Umiten ES (Looc ES)	Ivisan	Lady Lee D. Caragos	AO II
90	Mahayag ES	Ivisan	Gladys G. Torreflores	AO II
91	Malocloc ES	Ivisan	Ralph Martin V. Quintana	AO II



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92	Panfilo Mendoza ES (Agmalobo ES)	Ivisan	Dhara Kim L. Montorio	AO II
93	Purificacion A. Alagban ES (Sta. Cruz ES)	Ivisan	Mary Grace B. Dela Torre	AO II
94	Basiao NHS	Ivisan	Eva U. Concepcion	AO II
95	Ubog ES	Jamindan	Anthony F. Vigo	AO II
96	Agcagay ES	Jamindan	Friah Mae D. Carpo	AO II
97	Aglibacao PS	Jamindan	May Ann V. Ecevedo	AO II
98	Agloloway ES	Jamindan	Jade V. Feliciano	AO II
99	Agtupgop ES	Jamindan	Elisa B. Guillermo	AO II
100	Camp Jamindan ES	Jamindan	Mia Jane V. Valguna	AO II
101	Damiana M. Ongkiko ES	Jamindan	Mary Grace C. Catriz	AO II
102	Guintas ES	Jamindan	Lowil Jed B. Villeza	AO II
103	Jaena Norte ES	Jamindan	Angelie J. Escrupulo	AO II
104	Jagnaya ES	Jamindan	Adrian L. Licanto	AO II
105	Jamindan ES	Jamindan	Rishelle L. Llanto	AO II
106	Linambasan ES	Jamindan	Jeffrey C. Peñaflor	AO II
107	Lucero ES	Jamindan	Cherry G. Villas	AO II
108	Masnang PS	Jamindan	Norgie L. Villa	AO II
109	Milan ES	Jamindan	Ma. Marcel V. Vaal	AO II
110	North Lucero PS	Jamindan	Ruby V. Martizano	AO II
111	Pangabat ES	Jamindan	Leona V. Zabala	AO II
112	San Jose ES (Jamindan)	Jamindan	Glycel Joy G. Legaspi	AO II
113	Sto. Rosario PS (Jamindan)	Jamindan	Noilyn Z. Labaniego	AO II
114	Jamindan NHS	Jamindan	Faith Francisco	AO II
115	Manuel Ganzon Advincula IS	Jamindan	Jayvee Floyd S. Fontiveros	AO II
116	Agbun-od IS	Jamindan	Jonas B. Velado	AO II
117	Francisco C. Vacaro IS	Jamindan	Reyna Fe U. Vacaro	AO II
118	Aglimocon ES	Maayon	Monica M. Distura	AO II
119	Alasaging ES	Maayon	Khenslie Marie C. Deocampo	AO II
120	Balighot ES	Maayon	John Mark D. Desales	AO II
121	Batabat ES	Maayon	Anicka Mae R. Adam	AO II
122	Dominador T. Esmeralda ES	Maayon	Roshenne D. Dunton	AO II
123	Carataya ES (Maayon)	Maayon	Mabelle R. Victoriano	AO II
124	East Villaflores ES	Maayon	Myleen D. Betita	AO II
125	Carmen Alovera Amistoso ES	Maayon	Alson B. Floreda	AO II
126	Ilawod ES (Maayon)	Maayon	Annabelle D. Cabrera	AO II
127	Indayagan PS	Maayon	Mary Magdaline D. Degones	AO II
128	Maalan PS	Maayon	Jay Q. De Juan	AO II
129	Maayon ES	Maayon	Arjhun O. Batilaran	AO II
130	New Guia ES	Maayon	Rosine D. Aranzado	AO II
131	Palaguian ES	Maayon	John Reiner A. Dordas	AO II
132	Parallan ES	Maayon	Lika D. Dayo	AO II
133	Quinabonglan ES	Maayon	Glori Jean B. Dangan	AO II
134	Salgan ES	Maayon	Allen C. Gevero	AO II
135	Tepacla ES	Maayon	Guadiline C. Ditchella	AO II
136	Tuburan ES	Maayon	Diana May D. Destreza	AO II
137	West Villaflores ES	Maayon	Janice O. Roxas	AO II
138	East Villaflores NHS	Maayon	Apple Joy I. Dordas	AO II



