



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



November 11, 2024

**DIVISION MEMORANDUM**

No. 553, s. 2024

**SEMINAR-WORKSHOP ON OFFICE DECORUM, EFFECTIVE  
COMMUNICATION WITH TECHNICAL WRITING  
FOR NON-TEACHING PERSONNEL**

To: Assistant Schools Division Superintendent  
Chief – Curriculum Implementation Division  
Chief – Schools Governance and Operations Division  
Public Elementary and Secondary School Heads  
All Others Concerned

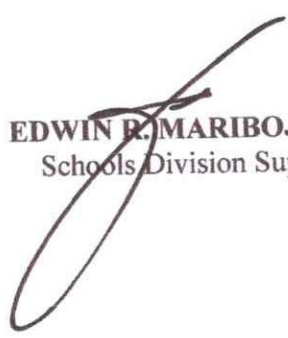
1. In support of the Department of Education's policy statement to continuously provide learning and development opportunities to its personnel, this Office through the Human Resource Development Section will conduct a Seminar-Workshop on Office Decorum, Effective Communication with Technical Writing for Non-teaching Personnel on **November 19-20, 2024 at Evergreen Garden, Esperanza, Bacolod, Lanao del Norte at 8:00 am.**
2. The seminar-workshop aims to:
  - a. enhance participants professional behavior, communication skills and technical writing;
  - b. know the basics of DepEd Manual of Styles.
3. Participants to this seminar-workshop are the Administrative Officers II and I, Administrative Assistants I, II and III, Administrative Aides 1, II, III, IV and VI, School Registrars, and Project Development Officer I. Participants are advised to pre-register at <https://bit.ly/non-teaching-training2024>. Deadline of the registration is on November 18, 2024.
4. Attached are the list of participants and the Training Matrix for references. Participants are advised to bring laptop and extension wire for the activities.
5. It is understood that in the conduct of this activity there shall be no discrimination in the provision of Learning and Development interventions on account of age, school, gender, civil status, disability, religion, or other similar factors/personal circumstances that run counter to the principles of equal opportunity.



Address: DepEd-Division of Lanao del Norte, Pigcarangan, Tubod, Lanao del Norte  
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6. Immediate and wide dissemination of and strict compliance with this Memorandum is directed.

  
**EDWIN R. MARIBOJOC, CESO V**  
Schools Division Superintendent

Encl. List of Participants and Program of Activity  
To be indicated in the Perpetual Index

Under the following subjects

Seminar-Workshop

Non-teaching Personnel

JRI-DM SEMINAR-WORKSHOP ON OFFICE DECORUM, EFFECTIVE COMMUNICATION WITH TECHNICAL WRITING  
FOR NON-TEACHING PERSONNEL



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Control No.

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COMMUNICATION With TECHNICAL WRITING for Non-teaching  
Personnel**

**Day 1:**

07:30 – 08:30	Arrival & Registration of Participants
08:30 – 09:00	Preliminaries
09:00 – 09:45	Activity 1: Self/Group-Disclosure Introductions Activity 2: Leveling of Expectations
10:30 – 12:00	Lecture 3: <b><i>Business Correspondence in the 21<sup>st</sup> Century</i></b> ( Jane Charity Estrada, PhD)
12:00 – 01:00	Lunch Break
01:00 – 01:15	Ice Breaker
01:15 – 01:45	Workshop 1:
01:45 – 02:15	Reporting & Critiquing
02:15 – 03:15	Lecture 4: <b><i>The Do's &amp; Dont's of Effective Writing</i></b> ( Jane Charity Estrada, PhD)
03:15 – 03:30	Coffee Break
03:30 – 04:00	Workshop 2
04:00 – 04:30	Reporting & Critiquing
04:30 – 05:00	Q&A/Homeward Bound



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Personnel**

**Day 2:**

07:30 – 8:30	Arrival & Registration of Participants
08:30 – 09:00	Preliminaries
09:00 – 10:00	Lecture 1: <b><i>Gaining the Competitive Edge with Business Etiquette</i></b> ( Robin L. Tabar, EdD)
10:00 – 10:15	Coffee Break
10:15 – 11:00	Lecture 1: Continuation <b><i>Gaining the Competitive Edge with Business Etiquette</i></b>
11:00 – 12:00	Activity 1: <b><i>Expressive Arts Therapies</i></b> (Rotsen V. Escorial, EdD)
12:00 – 01:00	LUNCH BREAK
01:00 – 01:15	Ice Breaker
01:15 – 02:30	<b><i>Lecture 2: Department of Education Manual of Style</i></b> (Jovanny M. Pangasian, EPS II)
02:30 – 03:15	Activity 2 Style Guide Scavenger Hunt
03:15 – 03:30	Coffee Break
03:30 – 04:30	Open Forum/Wrap Up /Evaluation
04:30 – 05:00	Q&A Time/Homeward Bound



