



Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

October 17, 2023

**DIVISION MEMORANDUM**

No. 350, s. 2023

**2023 NON-TEACHING INDUCTION PROGRAM (NTIP)**

To: Assistant Schools Division Superintendent  
Functional Division Chiefs  
District Heads  
Public Elementary and Secondary School Heads  
Concerned Non-Teaching Personnel  
All Others Concerned

1. In light of this Schools Division's ongoing commitment to the effective onboarding of non-teaching personnel being officially part of the Department of Education, this Office, through the Schools Governance and Operations Division – Human Resource Development Section (SGOD-HRDS), shall conduct a three-day live-in **Non-Teaching Induction Program (NTIP)** for newly hired non-teaching personnel on **October 24-27, 2023** at a venue to be announced later.
2. At the end of the activity, the participants shall be able to:
  - a. gain a comprehensive understanding of DepEd's thrusts, mandates, programs, and projects;
  - b. develop and enhance their Knowledge, Skills, and Abilities (KSAs) in alignment with their respective Key Result Areas (KRAs);
  - c. attain a deep comprehension of the welfare and benefits of non-teaching personnel; and
  - d. cultivate a genuine passion and commitment to public service.
3. The participants in this activity are the newly hired non-teaching personnel from January 2022 to October 2023 (see list of participants taken from the Human Resource Management Office database).
4. Attached are the list of participants, activity matrix, and program management team. All involved individuals must accomplish the online registration and health assessment checklist through the link <https://bit.ly/2023NTIPRegistration> to ensure the safety of everyone on or before October 22, 2023.
5. This Memorandum serves as the Travel Authority of the participants.



Mabini St., Brgy. Acacia, Catarman, 6400, Northern Samar  
Telefax: (055) 500 9801  
Email: [northernssamar@deped.gov.ph](mailto:northernssamar@deped.gov.ph)  
Website: <https://northernssamar.deped.gov.ph>



6. Expenses incurred relative to the conduct of the activity such as meals, accommodation, and supplies and materials shall be charged against the 2023 OPDNTP Fund and local/continuing funds/MOOE, while travel and other incidental expenses of the participants shall be charged against their respective local fund/MOOE subject to the usual accounting and auditing rules and regulations.

