



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

April 8, 2024

DIVISION MEMORANDUM
No. **208**, s. 2024

**MASTERING PERSONNEL ACTIONS: A TRAINING WORKSHOP TOWARDS
ADMINISTRATIVE EXCELLENCE**

To: Public Elementary and Secondary School Heads
Elementary and Junior HS Administrative Officers II
All Others Concerned

1. The Administrative Services Office through the Personnel Unit will conduct a training workshop titled “Mastering Personnel Actions: A Training Workshop Towards Administrative Excellence” that will be held on April 17-19, 2024 (Batch 1) and April 24-26, 2024 (Batch 2) at Otel Pampanga, Lazatin Blvd., San Agustin, San Fernando, Pampanga.
2. The following are the objectives of the above training workshop:
 - a. Learn the proper procedures and documentation required for processing personnel actions.
 - b. Develop skills in accurately completing personnel action forms and maintaining records.
 - c. Gain knowledge of legal and ethical considerations related to personnel actions.
 - d. Improve communication and collaboration with other offices involved in personnel actions.
 - e. Acquire strategies for effectively managing and prioritizing personnel actions to ensure efficiency.
 - f. Enhance the capacity of Human Resource Practitioners at the school level to prepare, submit, and take action regarding the preparation of service records, processing of service credits and CTO, and other personnel actions in schools in adherence with the existing policy and procedures.
 - g. Effectively and efficiently implement administrative support to the school (Personnel Administration & General Administrative Support)
3. The target participants in this training workshop are elementary and junior high school Administrative Officers II and shall confirm their attendance on or before April 12, 2024, through this link: <https://bit.ly/MPAAdminExcellence2024>.
4. All participants are requested to bring their laptops and extension cords and the following school records:
 - latest copy of the school localized electronic plantilla
 - digital copies of school personnel leave cards and service records
 - 201 file of the Administrative Officer II



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
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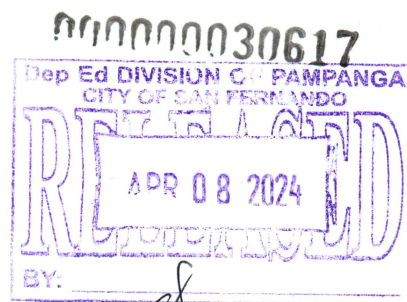


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5. Travel expenses incurred by participants shall be charged against their respective local funds, subject to the usual accounting and auditing rules and regulations.
6. Attached are the activity matrix and list of participants for proper guidance and ready reference.
7. This issuance shall serve as the Travel Authority of all concerned personnel.
8. Immediate dissemination of this Memorandum is earnestly desired.

ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent

AOAS/04-24-24



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**MASTERING PERSONNEL ACTIONS:
A TRAINING WORKSHOP TOWARDS ADMINISTRATIVE EXCELLENCE**

April 17-19 & 24-26, 2024

Otel Pampanga., Lazatin Blvd., San Agustin, San Fernando, Pampanga

Activity Matrix

Day 1: April 17, 2024 & April 24, 2024		
Time	Activities	Speaker/In-charge
7:00 am – 8:00 am	Registration	Secretariat
8:00 am – 8:15 am	Preliminary Activities	Training Management Team
8:15 am – 8:30 am	Welcome Remarks	ASDS Leandro C. Canlas, PhD, CESE ASDS Cecilia E. Valderama
8:30 am – 9:15 am	Inspirational Message	SDS Romeo M. Alip, PhD, CESO V
9:15 am – 9:30 am	Roll Call	Geraldine M. Zamar
9:30 am – 10:30 am	Session 1 Orientation on the Implementation of RA 11032 in the DepEd	Atty. Arnold Adelo Obillos Attorney III
10:30 am – 10:45 am	Health Break	
10:45 am – 12:00 nn	Session 2 Data Privacy Awareness and Compliance in the Workplace	John Paul B. Pallasigui Information Technology Officer I
12:00 nn – 1:00 pm	Lunch Break	
1:00 pm – 3:00 pm	Session 3 Citizen's Charter and Client Satisfaction Measurement	JB B. Manalang Administrative Officer V
3:00 pm – 3:30 pm	Health Break	
4:00 pm – 4:30 pm	Open Forum	JB B. Manalang Administrative Officer V
4:30 pm – 5:00 pm	Daily Evaluation and Debriefing	Training Management Team



