



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

February 12, 2025

DIVISION MEMORANDUM

No. 081, s. 2025

**ADDITONAL INFORMATION TO DIVISION MEMORANDUM No. 055, S. 2025
TITLED “SKILLS TRAINING FOR SDO-BASED PERSONNEL:
CHAMPIONING CUSTOMER SERVICE THROUGH INTEGRITY,
TRANSPARENCY AND ACCOUNTABILITY”**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. Relative to Division Memorandum No. 055, s. 2025 titled **SKILLS TRAINING FOR SDO-BASED PERSONNEL: CHAMPIONING CUSTOMER SERVICE THROUGH INTEGRITY, TRANSPARENCY AND ACCOUNTABILITY**, please be advised that the venue will be at **Circulo Convention Center**, Pueblo de Panay, Lawaan, Roxas City.
2. Other provisions of the aforementioned Memorandum remain in effect.
3. Immediate dissemination of and compliance with this Memorandum are desired.

For the Schools Division Superintendent:

SEGUNDINA F. DOLLETE, EdD
Chief Education Supervisor, CID
In-Charge of the Division

Encl.: None
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

MEETINGS

PERSONNEL

ORIENTATION

SCHOOLS



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Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

January 30, 2025

DIVISION MEMORANDUM

NO. **055** S. 2025

**SKILLS TRAINING FOR SDO-BASED PERSONNEL:
CHAMPIONING CUSTOMER SERVICE THROUGH INTEGRITY,
TRANSPARENCY AND ACCOUNTABILITY**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Curriculum Implementation Division
School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary, and Integrated Schools

1. To provide an opportunity whereby public service values are internalized and to enhance a deeper understanding of the role of public servants and the accountability attached to the positions in the government, this Office, through the School Governance and Operations Division will conduct a **Skills Training for SDO-Based Personnel: Championing Customer Service Through Integrity, Transparency and Accountability** on February 20-21, 2024 at a venue to be announced later.

2. This activity aims to:

- a. provide awareness and concerns on the responsibilities of public servants in the delivery of quality services to its clientele;
- b. equip participants with heightened understanding as far as integrity, transparency and accountability in public service is concerned; and
- c. learn effective and appropriate strategies to cope with challenging workplace situation.

3. The following are attached to this Memorandum:

- a. Enclosure No. 1 List of Program Management Team and Resource Persons
- b. Enclosure No. 2 Matrix of Activities
- c. Enclosure No. 3 List of Participants



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4. Expenses relative to the conduct of this training such as food and incidental expenses of trainers, participants and Technical Management Team shall be charged against the Division INSET Funds subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of this Memorandum is desired.


ROEL F. BERMEJO
Schools Division Superintendent

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

WORKSHOP TRAINING SERVICE INTEGRITY

Enclosure No. 1 to Division Memorandum No. _____, s. 2025



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

Enclosure No. 1 to Division Memorandum No. 055, s. 2025

**SKILLS TRAINING FOR SDO-BASED PERSONNEL:
CHAMPIONING CUSTOMER SERVICE THROUGH INTEGRITY,
TRANSPARENCY AND ACCOUNTABILITY**

List of Training Management Team, Trainers, and Facilitators

Roles	Persons Involved
Overall Program Lead	ROEL F. BERMEJO Schools Division Superintendent LUZ U. BANSON OIC, Office of the Assistant Schools Division Superintendent
Training Managers	SEGUNDINA F. DOLLETE CES-CID EDNA B. AZCARRAGA EPS, OIC Office of the Chief -SGOD DR. IMMACULADA J. AMORES SEPS -HRD
Welfare Officers	DR. JOY ARNOLD T. LEJOS Medical Officer III MONNA LIZA ERIBAL Nurses II

