



Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OF SORSOGON

January 5, 2026

DIVISION MEMORANDUM

No. 05, s. 2026

DIVISION TRAINING ON FRONTLINE SERVICE, RECORDS MANAGEMENT AND DEPED MANUAL OF STYLE FOR NON-TEACHING PERSONNEL

To: Assistant Schools Division Superintendent
Chief Education Program Supervisors
Public Schools District Supervisors/ OIC PSDSs
Elementary and Secondary Schools Heads
Functional Area Heads
All Others Concerned

1. This Office through the School Governance and Operations Division will conduct the Division Training on Frontline Service Records Management and DepEd Manual of Style for Non-Teaching Personnel on January 14-16, 2026 and February 18-20, 2026 at Cristina's Resort & Hotel, Guinlajon, Sorsogon City.

2. The main objective of this activity to enhance the competencies of non-teaching personnel in delivering efficient, professional, and standardized administrative services in line with DepEd policies and service standards.

3. The list of participants and the training schedule are attached as Enclosure No. 1 of this Division Memorandum. All identified participants are required to register through the provided registration link and QR code below to confirm their attendance in the training.

<https://bit.ly/3MMhW>



4. The Program of Activities and the list of members of the Program Management Team are enclosed as Enclosure Nos. 2 and 3, respectively.

5. Expenses relative to the conduct of this activity shall be charged to local fund/MOOE/2024 & 2025 OPDNTP Fund subject to usual accounting and auditing rules and regulation.

6. Immediate dissemination of and compliance with Memorandum are desired.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent



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Enclosure No. 1: LIST OF PARTICIPANTS AND THE TRAINING SCHEDULE

