



Republic of the Philippines  
**Department of Education**  
REGION X-NORTHERN MINDANAO  
SCHOOLS DIVISION OF LANA DEL NORTE




January 09, 2023

DIVISION MEMORANDUM  
No. 029, s. 2023

**SEMINAR-WORKSHOP ON OFFICE ETIQUETTE FOR  
ADMINISTRATIVE OFFICER II**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
Chief Education Supervisor, School Governance & Operations Division  
Public Schools District Supervisors & Coordinating School Principals  
Public and Private Secondary and Elementary School Heads  
Administrative Officers II  
All Others Concerned  
*This Division*

1. This Office announces the conduct of the **Seminar-Workshop on Office Etiquette for Administrative Officer II on January 27, 2023** at Evergreen Function Hall, Bacolod, Lanao del Norte.
2. This seminar-workshop aims to equip the newly-hired Administrative Officers II (Batch 1) on the important etiquette rules that must be observed in the workplace.
3. Attached is the list of participants for reference.
4. This **MEMORANDUM SHALL SERVE AS TRAVEL ORDER**. Participants are expected to arrive at the venue on the specified date before 8:00 A.M. Travel and other incidental expenses during the seminar-workshop shall be charged against local or school funds subject to the existing accounting and auditing rules and regulations.
5. Immediate dissemination and strict compliance of this Memorandum is directed.

  
**EDILBERTO L. OPLENARIA, CESO V**  
Schools Division Superintendent

ATCH: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

SGOD Division Memorandum  
SGOD/JMP



Address: Pigcarangan, Tubod, Lanao del Norte  
Telephone No.: [063] 341-51-09



Management  
System  
ISO 9001:2015





	Name	Position Title	Date Cont Srvc	Date Last Promo
1	Obina, Charivel Oyas	Administrative Officer II	03/21/2022	03/21/2022
2	Amer, Sittie Mahidah Lawansa	Administrative Officer II	03/18/2022	03/18/2022
3	Mocali, Norol-iman Ibrahim	Administrative Officer II	03/16/2022	03/16/2022
4	Nasser, Johainy Catamanan	Administrative Officer II	03/16/2022	03/16/2022
5	Pandapatan, Jahara Imam	Administrative Officer II	03/16/2022	03/16/2022
6	Lomabao, Nasrodin Dimala	Administrative Officer II	03/16/2022	03/16/2022
7	H. Solaiman, Farhanisa Macaampao	Administrative Officer II	03/16/2022	03/16/2022
8	Rangaig, Norhanna Dimacangun	Administrative Officer II	03/16/2022	03/16/2022
9	Muto, Asarah Ibrahim	Administrative Officer II	03/16/2022	03/16/2022
10	Bacalso, Melojen Yap	Administrative Officer II	03/16/2022	03/16/2022
11	Sumile, Nikki Alcesto	Administrative Officer II	03/16/2022	03/16/2022
12	Manuta, Michelle Panim	Administrative Officer II	03/16/2022	03/16/2022
13	Guyo, Nor-ain Macatana	Administrative Officer II	03/16/2022	03/16/2022
14	Ampaso, Noronsittie Sarip	Administrative Officer II	03/16/2022	03/16/2022
15	Apao, Glenda Camilotes	Administrative Officer II	03/16/2022	03/16/2022
16	Gonzaga, Frank Lynne Paypa	Administrative Officer II	03/16/2022	03/16/2022
17	Egue, Sittie Hannah Alyssa Ura	Administrative Officer II	03/16/2022	03/16/2022
18	Tagoranao, Nor-Aifah Cosingan	Administrative Officer II	03/16/2022	03/16/2022
19	Macapando, Hanifa Dibratun	Administrative Officer II	03/16/2022	03/16/2022
20	Manaros, Mike Macasare	Administrative Officer II	03/16/2022	03/16/2022
21	Tangcowal, Rihamna Mangotara	Administrative Officer II	03/16/2022	03/16/2022
22	Gubaten, Norolain Ali	Administrative Officer II	03/16/2022	03/16/2022
23	Asum, Alfaizzah Jahira Pangcoga	Administrative Officer II	03/16/2022	03/16/2022
24	Pinar, Karen Claire Villaflor	Administrative Officer II	03/16/2022	03/16/2022
25	Bassir, Norhalimah Calib	Administrative Officer II	03/16/2022	03/16/2022
26	Sultan, Jonna Repuela	Administrative Officer II	03/16/2022	03/16/2022
27	Umpa, Aiza Ampaso	Administrative Officer II	03/16/2022	03/16/2022
28	Macadar, Dayang Mamayo	Administrative Officer II	03/16/2022	03/16/2022
29	Mackno, Fatma Rahima Magayo-ong	Administrative Officer II	03/16/2022	03/16/2022
30	Abdulcader, Emran Bara	Administrative Officer II	03/16/2022	03/16/2022
31	Liawao, Johaira Marcaban	Administrative Officer II	03/16/2022	03/16/2022
32	Paclipan, Immarlo Galleros	Administrative Officer II	03/16/2022	03/16/2022
33	Ibrahim, Roselainie Cauntongan	Administrative Officer II	10/04/2021	10/04/2021
34	Mamarinta, Junairah Paudac	Administrative Officer II	10/04/2021	10/04/2021
35	Tolero, Han Gretel Supilanas	Administrative Officer II	10/04/2021	10/04/2021
36	Rinibatan, Rosaifah Didaagun	Administrative Officer II	04/19/2021	04/19/2021
37	Villanueva, Phoeza Espinosa	Administrative Officer II	04/12/2021	04/12/2021
38	Tago, Johairah Alingan	Administrative Officer II	04/12/2021	04/12/2021
39	Atar, Sahira Tominaman	Administrative Officer II	03/02/2021	03/02/2021
40	Dioquino, Jeneveve Mato	Administrative Officer II	03/02/2021	03/02/2021
41	Supat, Ronie Albin	Administrative Officer II	03/02/2021	03/02/2021
42	Ampaso, Raihana Disomimba	Administrative Officer II	03/02/2021	03/02/2021
43	Arnoco, Manilyn Villasor	Administrative Officer II	03/02/2021	03/02/2021
44	Baragona, Aminah Pampa	Administrative Officer II	03/02/2021	03/02/2021
45	Aragon, Saidomar Borak	Administrative Officer II	03/02/2021	03/02/2021
46	Rataban, Rakisah Mamaki	Administrative Officer II	03/02/2021	03/02/2021
47	Ronolo, Saira Aleah Dagpin	Administrative Officer II	03/02/2021	03/02/2021
48	Baricuatro, Alice Baruz	Administrative Officer II	09/18/2020	03/16/2022
49	Canoy, Nilda Langam	Administrative Officer II	07/15/2019	03/16/2022
50	Kilat, Jhumar Bucog	Administrative Officer II	07/15/2019	03/19/2022
51	Mustapha, Asnaira Mangoranda	Administrative Officer II	03/13/2019	03/16/2022
52	Dingal, Sharlene Mae Caracol	Administrative Officer II	02/18/2019	03/16/2022
53	Limot, Honey Lee Lim	Administrative Officer II	01/22/2019	03/16/2022