7. Immediate dissemination of and compliance with this Memorandum are desired.

  
**GAUDENCIO C. ALJIBE JR., PhD, CESO VI**  
OIC-Schools Division Superintendent

DepEd Northern Samar  
RELEASED  
By: 131  
Date: 10-18-23 10/15

Enclosure to DM 350, s. 2023**LIST OF PARTICIPANTS TO THE 2023 NON-TEACHING INDUCTION PROGRAM**

| No. | Last Name    | First Name          | Middle Name | Position Title   |
|-----|--------------|---------------------|-------------|--|
| 1   | ABOY         | LOLITA              | CAPOQUIAN   | ADMINISTRATIVE ASSISTANT II                            |
| 2   | ADA          | CENON               | GOMBA       | WATCHMAN I   |
| 3   | ADLAWAN      | JESICA              | BALLETA     | REGISTRAR I  |
| 4   | ANDALES      | ANGELICA<br>JANELOU | MERIDA      | ADMINISTRATIVE OFFICER II                              |
| 5   | ANTIORTA     | LAIZALYN            | BASARTE     | ADMINISTRATIVE ASSISTANT III<br>(SENIOR BOOKKEEPER )   |
| 6   | AQUINO       | ELVIE               | ANER        | ADMINISTRATIVE ASSISTANT II<br>(DISBURSING OFFICER II) |
| 7   | BALANDRAY    | ROCHELLE            | LAGASCA     | ADMINISTRATIVE ASSISTANT II<br>(DISBURSING OFFICER II) |
| 8   | BALASOLLA    | RITZ ADRIAN         | VERANO      | ADMINISTRATIVE OFFICER II                              |
| 9   | BALERO       | KYMVERLY            | CASTILLO    | ADMINISTRATIVE ASSISTANT II<br>(DISBURSING OFFICER II) |
| 10  | BALLONICO    | GERRY               | CUBALAN     | SECURITY GUARD I                                       |
| 11  | BAOY         | FE MARY JAYNE       | GONZALES    | ADMINISTRATIVE OFFICER II                              |
| 12  | BELLO        | NILO                | NIALDA      | ADMINISTRATIVE AIDE I (UTILITY<br>WORKER I)            |
| 13  | BERNALDEZ    | MA. KRISTINA        | HIPE        | ADMINISTRATIVE AIDE IV<br>(ACCOUNTING CLERK I)         |
| 14  | BESARINO     | JAN JAN             | RAGUAL      | ADMINISTRATIVE ASSISTANT II<br>(DISBURSING OFFICER II) |
| 15  | CABALES      | NILDA               | DAILAN      | ADMINISTRATIVE ASSISTANT II<br>(DISBURSING OFFICER II) |
| 16  | CAHUSAY      | JAY FRANCIS         | MEREGILDO   | ADMINISTRATIVE ASSISTANT II<br>(DISBURSING OFFICER II) |
| 17  | CALIXTRO     | JOEY                | BALOBAL     | ADMINISTRATIVE OFFICER II                              |
| 18  | CANTONG      | EDAFE               | JARITO      | ADMINISTRATIVE ASSISTANT II<br>(DISBURSING OFFICER II) |
| 19  | CASALJAY     | ROLIZA              | GARCENILA   | ADMINISTRATIVE ASSISTANT II<br>(DISBURSING OFFICER II) |
| 20  | CASIS        | JERICSON            | ROMERO      | ADMINISTRATIVE AIDE IV (CLERK II)                      |
| 21  | CASTILLO     | JONNA               | GALIT       | ADMINISTRATIVE ASSISTANT II<br>(DISBURSING OFFICER II) |
| 22  | CENTINO      | CHENNEE<br>MARIE    | GUSABAS     | ADMINISTRATIVE ASSISTANT II<br>(DISBURSING OFFICER II) |
| 23  | COSTA        | EUNICE              | MALATE      | ADMINISTRATIVE ASSISTANT III                           |
| 24  | CUANICO      | MERRY LOU           | PELITO      | ADMINISTRATIVE AIDE VI                                 |
| 25  | DACULAN      | MARIFE              | ACIBAR      | ADMINISTRATIVE ASSISTANT II<br>(DISBURSING OFFICER II) |
| 26  | DELA TORRE   | GRACE               | GOBRIN      | ADMINISTRATIVE ASSISTANT II<br>(DISBURSING OFFICER II) |
| 27  | DELOS REYES  | DAN                 | SORIANO     | ADMINISTRATIVE ASSISTANT II<br>(DISBURSING OFFICER II) |
| 28  | DEMONTEVERDE | BEN                 | SALUDAGA    | SECURITY GUARD I                                       |
| 29  | DORICO       | CHARISS             | NAZA        | ADMINISTRATIVE ASSISTANT II<br>(DISBURSING OFFICER II) |