TRAINING ON FRONTLINE SERVICE AND RECORDS MANAGEMENT
JANUARY 14-15, 2026

NO.	SCHOOL ASSIGNMENT	DISTRICT/ OFFICE	POSITION TITLE	LAST NAME	FIRST NAME	MIDDLE NAME
1	Barcelona NCHS	Barcelona	Administrative Aide III	DIONEDA	EDUARD GERV	DELLOSA
2	Barcelona Central School	Barcelona	Administrative Assistant III	FLORALDE	RITA	CARPIO
3	Gate National High School	Bulan	Administrative Assistant II	VILLARE	REY	DEGRACIA
4	Quezon NHS	Bulan	Administrative Assistant II	GATACELO	NATHANIEL	LOTERTE
5	Danao NHS	Bulan	Administrative Assistant II	FRANDO	MARIE CLAIRE	NUÑEZ
6	San Francisco ES	Bulan I	Administrative Assistant II	LUDOVICE	ROCHELLE	BALOLOY
7	R. Gerona ES	Bulan I	Administrative Assistant II	VASQUEZ	MARIA CECILIA	G
8	Bulan South CS	Bulan II	Administrative Aide VI	GODALLE	CAROLINA	GITLAY
9	Buhang NHS	Bulusan	Administrative Assistant II	NICOLAS	ORVILLE	GALIAS
10	Buhang National High School	Bulusan	Administrative Assistant II	GALINDES	JAMIE	QUIÑONES
11	Casiguran Technical Vocational School	Casiguran	Administrative Assistant II	HUENDA	SHANNEN CARLA	RODRIGUEZ
12	San Juan National High School	Casiguran	Administrative Assistant II	JASARENO	MA TEREA	BONGAO
13	Castilla East Central School	Castilla	Administrative Assistant II	PEÑALBA	PEDRO	LASAP
14	Cumadcad Central School	Castilla	Administrative Assistant II	JAYLO	MYLENE	JETAJOB
15	Macalaya National High School	Castilla	Administrative Assistant II	LABAN	PERRY	AGORETA
16	Milagrosa National High School	Castilla	Administrative Assistant II	FUENTES	FLORDELIZA	FUENTES
17	Donsol Vocational High School	Donsol	Administrative Assistant II	ALMARIO	GREGORIO	AVES
18	Donsol East I CS	Donsol East	Administrative Aide I	BAULA	CEEJEE	LORILLA
19	Rizal National High School	Gubat	Administrative Assistant II	DE VEYRA	MARICEL	ENAJE
20	Gubat National High School	Gubat	Administrative Assistant II	ESPALDON	ARLENE	FERRERAS
21	Gubat North CS	Gubat North	Administrative Assistant III	LAURENARIA	ROWENA	LUSTRE
22	Gubat North CS	Gubat North	Administrative Assistant II	ENAJE	KRISTINE JOY	PURA
23	Gabao National High School	Irosin	Administrative Assistant II	FAJARDO	MARICAR	ANICIETE
24	Gallanosa National High School	Irosin	Administrative Assistant II	CIELO	JULIUS CAESAR	ADRIATICO
25	Irosin Central School	Irosin	Administrative Assistant III	FRESTO	MODESTO	GALVE
26	Jose G. Alindogan ES	Juban	Administrative Assistant III	OPLIDA	MARGIE	JEREMIAS
27	Jose G. Alindogan Elementary School	Juban	Administrative Assistant II	LEE	AGNES	JAYCO
28	Juban High School	Juban	Administrative Assistant II	GONZALES	HONESTY	ASTILLERO