Address: DepEd Division Office - Lanes del Norte, Pigeoneros, Tubod, Lanes del Norte  
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LIST OF PARTICIPANTS  
SEMINAR-WORKSHOP ON OFFICE DECORUM, EFFECTIVE  
COMMUNICATION WITH TECHNICAL WRITING FOR NON-TEACHING  
PERSONNEL  
November 19-20, 2024

	NAME	POSITION
1	Lahoylahoy, Rhodora Reble	Administrative Officer II
2	Abuat, Norhanifa Pepe	Administrative Officer II
3	Hecera, Riza Mae Arcangel	Administrative Officer II
4	Seno, Danigene Adolfo	Administrative Officer II
5	Aloyudan, Norhanah Abdulgani	Administrative Officer II
6	Tiongco, Criselda Montejo	Administrative Officer II
7	Cotongan, Sahara Daco	Administrative Officer II
8	Pananggila-an, Hadjarah Mutia	Administrative Officer II
9	Jornales, Shindly Paran	Administrative Officer II
10	Sucod, Norhana Manda	Administrative Officer II
11	Gempeso, Hyra Dave Pepito	Administrative Officer II
12	Gamor, Salima Amama	Administrative Officer II
13	Barambangan, Neshrin Mamarinta	Administrative Officer II
14	Mauyag, Farhana Mutia	Administrative Officer II
15	Mustapha, Samsia Dibarosan	Administrative Officer II
16	Limbona, Janimah Casan	Administrative Officer II
17	Preagido, Primitivo jr. Bacala	Administrative Officer II
18	Mapandi, Tahani Marcaban	Administrative Officer II
19	Mamarinta, Asnairah Paudac	Administrative Officer II
20	Anwar, Ainah Papandayan	Administrative Officer II
21	Epie, Samsoden Tara	Administrative Officer II
22	Regalado, John Russell Gonzaga	Administrative Officer II
23	Catubig, Romeo Rosal	Administrative Officer I
24	Reyes, Nancy Tamos	Administrative Officer I
25	Maquiling, Anecita Jumawan	Administrative Officer I
26	Abdulcader, Emran Bara	Administrative Officer II
27	Amer, Sittie Mahidah Lawansa	Administrative Officer II
28	Ampaso, Noronsittie Sarip	Administrative Officer II
29	Apao, Glenda Camilotes	Administrative Officer II
30	Asum, Alfaizzah Jahira Pangcoga	Administrative Officer II
31	Bacalso, Melojen Yap	Administrative Officer II
32	Bassir, Norhalimah Calib	Administrative Officer II
33	Egue, Sittie Hannah Alyssa Ura	Administrative Officer II
34	Gonzaga, Frank Lynne Paypa	Administrative Officer II
35	Gubaten, Norolain Ali	Administrative Officer II
36	Guyo, Nor-ain Macatana	Administrative Officer II
37	H. Solaiman, Farhanisa Macaampao	Administrative Officer II
38	Liawao, Johaira Marcaban	Administrative Officer II
39	Lomabao, Nasrodin Dimala	Administrative Officer II
40	Macadar, Dayang Mamayo	Administrative Officer II
41	Macapando, Hanifa Dibratun	Administrative Officer II
42	Mackno, Fatma Rahima Magayo-ong	Administrative Officer II
43	Manaros, Mike Macasare	Administrative Officer II

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	NAME	POSITION
44	Manuta, Michelle Panim	Administrative Officer II
45	Mocali, Norol-iman Ibrahim	Administrative Officer II
46	Muto, Asarah Ibrahim	Administrative Officer II
47	Nasser, Johainy Catamanan	Administrative Officer II
48	Obina, Charivel Oyas	Administrative Officer II
49	Pacipan, Immarlo Galleros	Administrative Officer II
50	Pandapatan, Jahara Imam	Administrative Officer II
51	Pinar, Karen Claire Villafior	Administrative Officer II
52	Rangaig, Norhanna Dimacangun	Administrative Officer II
53	Sultan, Jonna Repuela	Administrative Officer II
54	Sumile, Nikki Alcesto	Administrative Officer II
55	Tagoranao, Nor-Aifah Cosingan	Administrative Officer II
56	Tangcowal, Rihamna Mangotara	Administrative Officer II
57	Umpa, Aiza Ampaso	Administrative Officer II
58	Ampaso, Nor Ain Desomnong	Administrative Assistant II
59	Mag-abo, Rovelyn Yting	Administrative Assistant III
60	Padilla, Ritchie Niel Lozano	Administrative Assistant III
61	Subo, Naspia Dibratun	Administrative Assistant III
62	Tabua, Aliah Sarip	Administrative Assistant III
63	Rondillas, Felamae Gorecho	Administrative Assistant III
64	Booc, Lelibeth Ampalaya	Administrative Assistant III
65	Lauron, April Love Mabugnon	Administrative Assistant III
66	Baricuatro, Rizlen Opada	Administrative Assistant III
67	Opamen, Glaiza Mae Sabanal	Administrative Assistant III
68	Ali, Norhayfah Dimaocom	Administrative Assistant III
69	Estrera, Jonnalyne Mae Recla	Administrative Assistant III
70	Cebua, Zeny Betia	Administrative Assistant III
71	Jayme, Pinky Gladys Patpat	Administrative Assistant III
72	Detalla, Lynn Lyka Lagamon	Administrative Assistant III
73	Alega, Norjana Macacua	Administrative Assistant II
74	Anggo, Amihan Etang	Administrative Assistant III
75	Bantuas, Khairon Sittie Aliponto	Administrative Assistant II
76	Bassir, Nor-aisah Calib	Administrative Assistant II
77	Cayongcat, Princess Aslimah Dalagon	Administrative Assistant III
78	Cortez, Mary Edeline Opada	Administrative Assistant II
79	De Leon, Carolina Durato	Administrative Assistant II
80	Delos Reyes, Jeselda Cuizon	Administrative Assistant II
81	Dibangkitun, Asnefah Macararic	Administrative Assistant III
82	Guinea, Jenny Rose Siangco	Administrative Assistant II
83	Lagarde, My Lady Lou Laping	Administrative Assistant III
84	Macaayao, Norlailah Mamarinta	Administrative Assistant III
85	Pangcoga, Soraya Disamburun	Administrative Assistant II
86	Patarlas, Darlene Calolo	Administrative Assistant II
87	Radto, Azimah Amindato	Administrative Assistant II
88	Salic, Nazeda Cota	Administrative Assistant II
89	Zacaria, Aisa Kalthum Dimaporo	Administrative Assistant II