|    |              |                   |            |  |
|----|--------------|-------------------|------------|--|
| 30 | DOROQUEZ     | MARINA            | TURBANADA  | ADMINISTRATIVE ASSISTANT II<br>(DISBURSING OFFICER II) |
| 31 | ECHALUCE     | ANELDA            | FAJARDO    | ADMINISTRATIVE ASSISTANT III                           |
| 32 | ELA          | MARY ROSE         | CABACANG   | ADMINISTRATIVE ASSISTANT II<br>(DISBURSING OFFICER II) |
| 33 | ENCIO        | ALILY             | NUEVA      | ADMINISTRATIVE AIDE IV (CLERK II)                      |
| 34 | ESCALANTE    | LEONARD           | CUBAY      | ADMINISTRATIVE ASSISTANT II<br>(DISBURSING OFFICER II) |
| 35 | ESER         | ROSELYN           | ENERO      | ADMINISTRATIVE ASSISTANT II<br>(DISBURSING OFFICER II) |
| 36 | ESMEÑA       | EDANA MAY         | SALAZAR    | ADMINISTRATIVE ASSISTANT II<br>(DISBURSING OFFICER II) |
| 37 | ESPAÑO       | NIMROD            | PALACIO    | ADMINISTRATIVE ASSISTANT II                            |
| 38 | FIGUEROA     | RAUL EPIFANIO JR. | PALMA      | ADMINISTRATIVE ASSISTANT II<br>(DISBURSING OFFICER II) |
| 39 | FROILAN      | EUSTAQUIO         | JARITO     | SENIOR BOOKKEEPER                                      |
| 40 | GALIT        | RHEA JANE         | MEJICA     | ADMINISTRATIVE ASSISTANT II<br>(DISBURSING OFFICER II) |
| 41 | GALLEGO      | JANICE            | TENEDERO   | ADMINISTRATIVE ASSISTANT II                            |
| 42 | GORDO        | LADYLEN           | ABUYOG     | ACCOUNTANT I   |
| 43 | HERRERA      | ELLIOLIZA         | PATILAN    | ADMINISTRATIVE OFFICER II                              |
| 44 | HERRERAS     | KARLA ANTONETTE   | PURCA      | ADMINISTRATIVE ASSISTANT II                            |
| 45 | JAGONOY      | AMIELYN           | BALADAD    | ADMINISTRATIVE ASSISTANT II                            |
| 46 | LEBICO       | ALEXA RAY         | NAPUTO     | ADMINISTRATIVE ASSISTANT III                           |
| 47 | LETADA       | LAIZA             | OPEÑA      | ADMINISTRATIVE OFFICER II                              |
| 48 | LIPATA       | MICHAEL JHYZZEL   | DOLAS      | ADMINISTRATIVE ASSISTANT II<br>(DISBURSING OFFICER II) |
| 49 | LIPATA       | MARK EDISON       | DUNGCA     | ADMINISTRATIVE ASSISTANT II                            |
| 50 | LOBERIO      | HERSHELYN         | MALOBAGO   | ADMINISTRATIVE OFFICER II                              |
| 51 | LOBINO       | EDILBERTO         | DE LA CRUZ | ADMINISTRATIVE ASSISTANT III                           |
| 52 | LOBOS        | SHERYL            | CUANICO    | ADMINISTRATIVE ASSISTANT III                           |
| 53 | LOMBENDENCIO | CHARITY           | PANIZALES  | ADMINISTRATIVE ASSISTANT II                            |
| 54 | LOYOGOY      | MARLOWE           | SAGONOY    | ADMINISTRATIVE ASSISTANT II<br>(DISBURSING OFFICER II) |
| 55 | LUTAO        | JOSEPH            | CERBITO    | ADMINISTRATIVE ASSISTANT II                            |
| 56 | MAGDARAOG    | KEZIAH JULIENNE   | ORTEGO     | ADMINISTRATIVE ASSISTANT II<br>(DISBURSING OFFICER II) |
| 57 | MARTIRES     | RUBIELYN          | AGUS       | ADMINISTRATIVE AIDE III                                |
| 58 | MIJARES      | MAY               | MORADO     | ADMINISTRATIVE AIDE IV                                 |
| 59 | MILITAR      | RONALDO           | MOSLARES   | WATCHMAN I   |
| 60 | MILLANO      | PUBLIO            | RESULTA    | ADMINISTRATIVE ASSISTANT II<br>(DISBURSING OFFICER II) |
| 61 | MORALLOS     | RAIZA             | LORETO     | ADMINISTRATIVE ASSISTANT II                            |
| 62 | NALAZON      | ROMAR             | RUFIN      | ADMINISTRATIVE ASSISTANT II                            |
| 63 | ORANE        | OMRE              | CAINDAY    | DISBURSING OFFICER II                                  |
| 64 | ORAY         | MARIA GOLDIE      | DOMINICE   | ADMINISTRATIVE ASSISTANT III                           |
| 65 | ORBITA       | RUNELYN           | TURBANADA  | ADMINISTRATIVE ASSISTANT II<br>(DISBURSING OFFICER II) |
| 66 | ORONOS       | MELDY ANN         | JARAMILLA  | ADMINISTRATIVE OFFICER II                              |
| 67 | PAANO        | LOIDA             | ATENCIO    | ADMINISTRATIVE ASSISTANT III                           |
| 68 | PALANDO      | SISINIA           | CARANZO    | ADMINISTRATIVE ASSISTANT II<br>(DISBURSING OFFICER II) |