29	Siuton National High School	Magallanes	Administrative Assistant II	ESCOBEDO	MARK JEFFREY	MANLABAO
30	Pili National High School	Magallanes	Administrative Assistant II	YANTO	MEDELINA	GABUYO
31	Biton NHS	Magallanes	Administrative Assistant II	GOTLADERA	JENNY	GRATELA
32	Caditaan National High School	Magallanes	Administrative Assistant III	ORTEZA	CAYETANO IV	OGBAC
33	Magallanes North CS	Magallanes North	Administrative Assistant II	MILLENA	JANICE	ENDENO
34	Matnog National High School	Matnog	Administrative Assistant II	GARAY	NIRA-FE	GARRA
35	Tiong Hen So Memorial High School	Matnog	Administrative Assistant II	BENZON	ROMELIO	BORLAGDAN
36	Sua National High School	Matnog	Administrative Assistant II	GAMOS	GREGORIO	FULLOS
37	Pilar National Comprehensive High Scho	Pilar	Administrative Assistant II	LUMBERIO	GENESIS	BANANO
38	MT Sia MHS	Pilar II	Administrative Assistant II	CUAN	LAILANY	BIBAT
39	Pto. Diaz NHS	Prieto Diaz	Administrative Assistant II	DESTURA	REY	GUZAR
40	Prieto Diaz Central School	Prieto Diaz	Administrative Assistant III	ESCALANTE	JOVITO	USERO
41	SDO Sorsogon	SDO Sorsogon	Administrative Aide VI	AGRIPA	FERLEI	ASPA
42	SDO Sorsogon	SDO Sorsogon	Administrative Aide VI	LABITAG	ALLIJAH DENISE	JAZMIN
43	SDO Sorsogon	SDO Sorsogon	Administrative Aide I	ADVINCULA	GILBERT	LASIN
44	SDO Sorsogon	SDO Sorsogon	Administrative Aide VI	VILLANUEVA	CHRISTIAN	HIJE
45	SDO Sorsogon	SDO Sorsogon	Administrative Aide I	JEREMIAS	JEREMY	ASAGRA
46	SDO Sorsogon	SDO Sorsogon	Administrative Aide I	HABOC	JOSEPH	LAGUNILLA
47	SDO Sorsogon	SDO Sorsogon	Administrative Assistant II	PEREZ	ROCHELLE FRANZ	LOARES
48	SDO Sorsogon	SDO Sorsogon	Administrative Assistant II	NIEMO	RAFAEL	JAVIEN
49	SDO Sorsogon	SDO Sorsogon	Administrative Aide VI	GONZALGO	MYKKO	ANTIOQUIA
50	SDO Sorsogon	SDO Sorsogon	Administrative Aide VI	LORILLA	KRISTINE JOY	LEGASPI
51	SDO Sorsogon	SDO Sorsogon	Administrative Assistant III	HAGOS	EVA JANE	DOOC
52	SDO Sorsogon	SDO Sorsogon	Administrative Aide VI	CASULLA	JOHN WELFIRE	BOLINAS
53	SDO Sorsogon	SDO Sorsogon	Administrative Assistant II	PAULINO	RACKY	PERDIGON
54	SDO Sorsogon	SDO Sorsogon	Administrative Assistant III	REMPILLO	IMBERLY	
55	Talaonga National High School	Sta. Magdalena	Administrative Aide IV	GARADOS	NEO-MAR	JERAO
56	Sta. Magdalena National High School	Sta. Magdalena	Administrative Assistant II	GAURINO	LERMA	GABRENTINA
57	Sta. Magdalena Central School	Sta. Magdalena	Administrative Assistant III	SASTRE	MELSA	ERESTAIN
58	Sta. Magdalena NHS	Sta. Magdalena	Administrative Assistant II	ARAOJO	RONILO	HABOC