Course Facilitator/ Resource Speakers and TWG

Name	School/Office	Designation/Role
Roel F. Bermejo	SDO Capiz	Schools Division Superintendent
Luz U. Banson	SDO Capiz	OIC, Office of the ASDS- Resource Speaker
Edna B. Azcarraga	SDO Capiz	OIC, Office of the Chief - SGOD
Sephora M. Roldan	SDO Capiz	EPS, Social Studies-Resource Speaker
Alan Vincent Altamia	SDO Capiz	EPS, EP-Resource Speaker
Dr. Vizur-Ty C. Gaitano	CSC, Capiz Provincial Field Office	Director II-Resource Person
Francisco D. Dariagan	Provincial Internal Audit Service Office	Provincial Government Department Head - Resource Speaker
Caressa Lyna Siglos	Capiz State University Roxas City Campus	Faculty, College of Management Admission & Testing Coordinator - Resource Speaker
Jerry Mosquite	SDO Capiz	Secretariat/Documenter/Certificates



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Enclosure No. 2 to Division Memo No. 055, s. 2024

Program Matrix

Time	Activity	Person/s Involved
Day 1		
8:00-9:30	Registration <i>Preliminaries</i> National Anthem Prayer Capiz Hymn Opening Remarks Inspirational Message	 On Air Jerry Mosquite EPS II-HRD On Air Dr. Luz U. Banson OIC, Office of the Assistant Schools Division Superintendent Dr. ROEL F. BERMEJO Schools Division Superintendent
9:30-11:30	Integrity, Transparency & Accountability: Making a Difference in Public Service Mirror Imaging the Self: Making a Difference in Public Service	Dr. Roel F. Bermejo
11:30-1:00	Lunch Break	
1:00-2:30	Positive Language & Telephone Etiquette	Francisco Dariagan
2:30-4:00	Managing Workplace Challenges: Strategies for Handling Difficult People	Alan Vincent Altamia
Day 2		
8:00-8:30	MOL	
8:30-10:00	Thriving at Work: Proven Coping Strategies for Success	Caressa Lyna Siglos
10:00-12:00	Excellence in Public Service for the 21 st Century Workplace	Dr. Vizur-Ty Gaitano
12:00-1:00	Lunch Break	
1:00-2:30	The Power of Collaboration: Building Synergy in the Workplace	Dr. Sephora Roldan



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2:30-3:30	Action Plan for Workplace Adaptation and Presentation	Dr. Edna Azcarraga
3:30-4:00	Ways Forward	Dr. Luz U. Banson
4:00-5:00	Closing Program	HRD

LIST OF SCHOOLS DIVISION OFFICE PERSONNEL

No.	POSITION	NAME	REMARKS
OFFICE OF THE SDS/ASDS			
1	Schools Division Superintendent	Roel F. Bermejo	
2	Asst. Schools Division Superintendent	Dr. Luz Banson	
3	Administrative Assistant- III (Bookkeeper)	Ian B. Barcena	
4	Administrative Assistant- III (Secretary)	Bryan O. Lizada	
5	Administrative Aide- VI	Nicolai Contreras Jr.	new 8/5/24
6	Administrative Aide- VI	Ma. Krizia A. Bolante	new 8/5/24
7	Administrative Aide- IV (Driver)	Francis A. Embucado	
ICT			
1	Information Technology Officer	Emmanuel V. Loti	
LEGAL UNIT			
1	Attorney- III	Atty. Joseph A. Iturralde	
ADMINISTRATIVE SECTION - (HR Unit)			
1	Administrative Officer- V	Ma. Sharon S. Barrientos	promoted 6/13/24
2	Administrative Officer-IV	Darwin D. Brillo	promoted 10/16/24
3	Administrative Assistant- III	Glory Jane B. Borreros	
4	Administrative Assistant- III	Glenda C. Cabantug	
5	Administrative Officer-II	Ivan B. Vito	
6	Administrative Officer-II	Cherry V. Aminoso	
7	Administrative Assistant- III	Jinke B. Forro	
8	Administrative Assistant- III	Charito D. Atienza	
9	Administrative Assistant- III	Higina A. Albar	
10	Administrative Assistant- I	Christine T. Villaruz	
11	Administrative Assistant- III	Christina R. Estrada	
12	Administrative Assistant- II	Dona D. Paraless	
13	Administrative Aide- VI	Mary Andria A. Agaton	
14	Administrative Aide- I	Mary Grace C. Daradar	
RECORDS UNIT			
1	Administrative Assistant- III (Bookkeeper)	Nancy A. Baldisimo	
2	Administrative Aide- VI	Melvin Y. Fabiana	
3	Administrative Officer IV	May Evan O. Dela Cruz	promoted 11/11/24
4	Administrative Aide- III	Rafael A. Blas Besa I	
CASH UNIT			
1	Administrative Aide- VI	Felorda R. Aguilos	
2	Administrative Assistant- II/DO	Miselyn G. Layno	
3	Administrative Assistant- II/DO	Marjun T. Torres	
4	Administrative Officer IV	Marjorie A. Bayhon	promoted 10/21/24
5	Administrative Assistant- II/DO	Alfred R. Bedona	
SUPPLY & PROPERTY			
1	Administrative Officer-IV (Supply & Property)	Rhodela U. Martinez	
2	Administrative Assistant- III (Bookkeeper)	J-Carl Francis T. Bidiones	
3	Administrative Assistant- III (Bookkeeper)	Armida J. Gonzales	
4	Administrative Aide- I	Victor V. Berjamin	
5	Administrative Aide- I	Jordan Bundalan	
BUDGET SECTION			
1	Administrative Officer V (Budget)	Cecil Joy D. Diocson	promoted 6/13/24
2	Administrative Assistant- III (Bookkeeper)	Viene Dee D. Calizo	
3	Administrative Assistant- III (Bookkeeper)	Andy Van Albert C. Artates	
4	Administrative Assistant- III (Bookkeeper)	Arnel D. Bentazal	
5	Administrative Assistant- III (Bookkeeper)	Marie Joe A. Alaba	