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139	Maayon NHS	Maayon	Lea Beth Albana	AO II
140	Guinbialan IS	Maayon	Jovelyn L Ilagan	AO II
141	Duluan IS	Maayon	Karene Joy B. De Asis	AO II
142	Tapulang IS	Maayon	Rosa B. Delos Santos	AO II
143	Canapian IS	Maayon	Jezza O. Distura	AO II
144	Atiplo ES	Mambusao East	Marites O. Donado	AO II
145	Balat-an ES	Mambusao East	Mary Rose J. Labris	AO II
146	Balit ES	Mambusao East	AnalyN L. Villareal	AO II
147	Batiano ES	Mambusao East	Lovena N. Antic	AO II
148	Baye ES	Mambusao East	Regine Mae O. Lopez	AO II
149	Cala-agus ES	Mambusao East	Noeme Q. Madeja	AO II
150	Minor ES	Mambusao East	Mialyn L. Estocada	AO II
151	Najus-an ES	Mambusao East	Abegail G. Fuentes	AO II
152	Pangpang Norte ES	Mambusao East	Gerelyn L. Estocada	AO II
153	Pinay ES	Mambusao East	Hazel L. Hingco	AO II
154	Bula IS	Mambusao East	Elna L. Pineda	AO II
155	Juan Andaya ES	Mambusao West	Jeanette B. Juaneza	AO II
156	Mambusao ES	Mambusao West	Bryan O. Lizada	AO II
157	Diosdado Bayot ES (Bitayan ES)	Mambusao West	Charlene R. Vera	AO II
158	Angelo Llorente ES	Mambusao West	Juliesa L. Ricardo	AO II
159	Burias ES	Mambusao West	Mary Jed L. Ado	AO II
160	Caidquid ES	Mambusao West	Janna L. De Juan	AO II
161	Manibad ES	Mambusao West	Arvin B. Francisco	AO II
162	Pangpang Sur PS	Mambusao West	Jerson P. Longares	AO II
163	Ramon A. Villareal MS	Mambusao West	Irene L. Balucan	AO II
164	Mambusao NHS	Mambusao West	Rachel Luna	AO II
165	Agkawayan IS	Mambusao West	Elgen Mark June S. Ebon	AO II
166	Linao ES	Panay	Joan Joy D. Sembrano	AO II
167	Magdalena B. Bermejo ES (Tanza Sur ES)	Panay	Jonas A. Aninacion	AO II
168	Agbalo ES	Panay	Grecia Joy Ann B. Tamayo	AO II
169	Agbanban ES	Panay	Sharie Lee S. Defensor	AO II
170	Agojo ES	Panay	Kristine B. Besiño	AO II
171	Anhawon ES	Panay	Hannah Joy A. Fabiana	AO II
172	Bagacay ES	Panay	Mayren Joy A. Apostol	AO II
173	Bonga ES	Panay	Ivan B. Vito	AO II
174	Buntod ES	Panay	Lyndy J. Extenado	AO II
175	Calapawan ES (Panay)	Panay	Melissa B. Bolido	AO II
176	Ricardo Bernas ES (Calitan)	Panay	Maria Lourdes Peniano	AO II
177	Daga ES	Panay	Ariel B. De Matias	AO II
178	Eugenio Regalado ES	Panay	Robert S. Jaravelo	AO II
179	Jamul-awon ES	Panay	Mary Joy E. Candelario	AO II
180	Justice Jose Hontiveros MS	Panay	Ma. Robeca Mae B. Beronibla	AO II