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TRAINING ON DEPED OF MANUAL OF STYLE
JANUARY 16, 2026

NO.	SCHOOL ASSIGNMENT	DISTRICT/OFFICE	POSITION TITLE	LAST NAME	FIRST NAME	MIDDLE NAME
1	Barcelona Central School	Barcelona	Administrative Officer II	MAGSINO	JANICE	MARVIDA
2	Celso Falcotelo NHS	Barcelona	Administrative Officer II	GACOSTA	JUDE RENZ	GALLEGO
3	Sta. Lourdes ES	Barcelona	Administrative Officer II	DESTURA	LIAN PATRICK	LAURENARIA
4	San Francisco ES	Bulan I	Administrative Officer II	PALMIAO	REYMEL	MERCA
5	Inararan ES	Bulan I	Administrative Officer II	GURAY	ROMEL	BUIZING
6	Cocok-cabitan ES	Bulan I	Administrative Officer II	BUEN	ERVIE	TAHAN
7	Namo ES	Bulan I	Administrative Officer II	MARAÑO	ANA MONICA	REDONGA
8	Fabrica ES	Bulan II	Administrative Officer II	PORCALLA	MA. CHARISSE	DEBLOIS
9	Bulan South CS	Bulan II	Administrative Officer II	AQUINO	DEBORAH	GUANZON
10	Monte Calvario ES	Bulan II	Administrative Officer II	GARRA	IVAN DALE	TAÑADA
11	San Juan ES	Bulan III	Administrative Officer II	GURAY	SALVE	GUETA
12	Sabang ES	Bulan III	Administrative Officer II	BARREDO	AIRA	GUIM
13	San Rafael ES	Bulan IV	Administrative Officer II	LAGUMBAY	JAKE	GERMEDIA
14	Sigad ES	Bulan IV	Administrative Officer II	BUATIS	IME LISSA	GOMA
15	Porog ES	Bulusan	Administrative Officer II	GONZAGA	SHERLY	DENOPOL
16	Lalud ES	Bulusan	Administrative Officer II	ESCOBER	GERALD	ESPEÑA
17	Bulusan NHS	Bulusan	Administrative Officer II	MENDIZABAL	PAUL	FURO
18	Trece Martires ES	Casiguran	Administrative Officer II	HOLDIEM	DANAH JANE	NUÑEZ
19	Casiguran TVS	Casiguran	Administrative Officer I	MEDENILLA	BEBOY	RODRIGUEZ
20	La Union ES	Castilla East	Administrative Officer II	ALINDOGAN	ADRIAN JR.	JANORAS
21	Maypangi ES	Castilla West	Administrative Officer II	YANSON	JULIA FLYNN	ALAMA
22	Canjela ES	Castilla West	Administrative Officer II	MIRAFUENTES	CARL JOSHUA	LOTERTE
23	Salvacion ES	Castilla West	Administrative Officer II	LACHICA	MARY GRACE	MAGLENTE
24	Donsol East I CS	Donsol East	Administrative Officer II	RESTOLES	CRISTY	MARCO
25	San Isidro ES	Donsol East I	Administrative Officer II	BERMAS	EDRIENNE	CARDEL
26	San Vicente ES	Donsol East II	Administrative Officer II	MALTO	PAULO	EALDAMA
27	Bayawas ES	Donsol East II	Administrative Officer II	MALTO	PAULE	EALDAMA
28	Gimagaan ES	Donsol West	Administrative Officer II	QUITORIA	CHRISTINE	ALIM
29	Malapoc ES	Donsol West	Administrative Officer II	ABAN	ARSENIO JOSE	COLIPANO