|    |            |                     |             |  |
|----|------------|---------------------|-------------|--|
| 69 | PALLOC     | ANDREW              | PEDONG      | ADMINISTRATIVE ASSISTANT II<br>(DISBURSING OFFICER II) |
| 70 | PARANE     | DEO                 | RAPSING     | ADMINISTRATIVE ASSISTANT II                            |
| 71 | PAREDES    | MARQUILO            | DONES       | ADMINISTRATIVE ASSISTANT II<br>(DISBURSING OFFICER II) |
| 72 | PAULINO    | RUVELYN             | ORSOLINO    | ADMINISTRATIVE OFFICER II                              |
| 73 | PEDONG     | MEDELYN             | CASTILLO    | ADMINISTRATIVE AIDE VI (CASH<br>CLERK II)              |
| 74 | PEÑARANDA  | AIZEL               | LAODENIO    | ADMINISTRATIVE ASSISTANT II<br>(DISBURSING OFFICER II) |
| 75 | PESTAÑO    | ARHBIE JOHN         | CABILI      | WATCHMAN I   |
| 76 | PINCA      | MA. APRILLE         | REGULACION  | ADMINISTRATIVE AIDE III (CLERK I)                      |
| 77 | POLICARPIO | GILDA               | DE LA CRUZ  | ADMINISTRATIVE OFFICER II                              |
| 78 | QUIDATO    | FRENCISS ANN        | OSORIO      | ADMINISTRATIVE ASSISTANT II<br>(DISBURSING OFFICER II) |
| 79 | RAGUAL     | NATASSJA JANE       | LOBOS       | ADMINISTRATIVE OFFICER II                              |
| 80 | REMPILLO   | CATHERINE           | QUIRINO     | SENIOR BOOKKEEPER                                      |
| 81 | RONATO     | MARIA<br>THERESSA   | ALIDO       | ADMINISTRATIVE ASSISTANT II<br>(DISBURSING OFFICER II) |
| 82 | RONATO     | MARY JOY            | BOJANGIN    | ADMINISTRATIVE ASSISTANT II<br>(DISBURSING OFFICER II) |
| 83 | ROSCO      | YOLANDO             | MENGOTE     | ADMINISTRATIVE AIDE III (UTILITY<br>WORKER II)         |
| 84 | ROSITA     | GELBERT             | ESCAREAL    | ADMINISTRATIVE AIDE I                                  |
| 85 | SIERVO     | MARICEL             | MEJOS       | ADMINISTRATIVE ASSISTANT II<br>(DISBURSING OFFICER II) |
| 86 | SUAN       | MARIE GRACE         | EVANGELISTA | DISBURSING OFFICER II                                  |
| 87 | TABIOLO    | JOSIE               | GULAREZ     | ADMINISTRATIVE AIDE I                                  |
| 88 | TACO       | PAMY                | TURLA       | WATCHMAN I   |
| 89 | TENERO     | ASUNCION            | TUBELLO     | DISBURSING OFFICER II                                  |
| 90 | TENTATIVA  | NENELYN             | PEÑAFLO     | ADMINISTRATIVE ASSISTANT II<br>(DISBURSING OFFICER II) |
| 91 | TEPACE     | JESUS MARLON<br>JR. | ROJERO      | ADMINISTRATIVE ASSISTANT II<br>(DISBURSING OFFICER II) |
| 92 | TONOG      | RAUL MATIAS         | ANCHETA     | ADMINISTRATIVE ASSISTANT III                           |
| 93 | TUELLA     | RICHRISTER          | GALARRITA   | ADMINISTRATIVE AIDE III                                |
| 94 | VISAYA     | PAUL                | GALAROZA    | ADMINISTRATIVE ASSISTANT III                           |