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	NAME	POSITION
90	Cabahug, Jason II Lao	Administrative Aide I
91	Mariquit, Beb Bag-ao	Administrative Aide I
92	Rabago, Jemuel Awid	Administrative Aide III
93	Calandada, Norhana Dimapuno	Administrative Aide III
94	Morales, Evelyn Villarin	Administrative Aide III
95	Itom, Jeniffer Cataytay	Administrative Aide III
96	Aba-a, Shannel Dagatan	Administrative Aide III
97	Pondoc, Julewie Cabili	Administrative Aide III
98	Escalante, Jenelyn Yonson	Administrative Aide III
99	Adolfo, Dayanara Yaun	Administrative Aide III
100	Guzman, Jeckey Rita	Administrative Aide III
101	Basera, May Masicampo	Administrative Aide IV
102	Hornales, Ethel Absin	Administrative Aide IV
103	Guinal, Sahani Panondiongan	Administrative Aide IV
104	Brobo, Osmar Espinoza	Administrative Aide IV
105	Ababa, Sheila Mae Guinto	Administrative Aide IV
106	Villanueva, Mia Rojas	Administrative Aide VI
107	De Guzman, Larren Blaze Ogaro	Administrative Aide VI
108	Santos, Ronald Anthony Melencion	Administrative Aide VI
109	Cabug, Ellen Joy Onyot	Administrative Aide VI
110	Cosain, Faisah Salic	Administrative Aide VI
111	Epe, James Anthony Bontilao	Administrative Aide VI
112	Cabungcal, Jane Jakosalem	Administrative Aide VI
113	Bagaloyos, Arfel Chavez	Registrar I
114	Sevilla, Fiel Robinson Buhisan	Registrar I
115	Yap, Cristina Roa	Registrar I
116	Ibrahim, Amer Husein Dibar	Administrative Assistant II
117	Hassan, Farhana H.	Administrative Assistant II
118	Amer, Johara Maba	Administrative Assistant II
119	Elmedulan, Christine Johnson	Disbursing Officer II
120	Hadjisirad, Roselaine Alingan	Administrative Assistant III
121	Carim, Aisah Pandi	Administrative Assistant III
122	Benito, Jabber Dibratun	Administrative Assistant III
123	Jutba, Allyn Joyce Lopez	Administrative Aide I
124	Mapandi, Naima Alonto	Administrative Aide I
125	Noval, Roselle Ann Serino	Administrative Aide I
126	Palao, Christine Joy Baybay	Administrative Aide I
127	Jumawan, Floriza Manabat	Administrative Aide I
128	Palagawad, Sarah A.	PDO I
129	Pondiong, Anifah R.	PDO I
130	Bantuas, Adawiya G.	PDO I
131	Abdul Rahim, Jhorhan S.	PDO I
132	Hadji Abdulrahman, Aisah M.	PDO I
133	Camar, Jehan A.	PDO I
134	Sanggacala, Alaysa D.	PDO I
135	Madid, Junairah M.	PDO I

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NAME		POSITION
136	Radiya, Naimah A.	PDO I
137	Quilab, Marjorie Ann L.	PDO I
138	Tabalbag, Daryl Hanna B.	PDO I
139	Jumalon, Glenn J.	ADAS III
140	Delos Reyes, Heartlain C.	ADA VI