30	Donsol West CS	Donsol West I	Administrative Officer II	LLAGUNO	JOMEL	MAGDAMIT
31	Malinao ES	Donsol West II	Administrative Officer II	NUÑEZ	JELLIE AN	MANJARES
32	San Rafael ES	Donsol West II	Administrative Officer II	MOJAR	KENT ROBERT	LIPATA
33	San Ignacio ES	Gubat North	Administrative Officer II	BUENAOBRA	LERMA	BUERGO
34	Nato ES	Gubat North	Administrative Officer II	DESTACAMENTO	BEA	DEFEO
35	Cabiguahan ES	Gubat North	Administrative Officer II	AÑONUEVO	MARLON	TINOKO
36	Sta. Ana ES	Gubat South	Administrative Officer II	ESPERIDA	KEVIN IVAN	SERGIO
37	Nazareno ES	Gubat South	Administrative Officer II	FERANDO	KAREN	ESTROPIA
38	Cabigaan ES	Gubat South	Administrative Officer II	BELEN	YVONNE	ENCONADO
39	Salvacion ES	Irosin	Administrative Officer II	ESCANILLA	PRINCESS MARIE	MANZANILLA
40	Carriedo ES	Irosin	Administrative Officer II	LOTERTE	MICHELLE	BELO
41	Gabao ES	Irosin	Administrative Officer II	LOZADA	MA. ANGELE	BRECIA
42	Tulay ES	Irosin II	Administrative Officer II	DIÑO	MYRELLE GRACE	ADRA
43	Gumapin ES	Irosin II	Administrative Officer II	EMOR	IRENE	SARMIENTO
44	Sablayan NHS	Juban	Administrative Officer II	GREPAL	ERICKA MAE	DELMO
45	Jose G. Alingdogan ES	Juban	Administrative Officer II	BANAAG	ARABELE	TOLENTINO
46	Matnog CS	Matnog I	Administrative Officer II	GERNALE	DEVINE	GUATNO
47	Coron-coron ES	Matnog II	Administrative Officer II	GALILLAGA	JOHN PAUL	GUIM
48	Abucay ES	Pilar I	Administrative Officer II	BANGA	RIO	LEOSALA
49	Guiron ES	Pilar I	Administrative Officer II	MONDAS	MARY JOY	GUBOT
50	Salvacion NHS	Pilar II	Administrative Officer II	BUGAYON	BRYNNE ERDJYL	TRIÑANES
51	Malbog ES	Pilar III	Administrative Officer II	BARCELONA	ANGELICA	CHUA
52	Gogon ES	Pto. Diaz	Administrative Officer II	DAGÑALAN	RENEE	JAYMALIN
53	Manlabong NHS	Pto. Diaz	Administrative Officer II	BUITRE	SEAN KHYBER	DURAN
54	Sta. Lourdes ES	Pto. Diaz	Administrative Officer II	TANGCO	ERIN GAY	BANARES
55	San Rafael IS	Pto. Diaz	Administrative Officer II	ABELLA	GENARO	DOOC
56	SDO Sorsogon	SDO Sorsogon	Administrative Officer II	HERMOSA	RHODORA	REGENCIA
57	SDO Sorsogon	SDO Sorsogon	Administrative Officer II	DOMANAIS	GIAN MARKCO	HUERTO
58	Talaonga NHS	Sta. Magdalena	Administrative Officer I	GALLON	RONESSA	BERMUDO

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TRAINING ON FRONTLINE SERVICE AND RECORDS MANAGEMENT
FEBRUARY 18-19, 2026