Enclosure to DM 350, s. 2023

**2023 NON-TEACHING INDUCTION PROGRAM**  
 October 24-27, 2023  
 Venue: SaSa Pension House, Catarman, Northern Samar

**ACTIVITY MATRIX**

| Time              | Day 0   | Day 1  | Day 2   | Day 3   |
|-------------------|---|--|---|---|
| 7:45 AM-8:00 AM   |   | Management of Learning (MOL)   |   |   |
| 8:00 AM-9:00 AM   |   | I am Your Boss<br><b>Elna D. Enano, JD</b><br>SGOD EPS   | Gikuan ak ni Kuan!<br><br><b>Atty. Risty T. Adarayan</b><br>Legal Officer                 | Worth to Work<br><br><b>Peter R. Bobiles</b><br>HRDS SEPS |
| 9:00 AM-10:00 AM  |   | Tara GAD<br><br><b>Peter R. Bobiles</b><br>Division GAD Focal Person<br>HRDS SEPS                  | Research...<br>Yakang-yaka<br><br><b>Roberto T. Orias, DALL</b><br>P&R SEPS               | I am a Steward  |
| 10:00 AM-11:00 AM |   |  |   | Closing Program   |
| 11:00 AM-12:00 PM |   |  |   |   |
| 12:00 PM-1:00 PM  | Arrival/Billeting/<br>Registration  | Lunch break  |   |   |
| 1:00 PM-2:00 PM   |   | DRR and I<br><br><b>Antonio Dublin</b><br>PDO II   | Cont.<br>Research...<br>Yakang-yaka<br>Trabaho kital                                      | Egress  |
| 2:00 PM-3:00 PM   | Opening Program   | Wellness at Work:<br>Employees Welfare<br>and Benefits<br><br><b>Michelle D. Caguimbal</b><br>AO V | <b>Deah A. Gamao, CPA</b><br>Accountant III   |   |
| 3:00 PM-4:00 PM   | DepEd: A Pillar in<br>Nation Building<br><br><b>Sir Noe M. Hermosilla</b><br>SGOD Chief |  | Ligtas Ang May<br>Alam Sa Health<br>And Wellness<br>Program Ng Deped<br>Northern<br>Samar |   |
| 4:00 PM-5:00 PM   |   |  | <b>Warren L. Otadoy, MD</b><br>Medical Officer  |   |
| 5:00 PM-6:00 PM   |   |  |   |   |

Prepared by:

**PETER R. BOBILES**  
 Senior Education Program Specialist

Noted by:

**NOE M. HERMOSILLA**  
 Chief Education Supervisor  
 Schools Governance and Operations Division

**PROGRAM MANAGEMENT TEAM**

| <b>NAME</b>                                  | <b>DESIGNATION</b>  |           |
|--|---------------------|-----------|
| <b>Gaudencio C. Aljibe Jr., PhD, CESO VI</b> | Activity Manager    |           |
| <b>Dr. Crista Joy Abogadie-Torbila, CESE</b> | Co-activity Manager |           |
| <b>Noe M. Hermosilla</b>                     | Onsite Manager      |           |
| <b>Dr. Elna Dapulag Enano</b>                | Learning Manager    |           |
| <b>Deah A. Gamao</b>                         | Finance Manager     |           |
| <b>Merlita B. Fajardo</b>                    | QAME Manager        |           |
| <b>Pepito E. Saldo Jr.</b>                   | Logistics Manager   |           |
| <b>Sir Noe M. Hermosilla</b>                 | Resource Persons    |           |
| <b>Dr. Elna Dapulag Enano</b>                |                     |           |
| <b>Mr. Peter R. Bobiles</b>                  |                     |           |
| <b>Mr. Antonio Dublin</b>                    |                     |           |
| <b>Mrs. Michelle D. Caguimbal</b>            |                     |           |
| <b>Dr. Roberto T. Orias Jr.</b>              |                     |           |
| <b>Mrs. Deah A. Gamao, CPA</b>               |                     |           |
| <b>Dr. Warren L. Otadoy</b>                  |                     |           |
| <b>Temothy G. Clutario</b>                   |                     | HRD Staff |
| <b>Wilkins S. Wong</b>                       |                     |           |