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SCHOOLS DIVISION OF CAPIZ

181	Lanipga ES	Panay	Melvin Y. Fabiaña	AO II
182	Libon ES	Panay	Alvin Paul B. Marcelo	AO II
183	Lus-onan ES	Panay	Victor B. Enezario Jr.	AO II
184	Panay CS	Panay	Roxan B. Abad	AO II
185	Pawa ES	Panay	Jenny Mae B. Bigcas	AO II
186	Tanza Norte ES	Panay	Cherry V. Aminoso	AO II
187	Capiz NHS	Panay	Jusette Ugas	AO II
188	Capiz NHS	Panay	Ruel Faderan	AO IV
189	Comsr. Luis R. Asis NHS	Panay	Ruben Gallaza	AO II
190	Ernesto R. Sicad, Sr. NHS (Pawa NHS)	Panay	Anthony Barrera	AO II
191	Bago Chiquito IS	Panay	Amy O. Consolacion	AO II
192	Banga-an ES	Panitan	Bea Alyssa Marie D. Monserat	AO II
193	Capagao ES	Panitan	Vianeille Grace D. Dublado	AO II
194	Catmon ES	Panitan	Arleony A. Linaza	AO II
195	Conciencia ES	Panitan	Jean Ann D. Clavero	AO II
196	Agloway ES	Panitan	Iza D. Denosta	AO II
197	Agustin A. Almalbis MS	Panitan	Christine Abigail T. Degala	AO II
198	Ambilay ES	Panitan	Madeline D. Demonarca	AO II
199	Bahit ES	Panitan	Hazel A. Palma	AO II
200	Cabugao ES (Panitan)	Panitan	Beau Teryll S. Salarda	AO II
201	Cogon ES (Panitan)	Panitan	Hazel Joy L. Dayalo	AO II
202	Dr. Salvador Dellota ES	Panitan	Joenalyn D. Degala	AO II
203	Jesus Gonzalo Albana ES	Panitan	Jaysa P. Altoveros	AO II
204	Maluboglubog ES	Panitan	Frederick A. Esquillo	AO II
205	Panit-an ES	Panitan	May Ann L. Orendez	AO II
206	Pasugue ES	Panitan	Rose Ann D. Linacero	AO II
207	Quios PS	Panitan	Jemlourd P. Chu	AO II
208	Saloon ES	Panitan	Elmeko Jude L. Bermejo	AO II
209	Tabuc Norte ES	Panitan	Hannah Rose D. Palmes	AO II
210	Tincupon ES	Panitan	John Mel D. Daliva	AO II
211	Leodegario D. Deocampo Sr. NHS	Panitan	Mary Rose B. Dorado	AO II
212	Panitan NHS	Panitan	Swanie V. Diestro	AO II
213	Antonio Belo Memorial IS	Panitan	Shella Mie F. Union	AO II
214	Celestino D. Diaz IS	Panitan	Herman V. Diestro	AO II
215	Felixberto Dicon Dorado Sr. IS	Panitan	Ma. Ceniella G. Peniano	AO II
216	Tinigban IS	Panitan	Art A. Venus	AO II
217	San Esteban ES	Pilar	Carla Mae Provided	AO II
218	Binaobawan ES	Pilar	Richelyn B. Late	AO II
219	Blasco PS	Pilar	Shiela Mae B. Catalan	AO II
220	Casanayan ES	Pilar	Rome G. Baclas	AO II
221	Carlos V. Lopez ES	Pilar	Michel Mae F. Fantilanan	AO II
222	Dulangan ES	Pilar	Mary Ann A. Denolo	AO II
223	Pilar ES	Pilar	Jasmin Joyce A. Lauron	AO II
224	San Antonio ES (Pilar)	Pilar	Ronald B. Solis	AO II
225	Pedro A. Bernas ES	Pilar	Pamila P. Bawisan	AO II
226	San Pedro ES (Pilar)	Pilar	Edgie B. Villanueva	AO II