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Day 2: April 18, 2024 and April 25, 2024		
Time	Activities	Speaker/In-charge
8:00 am – 8:30 am	Preliminary Activities & Management of Learning	Training Management Team
8:30 am – 10:00 am	Session 4 Personnel Actions: A Holistic Exploration of End-to-End Processes	Ma. Rosario Q. Macalino Administrative Assistant III Angelia Fe L. Umali Administrative Assistant III
10:00 am – 10:15 am	Health Break	
10:15 am – 11:30 am	Continuation of Session 4	Ma. Rosario Q. Macalino Administrative Assistant III Angelia Fe L. Umali Administrative Assistant III
11:30 am – 12:00 nn	Open Forum	
12:00 nn – 1:00 pm	Lunch Break	
1:00 pm – 2:00 pm	Session 5 Reconciliation of Personnel Records: Service Records & 201 File	Dexter E. Pangilinan Administrative Officer IV
2:00 pm – 4:00 pm	Workshop 1	
4:00 pm – 4:30 pm	Open Forum	
4:30 pm – 5:00 pm	Daily Evaluation and Debriefing	Training Management Team



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Day 3: April 19, 2024 and April 26, 2024		
Time	Activities	Speaker/In-charge
8:00 am – 9:00 am	Preliminary Activities Management of Learning	Training Management Team
9:00 am – 10:00 am	Session 6 Reconciliation of Personnel Records: Service Cards and Leave Cards	JB B. Manalang Administrative Officer V Dexter E. Pangilinan HRMO II
10:00 am – 10:30 am	Health Break	
10:30 am – 12:00 nn	Workshop 2	JB B. Manalang Administrative Officer V
12:00 nn – 1:00 pm	Lunch Break	
1:00 pm – 3:00 pm	Continuation of Workshop 2	Dexter E. Pangilinan HRMO II
3:00 pm – 4:00 pm	Open Forum	JB B. Manalang Administrative Officer V
4:00 pm – 4:30 pm	Agreements and Ways Forward	Dexter E. Pangilinan HRMO II
4:30 pm – 5:00 pm	Closing Program	TMT



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SCHEDULE OF PARTICIPANTS PER DISTRICT

BATCH 1 (APRIL 17-19, 2024)		BATCH 2 (APRIL 24-26, 2024)	
No.	District	No.	District
1.	Apalit	1.	Macabebe West
2.	Arayat East	2.	Magalang North
3.	Arayat West	3.	Magalang South
4.	Bacolor North	4.	Masantol North
5.	Bacolor South	5.	Masantol South
6.	Candaba East	6.	Mexico North
7.	Candaba North	7.	Mexico South
8.	Candaba West	8.	Mexico West
9.	Floridablanca East	9.	Minalin
10.	Floridablanca West	10.	Porac East
11.	Guagua East	11.	Porac West
12.	Guagua West	12.	San Luis
13.	Lubao East	13.	San Simon
14.	Lubao North	14.	Sasmuan
15.	Lubao West	15.	Sta. Ana
16.	Macabebe East	16.	Sto. Tomas
17.	Sta. Rita		