	Name	Position Title	Date Cont Srvc	Date Last Promo
54	Gamale, Meliza Edria	Administrative Officer II	01/07/2019	03/01/2021
55	Saratobias, Jenny Rose Balongkit	Administrative Officer II	01/07/2019	03/16/2022
56	Andoy, Anthony Maquipoten	Administrative Officer II	08/15/2018	03/16/2022
57	Coriin, Nor-Aine Pido	Administrative Officer II	05/24/2018	03/01/2021
58	Ombalino, Imee Jumawan	Administrative Officer II	05/24/2018	03/16/2022
59	Rabago, Eunice Gay Gumban	Administrative Officer II	05/14/2018	03/16/2022
60	Tion, Ivy Remocaldo	Administrative Officer II	05/06/2018	03/16/2022
61	Zamora, Melody Mativo	Administrative Officer II	12/27/2017	03/16/2022
62	Magomnang, Marjorie Abubacar	Administrative Officer II	11/29/2017	03/16/2022
63	Jumalon, Melinda Lopez	Administrative Officer II	11/27/2017	03/16/2022
64	Tubio, Felice Novie Suarez	Administrative Officer II	11/06/2017	03/16/2022
65	Sarif, Abdul-Jalil Radia	Administrative Officer II	10/23/2017	03/01/2021
66	Asi, Hasmin Alug	Administrative Officer II	10/23/2017	03/16/2022
67	Patarlas, Maria Bool	Administrative Officer II	10/23/2017	03/16/2022
68	Cabador, Charry Arellano	Administrative Officer II	10/23/2017	03/16/2022
69	Balala, Jannet Gidaya	Administrative Officer II	10/23/2017	03/16/2022
70	Balatero, Glaiza Hernando	Administrative Officer II	10/23/2017	03/16/2022
71	Adolfo, Dhea Yaun	Administrative Officer II	10/23/2017	03/16/2022
72	Muscad, Dayanara Eleni Cuadra	Administrative Officer II	10/23/2017	03/16/2022
73	Maderal, Nemzi Bernardino	Administrative Officer II	10/23/2017	03/16/2022
74	Aleria-Pina, Leah Andrin	Administrative Officer II	10/23/2017	03/16/2022
75	Canon, Aldon Dianggal	Administrative Officer II	06/19/2017	03/16/2022