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227	San Ramon ES	Pilar	Arjean F. Bacatano	AO II
228	Sta. Fe ES	Pilar	Urbellen S. Tumines	AO II
229	Tabun-acan ES	Pilar	Cylynne D. Vergara	AO II
230	Tomas Abelita Sr. ES	Pilar	Geddah Mae F. Yutiga	AO II
231	Yating ES	Pilar	Joelita Bonsato	AO II
232	Epifania P. Bernas ES	Pilar	Rachelle B. Alacapa	AO II
233	Marciano M. Patricio NHS (Pilar)	Pilar	Xylene Ajesta	AO II
234	Dayhagan IS	Pilar	Jann Lou D. Dela Cruz	AO II
235	Guise IS	Pilar	Nikka V. Vergara	AO II
236	Sinamongan IS	Pilar	Nona B. Dela Peña	AO II
237	Yating NHS	Pilar	Nonito B. De Los Santos	AO II
238	Banate ES	Pontevedra	Cristina Barneso	AO II
239	Agbanog ES	Pontevedra	Tiffany A. Begas	AO II
240	Ameligan ES	Pontevedra	Ma. Rica D. Cortes	AO II
241	Councilor Nicolas Dais ES	Pontevedra	Cristine Joy S. Chavez	AO II
242	Maximo Dais ES	Pontevedra	Caren Gay D. Zamora	AO II
243	Victoria C. Dais ES	Pontevedra	Michael Olipendo	AO II
244	Feliciano Consing ES	Pontevedra	Baby Jane D. Bibit	AO II
245	Gabuc ES	Pontevedra	Deolito B. Salvador, Jr.	AO II
246	Hipona ES	Pontevedra	Ma. Arianne A. Barrientos	AO II
247	Renato P. Hontiveros ES	Pontevedra	Jimrose M. Alis	AO II
248	Pontevedra ES	Pontevedra	Mark Louie D. Ortencio	AO II
249	Prof. Antonio Viterbo ES	Pontevedra	Dallia B. Espino	AO II
250	Rizal ES	Pontevedra	Mia Joy D. Dilla	AO II
251	San Pedro ES (Pontevedra)	Pontevedra	Clarence Recí	AO II
252	Jose Diva Avelino Jr. NHS	Pontevedra	Junabel F. Dinero	AO II
253	Congressman Dinggoy Araneta Roxas ES	Pontevedra	Jeni-Rose A. Laure	AO II
254	Pontevedra NHS	Pontevedra	Ma. Rolia Baguio	AO II
255	Bailan IS	Pontevedra	Jennifer Dequiña	AO II
256	Cubay-Ibaca ES	President Roxas	Mary Joy A. Agase	AO II
257	Aranguel ES	President Roxas	Maridel F. Fuentes	AO II
258	Badiangon ES	President Roxas	Ale L. Catalan	AO II
259	Bayuyan ES	President Roxas	Julimee Sarah E. Delamide	AO II
260	Bliss Pantalan ES	President Roxas	Roxanne B. Junto	AO II
261	Domingo M. Locsin ES	President Roxas	Hershey Lyra B. Esmeralda	AO II
262	Carmencita-Sto.Niño ES	President Roxas	Cherry F. Queque	AO II
263	Marita ES	President Roxas	Retchil C. Deseo	AO II
264	Pres. Roxas East ES	President Roxas	Sacyl D. Demalata	AO II
265	Pres. Roxas West ES	President Roxas	Tyron Kim T. Seromines	AO II
266	Sangkal ES	President Roxas	Ronald B. Diestro	AO II
267	Feliciano Yusay Consing NHS	President Roxas	Mark Besana	AO II
268	Cabugcabug ES (President Roxas)	President Roxas	Michael John M. Dolor	AO II
269	Damayan ES	Sapian	Dianalene C. Dianon	AO II
270	Majanlud ES	Sapian	Camelle F. Dalmacio	AO II
271	Agkaningay PS	Sapian	May Ann C. De Pedro	AO II
272	Agtatacay Norte ES	Sapian	Yolanda A. Degracia	AO II
273	Agtatacay Sur ES	Sapian	Honesta May D. Lato	AO II