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LIST OF PARTICIPANTS

1. Abalos, Irene Bianca B.
2. Abelardo, Myrasol Limpin
3. Alarcon, Rinalyn Collado
4. Almario, Claire Anne Castro
5. Amora, Lailani Conos
6. Angeles, Glendel R.
7. Angeles, Reynaldo Jr. Musngi
8. Arciga, Alfie Joseph Haylar
9. Arciga, Lyra Banag
10. Arucan, Marilyn David
11. Austria, Almira Trillana
12. Austria, Mirasol
13. Baccay, Mervie P.
14. Balatbat, Constancia Saldo
15. Ballesteros, Irah Santos
16. Baluyut, Maylyn B.
17. Bartolo, Cecilia L.
18. Basilio, Edison Simbulan
19. Basilio, Remedios G.
20. Batac, Joyce S.
21. Bautista, Jackie Lou Ocampo
22. Bautista, Jerd Tagao
23. Bautista, Nadja Raphaela M.
24. Bautista, Patricia Kelsay Guevarra
25. Bautista, Clarisse Cabrera
26. Belison, Marissa Guilas
27. Bernadez, Rolando Alga
28. Bie, Emierose Bondoc
29. Blances, Andrea Canono
30. Bondoc, Gerald Castro
31. Bondoc, Mario Santiago
32. Bondoc, Micah Luisa Dizon
33. Bondoc, Tyrone Pamintuan
34. Bondoc, Lois Abigail
35. Bonifacio, Eleonor B.
36. Borja, Angela Masangkay
37. Briones, Anna Sheila Pepugal
38. Bungay, Jennifer Cruz
39. Cabrera, Glaiza Galang
40. Cagayan, Irish Dela Cruz
41. Calma, Clyde Venasquez
42. Calma, Dylan Joseph Venasquez
43. Calo, Maria Hermosa Valencia
44. Caña, Irene Castro
45. Canda, Alneimi Guevarra
46. Canlas, Aprille Sison
47. Canlas, Berniella Marie Miranda
48. Canlas, Jilyn David
49. Capulong, Jerome Salac
50. Carlos, Ma. Corazon Q.
51. Carrillo, Rey-Inah Marie Cunanan
52. Castro, Rejoice Marie Ibañez
53. Cayaban, Poligina Dizon
54. Cayanan, Kevin Renz Pineda
55. Chingcuangco, Jayson
56. Chingcuangco, Jayson Ocampo
57. Coronel, Jocelyn Requilme
58. Cotel, Jendelaine Mercado
59. Cuellar, Ricalyn Veron
60. Cunanan, Jay M.
61. Cunanan, Maricel Y.
62. Dagami, Antoniette Tayag
63. Dakis, Robin Punu
64. Dampil, Donita Rose M.
65. David, Archie S
66. David, Emnico Bryan
67. David, Khorina Malonzo
68. David, Mary Jane Limin
69. David, Mary Shanelle Sibug
70. Dayao, Alona Agnes Nuqui
71. De Dios, Regine Garcia
72. De Guzman, Ma. Christina Garcia
73. De Guzman, Plinky Rose Galang
74. De Leon, Juliet Nina Charmaine
75. Dela Cruz, Jessa Mae De Jesus
76. Dela Cruz, Mei Laurente
77. Dela Cruz, Melanie Caoile
78. Delos Reyes, Lilet Jimenez
79. Delos Santos, Chelina Mae Yuzon
80. Desolo, Chino Jay Aguas
81. Dimaquibo, Celina Espelet
82. Dimarucut, Dean Christian S.
83. Dizon, Kimberly Joy Daquiz
84. Dizon, Ma. Genarica Yabut
85. Dizon, Patrick Vincent G.
86. Dizon, Roselle P.
87. Dollaga, May Faith Dela Cruz
88. Duazo, Aiza Gorgonia



