



Republic of the Philippines
Department of Education
Region XII
CITY SCHOOLS DIVISION OF TACURONG
City of Tacurong

Tayo
PARA SA
EDUKASYON

DIVISION MEMORANDUM

No. 98, s. 2018

TO: CID and SGOD Chiefs
Division Office Section Heads
Cluster Heads
Elementary and Secondary School Heads
Division Office & School-Based Non-Teaching Personnel
This Division

FROM: **LEONARDO M. BALALA, CESE**
Schools Division Superintendent

SUBJECT: **QUALITY SERVICE DEVELOPMENT AND ENHANCEMENT PROGRAM FOR NON-TEACHING PERSONNEL**

DATE: AUGUST 29-31, 2018

1. To instill and enhance values of professionalism, responsibility and accountability and to make the non-teaching personnel abreast with the current trend of technology, systems and office operations, the City Schools Division of Tacurong will conduct a three-day Quality Service Development and Enhancement Program for the non-teaching personnel on August 29-31, 2018 in General Santos area. Venue will be announced later thru an advisory.
2. Participants are the school-based non-teaching personnel and those in the schools division office (SDO). Attached is the list of participants to the said Program.
3. A registration fee of Three Thousand Pesos (P3,000.00) shall be collected from each school-based participant to cover expenses for board and lodging, honoraria of resource persons and other incidental expenses relative to the conduct of the Program charged to their school local funds while similar expenses of SDO-based participants shall be charged against the Division HRTD fund subject to the existing accounting and auditing rules and regulations.
4. Pre-registration of school-based non-teaching participants is enjoined. Registration fee shall be paid at the Cash Section of this Office on or before August 28, 2018.
5. Registration shall start at 10:00 o'clock in the morning on Day 1. The first meal to be served will be lunch on day 1 and the last meal will be breakfast on the last day of the training. First session shall start at 1:00 o'clock PM on the first day.
6. Concerned cluster heads/school heads are enjoined to send the participants included in the attached list as this is an important training and development for non-teaching personnel. 100% attendance of all concerned is expected.

☎ Telephone: 064-200-6316

✉ Email Us: tacurong@deped.gov.ph
www.deped.gov.ph

☎ Telefax: 064-200-6093

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LIST OF PARTICIPANTS TO THE QUALITY SERVICE DEVELOPMENT AND ENHANCEMENT PROGRAM

General Santos Area
August 29-31, 2018

Division Office Personnel	School-based Non-teaching Personnel	
1. Joey M. Losano	1. Avaglez Pirote	TNHS
2. Zenaida B. Porras	2. Glenda Orcinado	TNHS
3. Diana Mae Balanay-Tampe	3. Rochie Bonita	TNHS
4. Sheryll Moradas	4. Ernesto Gonzaga	TNHS
5. Razel Maganto	5. Shiela Mae Peñera	TNHS
6. Liza De Luna	6. Mary Jane Arcayna	TNHS
7. Kristine Guillermo	7. Belinda Gabiazon	VF Grino HS
8. Krizle Caspillo	8. Rodelyn Guerrero	- do -
9. Raddy Sandig	9. Claris Joy Orbigo	- do -
10. Shirlyn Cuyong	10. Rosette Rulona	- do -
11. Jonel Solomon	11. Jacqueline Duadua	SENHS
12. Genesis Sucaldito	12. Charlotte Mosqueda	- do -
13. Wendel Balabagan	13. Jeralden Paladin	- do -
14. Rea May Laygan	14. Catherine Valdez	ASBernardo HS
15. Wiljohn Dela Cruz	15. Marie Kris Escaño	- do -
16. Geosalyn Macailing	16. Marialina Toring	- do -
17. Charmaine Mae Gabato	17. Merla Garma	- do -
18. Chinnie Quibuyen	18. Mark Cabalfin	Rajah Muda HS
19. Carlo Alij Delantar	19. Roberto Marquez	TPES
20. Bibsy Ruby Aradanas	20. Merry Ann Villamor	- do -
21. Bernard Antolo	21. Monalyn Lopez	- do -
22. Gilian Joy Paulate	22. Rammiel Pahm	
23. Aleia Guzman	23. Sarrah Jane Ruelan	
24. Jonalee Yturalde-Arquiza	24. Jessiel Ann De Gracia	
25. Catherine Joy Quirog	25. Katryna Celendro	
26. April Jane Duadua	26. Raiza Grace Oamil	
27. Leonora Po	27. Concepcion Paclibar	
28. Menard Dence Villa	28. Elvira Laforteza	
29. Danilo Marbella, Jr.	29. Julius Cerbo	
30. Rita Duque-Quijano	30. Alma Gamboa	
31. Jovelyn Duque		
32. Dayanara Mosqueda		
33. Ramilyn Malabor		
34. Kelvin Rey Apud		
35. Vivien Lima		

Prepared by:


ZENAIDA B. PORRAS
Administrative Officer V

APPROVED:


LEONARDO M. BALALA, CESE
Schools Division Superintendent