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275	Benlit ES	Sapian	Jonna Mae S. Villorente	AO II
276	Bulon PS	Sapian	John Paul E. Extenado	AO II
277	Culasi ES	Sapian	Jeffrey Facinal	AO II
278	Dapdapan ES	Sapian	Jenelyn O. Villasoto	AO II
279	Guibongan PS	Sapian	Mary Grace O. Besana	AO II
280	Lonoy ES	Sapian	Jesrel S. Ocampo	AO II
281	Maninang ES	Sapian	Tara A. Mateo	AO II
282	Sapian NHS	Sapian	Khay Ann Cabuslay	AO II
283	Sapian NHS	Sapian	Ma. Remia Gallo	AO IV
284	Sapian ES	Sapian	Desiree Joy H. Guanco	AO II
285	Wenceslao Onas ES	Sapian	Reshelle C. Theodore	AO II
286	Bilao IS	Sapian	Judy B. Absin	AO II
287	Jose Reyes Jarencio ES	Sigma	Anaveh M. Gumogda	AO II
288	Sigma CES	Sigma	Ryce Erica J. Lacbanes	AO II
289	Amaga ES	Sigma	Arlene M. Corros	AO II
290	Atty. Santiago Abella Vito ES	Sigma	Harlene Joy G. Buday	AO II
291	Simeon Bidiones ES	Sigma	Mary Grace G. Villanueva	AO II
292	Cogon ES (Sigma)	Sigma	Dandryl A. Dayalo	AO II
293	Fructousa A. de Romero ES	Sigma	Nivard A. Cartujano	AO II
294	Loreto A. Balgos ES	Sigma	Candelaria D. Beriana	AO II
295	Maestro J. Reyes ES	Sigma	Hannah G. Fajardo	AO II
296	Mangoso ES	Sigma	Luzel L. Labto	AO II
297	Margarita Soriano ES	Sigma	Maricris P. Trinidad	AO II
298	Pascual Gregore ES	Sigma	Jelly D. Estorque	AO II
299	Vicente Andaya Sr. NHS	Sigma	Happy Celino	AO II
300	Tawog PS	Sigma	Rainstone A. Villariez	AO II
301	Mianay NHS	Sigma	Art Emmanuel Amores	AO II
302	Eleodoro J. Ponsaran IS	Sigma	Maritoni E. Villanueva	AO II
303	Calixto Loyola Sr. IS	Sigma	Karen B. Compuesto	AO II
304	Abangay ES	Tapaz East	Elaine G. Legario	AO II
305	Bagong Barrio ES	Tapaz East	Raiza F. Ebon	AO II
306	Bato-bato PS	Tapaz East	Queena Mae P. Martinez	AO II
307	Joaquin Artuz ES	Tapaz East	Glicerma D. Gervero	AO II
308	Maliao ES	Tapaz East	Elmer C. Funa	AO II
309	Hilwan PS	Tapaz East	Ma. Julie L. Dagmil	AO II
310	Katipunan ES	Tapaz East	Jolly Vie M. Gigare	AO II
311	Lagdungan ES	Tapaz East	Frincess C. Francisquite	AO II
312	Lahug PS	Tapaz East	Jemima P. Germo	AO II
313	Libertad ES	Tapaz East	Aileen B. Peñafiel	AO II
314	Malitbog ES	Tapaz East	Maricor C. Gervero	AO II
315	Nayawan PS	Tapaz East	Irish Freshy D. Titular	AO II
316	San Antonio ES (Tapaz East)	Tapaz East	Wilma N. Gadian	AO II
317	San Miguel Ilawod ES	Tapaz East	Vergie L. Castor	AO II
318	San Roque ES (Tapaz East)	Tapaz East	Krestli Zyra G. Albaña	AO II
319	Siya ES	Tapaz East	Charie Mae R. Geromiano	AO II
320	Sta. Petronila PS	Tapaz East	Chollyn C. Lopez	AO II