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89. Dungca, Joanne Herco
90. Espiritu, Maria Ida M.
91. Feir, Jerry Glenn
92. Flores, Jericho Carillo
93. Flores, Mark Oliver L.
94. Francisco, Madeline
95. Franco, Camille Gadiane
96. Gabriel, Karen Dela Peña
97. Galan, Erdy Manabat
98. Galang, Kimberly Lansang
99. Galang, Sharlain Margarete Salas
100. Garcia, Ann Clariza N.
101. Garcia, Anna Mileth D.
102. Garcia, Jenniefer Dumandan
103. Garcia, Mary Jane D.
104. Garcia, Reymund Arjay Dungca
105. Garcia, Wesley Viray
106. Garin, Florence Bernardez
107. Gasparillo, Eslie Dela Cruz
108. Gatbonton, Jane Catherine M.
109. Gatdula, Jeremy Joy Sunga
110. Gigante, Linsey D.
111. Gomez, Euijane M.
112. Gomez, Kenneth Forio
113. Gonzales, Gimson Lazo
114. Gonzalez, Alexandra Baluyut
115. Gonzalez, Marjorie Manguera
116. Gonzalez, Timothy Duane B.
117. Gopez, Karen
118. Gozum, Irene Ordonio
119. Gozun, Jimmy
120. Gozun, Maureen Lim
121. Grace S. Abrigado
122. Guevarra, Randolph Gonzales
123. Guina, Angeli Grace Jiongco
124. Guinto, Argel Villapaña
125. Guinto, Kate Andrea Lansangan
126. Guintu, Jannelyn Ramos
127. Gutierrez, Jomel Carillo
128. Gutierrez, Kreesna Bless
129. Gutierrez, Noel Lacap
130. Gutierrez, Michelle Jo Sagmit
131. Hernandez, Judy Ann Lang-Adan
132. Hernandez, Margie Navarro
133. Hernandez, Ma. Leanne Cao
134. Hipolito, Jonabelle Fernandez
135. Ibañez, Ella A.
136. Ignacio, Edward Lintag
137. Inlong, May Cabantog
138. Isip Jr., Pepito Napao
139. Isip, Arjon Salonga
140. Jamito, Rizza Mae Echiverri
141. Javier, Iris Rozeth A.
142. Jebulan, Rose Bel Guintu
143. Jorica, Rose M.
144. Jubac, Erlinda Tabaniag
145. Junio, Jorosa Agnes C.
146. Labao, Irene
147. Labung, Arra Jamie Rivero
148. Lacap, Gellie Anne Bautista
149. Lalu, King Gem Denzen Quiambao
150. Lampano, Ruby Ann
151. Landig, Ma. Bernadette Bondoc
152. Lansangan, Kevin David
153. Lapuz, Jerwin Lacanilao
154. Laquindanum, Marlyn T.
155. Lasao, Hanna Kristel Camposano
156. Layug, Farida F.
157. Layug, Mark Joseph R.
158. Lazatin, Roseveen E.
159. Lee, Wilfred Thomas
160. Lerit, Ma. Lynette Carmela Viray
161. Limlingan, Amie A.
162. Llemos, Clint Madrigal
163. Lopez, Mariz S.
164. Lozano, Jolina Erica G.
165. Lucas, Rodessa De Mesa
166. Lumbang, Larry Cabungcal
167. Lusung, Racquel Buisin
168. Macabali, Jojo Dela Cruz
169. Magcalas, Shannen Genanda
170. Malang, Dennis Sicat
171. Maliwat, Christian Venzon
172. Mallari, Christelle Kate T.
173. Mallari, Yna Marie Pangilinan
174. Manahan, Janiva C.
175. Manalang, Jessa Coronel
176. Manalang, Marvin Carlos Payd
177. Manalang, Mecca Margarete
178. Manalansan, Julie Ann Laxamana
179. Manalansan, Rovilyn Tubo
180. Manalili, Kathryn Pabustan
181. Manaloto, Dean Darrel S.
182. Manaloto, Marielle May Macapagal
183. Manansala, Analyn Cunanan
184. Manansala, Michelle Gonzales
185. Manayan, Raquel Sula
186. Mandap, Shiella May Santos
187. Manese, Sandy Simbulan
188. Mangalindan, Lailani R.