NO.	SCHOOL ASSIGNMENT	DISTRICT/ OFFICE	POSITION TITLE	LAST NAME	FIRST NAME	MIDDLE NAME
1	Barcelona Central School	Barcelona	Administrative Assistant III	PURA	KRISTINE JOY	ESTEVES
2	Barcelona NCHS	Barcelona	Administrative Assistant II	PENA	BEVERLY	GERONGA
3	Quezon NHS	Bulan	Administrative Assistant II	GATACEO	NATHANIEL	LOTERTE
4	San Isidro NHS	Bulan	Administrative Assistant II	JUDITH	MABEL	CLEDERA
5	Danao NHS	Bulan	Administrative Assistant II	ECIJA	JEMALYN	GUETAN
6	San Francisco NHS	Bulan	Administrative Assistant II	CATARUNGAN	ALARNE JOY	GLORIANE
7	San Francisco NHS	Bulan	Administrative Assistant II	VILLABROSA	JULIUS CEZAR	GIPA
8	Bulan North Central School - A	Bulan	Administrative Assistant II	LANUZA	NELLY	GODALLE
9	Danao National High School	Bulan	Administrative Assistant III	GARADOS	NEMIA	JERAO
10	Bulusan National High School	Bulusan	Administrative Assistant II	ESCOBER	GERALD	ESPEÑA
11	Bulusan National High School	Bulusan	Administrative Assistant III	FIRMANES	AMELIA	GALVE
12	Casiguran TVS	Casiguran	Administrative Assistant II	BALLESTEROS	KRYSTYN	GARRA
13	Casiguran Central School	Casiguran	Administrative Assistant II	LABRADOR	RICHARD	DOMINGUEZ
14	Oras NHS	Castilla	Administrative Assistant III	LLOVIT	MA. GEMMA	LLANETA
15	Cumadcad NHS	Castilla	Administrative Assistant II	OLITIN	HAROLD	CHING
16	Dinapa NHS	Castilla	Administrative Assistant II	BITANCUR	STEPHANIE	LENDIO
17	Castilla NHS	Castilla	Administrative Assistant II	BIEN	CHRISTIAN PAUL	ANONUEVO
18	Macalaya NHS	Castilla	Administrative Assistant II	LITERAL	EDHELLYN	BESA
19	Oras National High School	Castilla	Administrative Assistant III	LOPEZ	CECILLE	LOGRONIO
20	Donsol NCHS	Donsol	Administrative Aide I	MENDOZA	IVEN JONN	PACHECO
21	Donsol National Comprehensive High School	Donsol	Administrative Assistant II	EBUENGA	REYNALDO JR	CADAG
22	Gubat NHS	Gubat	Administrative Aide III	ENGUERRA	MA. GLEZEL	ASAJAR
23	Bulacao NHS	Gubat	Administrative Assistant II	ESPERANZATE	MARIE FE	ERLANO
24	Bagacay NHS	Gubat	Administrative Aide III	GALAO	MARVIN	ESTRELLADO
25	Bulacao Elementary School	Gubat	Administrative Assistant II	ENDAYA	MARK ANTHONY	VILLAMOR
26	Gallanosa NHS	Irosin	Administrative Aide I	GERONILLA	JOEMAR	HECITA
27	Gabao NHS	Irosin	Administrative Assistant II	DE MARQUEZ	ROSELLE	FUNGO
28	Gabao NHS	Irosin	Administrative Assistant II	ESPALLARDO	ELENA	FURTON
29	Olimpio A. Guarin NHS	Juban	Administrative Assistant II	HILIG	ROSELYN	DOMA
30	Biriran NHS	Juban	Administrative Assistant II	DE LOS SANTOS	CHERRIE ELAINE	BUBAN
31	Juban NHS	Juban	Administrative Assistant II	DIAZ	JONALYN	DIG
32	Magallanes NVHS	Magallanes	Administrative Aide III	GREFAL	ROLAND	BENZON
33	Eduardo Lee Chan Memorial School	Magallanes	Administrative Assistant II	ESMERIA	MARIA SHEILA	FELLONE
34	Magallanes National High School	Magallanes	Administrative Assistant II	BENDICIO	JERRY	MEDINA
35	Matnog CS	Matnog	Administrative Assistant II	GARGALLO	MANDY DE	GUZMAN
36	Matnog NHS	Matnog	Administrative Aide I	BOJORQUE	CRISANTO	ENTERESO
37	Matnog NHS	Matnog	Administrative Assistant II	HOMO	JOAN	DOMASIG
38	Pilar NCHS	Pilar	Administrative Assistant II	LITAN	ALIDA JOY	ABORDO
39	Abucay National High School	Pilar	Administrative Assistant II	FUNELAS	SHARMAINE	LOTERINA
40	Calao National High School	Prieto Diaz	Administrative Assistant II	PAGUNSAN	JEFFREY	FELICIA
41	Prieto Diaz National High School	Prieto Diaz	Administrative Aide IV	ESPERIDA	KEVIN EVAN	EPINO
42	SDO Sorsogon	SDO Sorsogon	Administrative Assistant III	JANER	DAN LOUIS	JESALVA
43	SDO Sorsogon	SDO Sorsogon	Administrative Assistant III	BANGHON	AEVRIL	ABIAD
44	SDO Sorsogon	SDO Sorsogon	Administrative Aide I	ENERIA	ROBERTO	ESCAÑAN
45	SDO Sorsogon	SDO Sorsogon	Administrative Aide I	SABAS	CHRISTOPHER	JANABAN
46	SDO Sorsogon	SDO Sorsogon	Administrative Assistant III	REMPILLO	REINA BLANCA	DAEP
47	Talaonga NHS	Sta. Magdalena	Administrative Assistant II	TOMAS	WENDY	FURIO
48	Talaonga NHS	Sta. Magdalena	Administrative Aide IV	ALQUEZA	EVA	FRAGA
49	Sta. Magdalena NHS	Sta. Magdalena	Administrative Assistant II	CORRO	MYLENE	ERLANO