ACCOUNTING SECTION		
1	Accountant III	
2	Administrative Assistant- III (Sr. Bookkeeper)	Keilah Abigail Fuentes
3	Administrative Assistant- III (Sr. Bookkeeper)	Antonio A. Core Jr.
4	Administrative Assistant- III (Sr. Bookkeeper)	Rosemae A. Santos
5	Administrative Assistant- III (Sr. Bookkeeper)	Melissa B. Bolido
6	Administrative Assistant- III (Sr. Bookkeeper)	Resyl D. Mirasol
7	Administrative Assistant- III (Sr. Bookkeeper)	Yolanda A. Degracia
8	Administrative Assistant- III (Sr. Bookkeeper)	Mary Joy A. Agase
9	Administrative Assistant- III (Sr. Bookkeeper)	Jose Nino D. Mayo
10	Administrative Assistant- III (Sr. Bookkeeper)	Ginalyn B. Dela Cruz
11	Administrative Assistant- III (Sr. Bookkeeper)	Racel Jewel C. Aguirre
12	Administrative Assistant- III (Sr. Bookkeeper)	May B. Bartolo
13	Administrative Assistant- III (Sr. Bookkeeper)	Honesto D. Lato
14	Administrative Assistant- III (Sr. Bookkeeper)	Anthony B. Barrera
15	Administrative Assistant- III (Sr. Bookkeeper)	Jeffrey C. Peñaflor
16	Administrative Assistant- III (Sr. Bookkeeper)	Charlene M. Gandullas
17	Administrative Assistant- III (Sr. Bookkeeper)	Marinelle Doren L. Sereneo
18	Administrative Assistant- III (Sr. Bookkeeper)	Catherine E. Bulquerin
19	Administrative Assistant- III (Sr. Bookkeeper)	Glaide V. Umiten
20	Administrative Assistant- III (Sr. Bookkeeper)	Hazel L. Hingco
21	Administrative Assistant- III (Sr. Bookkeeper)	Cory H. Rada
22	Administrative Assistant- III (Sr. Bookkeeper)	Apple Joy I. Dordas
23	Administrative Assistant- III (Sr. Bookkeeper)	Meah Trexie R. Ardeña
24	Administrative Assistant- II	Mercy Azarcon
25	Administrative Aide- VI	Cerelo A. Villagracia
CURRICULUM IMPLEMENTATION DIVISION		
1	Chief Education Supervisor	Segundina F. Dollete
2	Education Program Supervisor	Ronie C. Reteracion
3	Education Program Supervisor	Andres D. Quiachon
4	Education Program Supervisor	Alan Vincent B. Altamia
5	Education Program Supervisor	Ruth C. Gervero
6	Education Program Supervisor	Elenia P. Baranda
7	Education Program Supervisor	Sephora M. Roldan
8	Education Program Supervisor	Merlie J. Rubio
9	Education Program Supervisor	Rolando B. Jamora
10	Education Program Supervisor	Salvador Dale B. Artates
11	Education Program Supervisor (LR)	Edwin Jason Dueñas
12	Education Program Specialist- II (ALS)	Francis B. Librando
13	Project Development Officer- II	Glenn P. Dollete
14	Librarian- II	Ma. Frances Therese B. Zamora
15	Administrative Aide VI	Monica A. Morales
Public Schools District Supervisor		
1	Public Schools District Supervisor	Lalaine G. Fundal
2	Public Schools District Supervisor	Angel F. Payo, Jr.
3	Public Schools District Supervisor	Zaldy B. Caalam
4	Public Schools District Supervisor	Ma. Theresa V. Villagracia
5	Public Schools District Supervisor	Calin A. Bernales
6	Public Schools District Supervisor	Reynaldo A. Azcarraga
7	Public Schools District Supervisor	Fe D. Bañez
8	Public Schools District Supervisor	Judith P. Tu
9	Public Schools District Supervisor	Lalain E. Delos Santos
SCHOOL GOVERNANCE & OPERATIONS DIVISION		
1	Education Program Supervisor (OIC-SGOD Chief)	Edna B. Azcarraga
2	Senior Education Program Supervisor (HRD)	Immaculada J. Amores