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| 189. Mangilit, Roselyn Mendoza | 239. Payad, Pamela S. |
| 190. Maniego, Camille Cortez | 240. Pecson, Aldrin G. |
| 191. Maniego, Vianca Mae Laxamana | 241. Peralta, Jan Krischelle Mae Yamat |
| 192. Maniquiz, Judy Ann Lorida | 242. Pilar, Christian Gabriel Flores |
| 193. Maniulit, Gabriella Bernarte | 243. Pineda Mary Rose C |
| 194. Mañosca, Aim Aquino | 244. Pineda, Angel Trishia Manalang |
| 195. Manuel, Desiree Garcia | 245. Pineda, Gregoria Sitchon |
| 196. Marquez, Arvy Yalong | 246. Pineda, John Nicole Fabian |
| 197. Masangkay, Sheena Rodriguez | 247. Pineda, Maria Pamela H. |
| 198. Medina, Elaine | 248. Pineda, Mylene Q. |
| 199. Mejia, Meri Cryzl Guazon | 249. Ponce, Dave |
| 200. Mendiola, Analyn P | 250. Pons, Leonor Mañalac |
| 201. Mendoza, Alden Cruz | 251. Puno, Alyssa S. |
| 202. Mendoza, Arnie B. | 252. Puno, Russell Tongol |
| 203. Mercado, Glen Catli | 253. Quiambao, Mercy Cabantog |
| 204. Mercado, Stephanie Pingol | 254. Quiambao, Sidney Castro |
| 205. Mesina, Niña Marie Suba | 255. Quintos, Maureen Canlas |
| 206. Miclat, Aileen Puno | 256. Quizon, Jill |
| 207. Miclat, Herminia Manabat | 257. Ragonjan, Dannah Marie Aquino |
| 208. Miguel, Trisha Joy M. | 258. Ramos, Rachel Samia |
| 209. Misa, Jennifer Villanueva | 259. Ramos, Regina Gatus |
| 210. Mondares, Noeme Calagui | 260. Ranas, Merlita J. |
| 211. Montano, Jeanzle Ibay | 261. Razon, Raymund De Jesus |
| 212. Montero, Ann | 262. Reyes, Irma Santos |
| 213. Morales, Arron Paul Lusung | 263. Reyes, Rico Sumang |
| 214. Morales, Jerome Reyes | 264. Rivera, Marilen Bolus |
| 215. Muldong, Renz Samson | 265. Rivera, Celeste Brutas |
| 216. Mungcal, Harold Ramos | 266. Robinson, Jeffrey De Vera |
| 217. Munsayac, Bernadette Marinas | 267. Romero, Hannah Jemima Soliman |
| 218. Musngi, Jess Andrew Ocampo | 268. Ronquillo, Nikko Joshua Miranda |
| 219. Musni, Bryan Gutierrez | 269. Roque, Nica Heleen Lansangan |
| 220. Musni, Emily Sanchez | 270. Roxas, Jermaine Mandap |
| 221. Musni, Engelyn Sanchez | 271. Sadsad, Fe S. |
| 222. Nabong, Kimberly M. | 272. Sagum, Jayleen Pelayo |
| 223. Naguit, Kristel Anne Tiongson | 273. Sagum, Marivic Siazar |
| 224. Nanquil, Edralin Flores | 274. Sagum, Princess Gozun |
| 225. Navarro, Chrisna Mae Macalino | 275. Salunga, Dana Macriskia Valiente |
| 226. Nuguid, Francis Javier | 276. Sambile, Lady Ann Imperio |
| 227. Nuguid, Jomir Solliman | 277. Sanchez, Allyssa Rica Sundiang |
| 228. Obra, Joyce I, | 278. Sanga, Jose Paolo Torres |
| 229. Obrero, Jennifer Laxina | 279. Sanga, Lea Nina T. |
| 230. Opsima, Mary Jane B. | 280. Santiago, John Nicko M. |
| 231. Pacho, Patrick John Pineda | 281. Santos, Gerby John M. |
| 232. Pangan, Aira Shane Manalili | 282. Santos, Johanna Perez |
| 233. Pangan, Kristine Kaye A. | 283. Santos, John Alvin Fernandez |
| 234. Pangan, Sandy Musni | 284. Santos, Joyce Carla S. |
| 235. Pangilinan, Jade Mandap | 285. Santos, Rodny Malit |
| 236. Pangilinan, Kristian Miranda | 286. Santos, Tricia Lacap |
| 237. Patiu, Lovely Evangelista | 287. Santos, Tristine Calara |
| 238. Paule, Aldrin C. | 288. Sarmiento, Maria Paula Sagum |