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Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF CAPIZ

321	Switch ES	Tapaz East	Crecelaine G. Quintro	AO II
322	Wright ES	Tapaz East	Annie Joy G. Loberiza	AO II
323	Sinonod PS	Tapaz East	Nel Jean S. Valle	AO II
324	Tapaz NHS	Tapaz East	Julie Jamilarin	AO II
325	Bag-ong Barrio NHS	Tapaz East	Elizabeth M. Galeno	AO II
326	Rev. Tomas Conejar NHS (Katipunan)	Tapaz East	Romelyn G. Martinete	AO II
327	Don Leopoldo Gialogo IS	Tapaz East	Joy V. Supiter	AO II
328	Camburanan ES	Tapaz West	Noelyn G. Florino	AO II
329	Agcococ ES	Tapaz West	Manilyn M. Lozada	AO II
330	Agpalali ES	Tapaz West	Christine G. Gahum	AO II
331	Artuz ES	Tapaz West	Rocsan A. Falsis	AO II
332	Candelaria ES	Tapaz West	Thea Faith F. Gardose	AO II
333	Mariano Gleyo ES	Tapaz West	Jouana G. Esmao	AO II
334	Cristina ES	Tapaz West	Jay Ann C. Gamayao	AO II
335	Daan Sur ES	Tapaz West	Welmie G. Gicalao	AO II
336	Mawang ES	Tapaz West	Gelian G. Fuerte	AO II
337	Roxas ES	Tapaz West	Adrian R. Galono	AO II
338	San Julian ES	Tapaz West	Marlyn O. Faunillo	AO II
339	San Nicolas ES	Tapaz West	Alexander L. Dollete	AO II
340	Tabon ES	Tapaz West	Davie Mae G. Falle	AO II
341	Tapaz CES	Tapaz West	Kristie M. Gargoles	AO II
342	Taslan ES (Tapaz West)	Tapaz West	Josie S. Gole	AO II
343	Martin Gimeno ES	Tapaz West	WAYNE P. SALUDES	AO II
344	Camburanan NHS	Tapaz West	Melody M. Gapi	AO II
345	Candelaria NHS	Tapaz West	Jasmin V. Chu	AO II
346	Roxas Farm School	Tapaz West	Wilfredo G. Parofil III	AO II



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF CAPIZ

Enclosure No. 2 – List of Program Management Team

Roles	Persons Involved
Overall Program Lead	Roel F. Bermejo Schools Division Superintendent Luz U. Banson OIC, Office of the Assistant Schools Division Superintendent
Food and Venue	Ma. Sharon S. Barrientos AO V
Program	Darwin D. Brillo AO IV/ HRMO II
Documentation, Tarpaulin, & Venue Preparation	Ivan B. Vito AO II
ICT	Cherry Aminoso Administrative Officer II
Certificates and Attendance	Christine Villaruz ADAS I Racel Jewel A. Asignacion AO II
Health Officer	Rene Hortillas Nurse II



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF CAPIZ

Enclosure No. 3 – Training Matrix

Time	Activity	Person/s Involved
Day 1		
8:00-8:30am	Registration	Personnel Section
8:30-9:00am	<i>Preliminaries</i> National Anthem Prayer Bagong Pilipinas Hymn Capiz Hymn Opening Remarks	On Air Luz U. Banson <i>Assistant Schools Division Superintendent</i>
9:01-12:00nn	Time with the SDS	Roel F. Bermejo <i>Schools Division Superintendent</i>
12:00- 12:45pm	Lunch Break	
12:45-1:00pm	Energizer	
1:01-2:00pm	Duties & Responsibilities of AO II	Ma. Sharon S. Barrientos <i>Administrative Officer V</i>
2:01-4:30pm	HR Updates	Darwin D. Brillo <i>Administrative Officer IV/ HMO II</i>
4:31-5:00pm	Closing Program	