to be appointed on 2/2
new 1/2024

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3	Education Program Specialist- II (HRD)	Jerry V. Mosquite
4	Senior Education Program Supervisor (SocMob)	Romar S. Jaravelo
5	Education Program Specialist- II (SocMob)	Ann Marie Villamor
6	Senior Education Program Supervisor (HRD)	Ronald D. Dile
7	Education Program Specialist- II (HRD)	Mary Grace A. Atinon
8	Project Development Officer- II (DRR)	Glenda Marie B. Botin
9	Project Development Officer- I (YF)	Yzarda Claudette D. Ballera
10	Project Development Officer- I (YF)	Jhean Mae Grace Lingco
11	Senior Education Program Supervisor (Research)	Marggie A. Obligacion
12	Planning Officer- III	Eduardo D. Villafruerte
13	ENGINEER- III	Marlon Clarito
14	ENGINEER- II (CO)	Ira Rose Balgos
15	Administrative Aide I	Jamierose C. Magsila
HEALTH & NUTRITION		
1	Medical Officer- III	Dr. Joy Arnold T. Lejos
2	Dentist- II	Dr. Symon M. Moises
3	Dentist- II	Dr. Lourdelyn R. Fuentes
4	NURSE- II	Rechie V. Bayhon
5	Dental Aide- I	Greg B. Bataican
6	Dental Aide- I	Romeo V. Isiderio
7	NURSE- II (SHS)	Rolendy D. De Pedro
8	NURSE- II (SHS)	Candelaria P. Talabucon
9	NURSE- II (SHS)	Rene D. Hortillas
10	NURSE- II (SHS)	Alvin M. Braulio
11	NURSE- II (SHS)	Joan J. Dequina
12	NURSE- II (SHS)	Mona Liza L. Eribal
Contract of Services		
1	COS- OSDS	Leizel Bundalan
2	COS- Admin	Christian Czar Bartocillo
3	COS- COA	Mimi Rosete
4	COS- Admin	Jim Dueñas
5	COS- Records	John Leo Dicon
6	COS- Medical	Noemiline D. Felizardo
7	COS- Medical	Emma Joy A. Santiago
8	COS- DRR	Calvin A. Calinao
9	COS- Sports	Ralph B. Quejada
GIP		
1	GIP	Diana R. Ordines

promoted 6/13/24
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