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|--------------------------------------|---------------------------------------|
| 289. Sarmiento, Michelle B. | 313. Tengco, Christopher Cruz |
| 290. Sarto, Niña Angelu Guanzon | 314. Timbol, Joana Marie Z. |
| 291. See, Ed Bryant T. | 315. Tolentino, Al G. |
| 292. Serrano, Dennis P. | 316. Tolentino, Ma. Cheyser Ann |
| 293. Serrano, Jeffrey G. | 317. Torres, Annabelle Mapute |
| 294. Serrano, Marry Ann Lozano | 318. Torres, Ethel A. |
| 295. Serrano, Natahlie Cabrera | 319. Tulud, Joana Paula Tiglao |
| 296. Sibug, Editha | 320. Twaño, Mia Angelica Mataga |
| 297. Sicat, Suzanne Punzalan | 321. Velasco, Ladylyn Clarin |
| 298. Solis, Angelo Dagdag | 322. Velasco, Rogelio Mendoza |
| 299. Solis, Regina Dagdag | 323. Vicera, Rochelle Joyce David |
| 300. Soriano, Yvonne Monique Dizon | 324. Villanueva, Ian Benjie Ronquillo |
| 301. Sunga, Erica Masangcay | 325. Vital, Merle S. |
| 302. Suñga, Anabelle Mendoza | 326. Yabut, Cariza Yumang |
| 303. Sunga, Ann Dorothy Baligsa | 327. Yabut, Lorelie Suñga |
| 304. Sunga, Jefferson James Quiambao | 328. Yabut, Patricia Nicole Mallari |
| 305. Sunga, Oliver L. | 329. Yalung, Louie Neil Cortez |
| 306. Sunga, Sophia Manguerra | 330. Yambao, Emily Manansala |
| 307. Sunga, Sophia Manguerra | 331. Yambao, Hazel Cruz |
| 308. Supan, Brianne Pingol | 332. Yandan, Maylene P. |
| 309. Susi, Ar-Jay C. | 333. Yumul, Jamie Lyn C. |
| 310. Susi, Jayson Bustos | 334. Zapanta, Leerold Tuazon |
| 311. Tabaco, Joseph Ocampo | 335. Zita, Irish Jem Estember |
| 312. Tacujan, Mary Ann Baluyut | 336. Zita, Ria D. |



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Technical Working Group / Secretariat/ Training Management Team/Speakers

No.	Name	Designation
1.	JB B. Manalang	Speaker/ TMT
2.	Dexter E. Pangilinan	Speaker /TMT
3.	Dave B. Ponce	Technical Assistant
4.	Ed Bryant T. See	Technical Assistant
5.	Wilfred Thomas Lee	Technical Assistant
6.	Ma. Rosario Q. Mangalino	Speaker / TMT
7.	Angelia Fe L. Umali	Speaker / TMT
8.	Dwight Michael Angelo A. Reyes	Technical Assistant
9.	Fatima Joy L. Maniego	Secretariat
10.	Jaytee C. Gutierrez	Secretariat
11.	Patrick S. Bacani	Secretariat
12.	Geraldine M. Zamar	Secretariat
13.	Atty. Arnold Adelo Obillo	Speaker
14.	John Paul B. Pallasigui	Speaker
15.	Jayson M. Santos	TMT
16.	Kristine Marie U. Santos	TMT