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TRAINING ON DEPED OF MANUAL OF STYLE

February 20, 2026

NO.	SCHOOL ASSIGNMENT	DISTRICT/ OFFICE	POSITION TITLE	LAST NAME	FIRST NAME	MIDDLE NAME
1	Badang ES	Barcelona	Administrative Officer II	SICAD	MARY ANN	BARABAS
2	Paghuluban ES	Barcelona	Administrative Officer II	DATUR	RHONA	BATALLA
3	San Antonio NHS	Barcelona	Administrative Officer II	JOVEN	MA. NOREEN	PADRIQUE
4	Danao NHS	Bulan I	Administrative Officer II	GLINA	JAINA MARIE DESIREE	GEUL
5	Sta. Teresita ES	Bulan II	Administrative Officer II	INOCALAN	ERICA LYN	GRANTOS
6	Sta. Remedios ES	Bulan II	Administrative Officer II	HONRUBIA	SARAH JOY	GUETAN
7	Lahong ES	Bulan III	Administrative Officer II	GIPIT	MARICAR	CASTRO
8	Calpi IS	Bulan III	Administrative Officer II	ESMERIA	JONAS	GERERO
9	Bical ES	Bulan III	Administrative Officer II	GERERO	EMMA	MONZALES
10	Faustino G. Glua NHS	Bulan IV	Administrative Officer II	OROZCO	JUDE	GOJIT
11	San Rafael ES	Bulan IV	Administrative Officer II	ESCOBAL	MELISSA	OSEO
12	San Rafael ES	Bulusan	Administrative Officer II	VILLAFLOR	PAULA MARIE FILCHINE	ESUREÑA
13	Tinambo ES	Bulusan	Administrative Officer II	DIÑO	MARY JANE	GAPAS
14	San Antonio ES	Casiguran	Administrative Officer II	NOGALES	ARJAY	DETERA
15	Ponong ES	Casiguran	Administrative Officer II	DELOVINO	DARLENE	DOLOIRAS
16	Tiris ES	Casiguran	Administrative Officer II	LLANERA	JOY	TARRAYA
17	Mabini ES	Casiguran	Administrative Officer II	JARABEJO	WINDELEN	ROSAS
18	Monte Carmelo ES	Castilla East	Administrative Officer II	LLENO	LIZA	JANER
19	Minanticaan ES	Castilla East	Administrative Officer II	LESANO	FLORIANNE	MADRASO
20	Dancalan ES	Castilla East	Administrative Officer II	FULONG	MAELYN	ARANDA
21	Sogoy ES	Castilla West	Administrative Officer II	MEDALLON	MARRY JOEY	BORIGAS
22	Burabod ES	Castilla West	Administrative Officer II	FORCADILLA	ERIN LIANA	HAGOSOJOS
23	San Roque ES	Castilla West	Administrative Officer II	LARCE	JERLYN	LLANETA
24	Banuang Gurang ES	Donsol East	Administrative Officer II	ALCANTARA	BEJAY	BAGAÑGAN
25	Banban ES	Donsol East	Administrative Officer II	MACANDOG	JOHN ALBERT	LOFAMIA
26	Baras ES	Donsol East	Administrative Officer II	CALACAT	SHERILYN	SAUDO
27	San Ramon ES	Donsol East I	Administrative Officer II	DALAN	JHOMELYN	MACARIOLA
28	Gura ES	Donsol East II	Administrative Officer II	MALTO	LORIE MAE	GOMEZ
29	Pawala ES	Donsol West	Administrative Officer II	LOPEZ	KLENTSON	SALMONE
30	Pangpang ES	Donsol West I	Administrative Officer II	PRONCE	CHERRY MAE	ROQUINA
31	San Jose ES	Donsol West I	Administrative Officer II	TOLOSA	DWEANE	VILLANUEVA
32	Juan Adre ES	Donsol West I	Administrative Officer II	MONTAÑO	RYAN	ANDES
33	Pinamanaan ES	Donsol West II	Administrative Officer II	ALIM	MARK VINCENT	NOEL
34	Paco ES	Gubat North	Administrative Officer II	TABUENA	VICTORIA CLYDE	CEA
35	Jupi ES	Gubat North	Administrative Officer II	DIMAANO	MICHAEL RON FRANCIS	DAPO
36	Tagaytay ES	Gubat North	Administrative Officer II	ESPORLAS	RONALETH WEISE	SUNGA
37	Naagtan ES	Gubat South	Administrative Officer II	ESTEVES	GISELLE	ENANO
38	Tigkiw ES	Gubat South	Administrative Officer II	DAYTA	PEARLY	SARMIENTO
39	Manapao ES	Gubat South	Administrative Officer II	RAZO	ALEXIS EDGAR	ARIATE
40	Benedicto F. Gabito ES	Irosin	Administrative Officer II	SANCHEZ	MELANIE	PEDRO
41	Carriedo ES	Irosin	Administrative Officer II	ALUNAN	MARIA NELLA JOWAHER	LAYUGAN
42	Sto. Domingo ES	Irosin I	Administrative Officer II	UNSON	ANNEDEN JANE	AZURIN
43	Liang ES	Irosin I	Administrative Officer II	LAYCO	LICEL	GONZA
44	Bolos ES	Irosin II	Administrative Officer II	MACALLA	MA. ROWENA	FORNELOS
45	Monbon ES	Irosin II	Administrative Officer II	ACTA	MARIBEL	LOZADA
46	Batang IS	Irosin II	Administrative Officer II	POLO	GRACE ANN	BONTIGAO
47	Juban NHS	Juban	Administrative Officer II	GUIPE	JOSE JR.	MAGTANGOB
48	Lajong NHS	Juban	Administrative Officer II	LEOSALA	JOSE BENITO	GALICIA
49	Caditaan NHS	Magallanes	Administrative Officer II	LAYON	EDMARK	
50	Caditaan ES	Magallanes South	Administrative Officer II	CONDA	KAREN MAE	LUCENARIO
51	Baruang Daan ES	Matnog I	Administrative Officer II	GOLPEO	RAMON JULIUS	GARBIDA
52	Culasi NHS	Matnog I	Administrative Officer II	GEREBIT	CARMELA	PALOMAR
53	Provenir ES	Pilar I	Administrative Officer II	CUSTODIO	CHEENIE	DECIN
54	Abas ES	Pilar I	Administrative Officer II	ZAMAR	CHERRY ANN	PEÑA
55	Esperaza IS	Pilar III	Administrative Officer II	DOCOT	CRISTINA	GONZALES
56	Beguin ES	Pilar III	Administrative Officer II	DOLOR	JUSTINE	HUEVOS
57	Calao NHS	Pto. Diaz	Administrative Officer II	DEDASE	JENINA PATRICIA	DIONISIO
58	Bilaoyon ES	Sta. Magdalena	Administrative Officer II	GUATNO	MARITEL	FRANDO



Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OF SORSOGON

Enclosure No. 2: ACTIVITY MATRIX

ACTIVITY MATRIX

TIME	ACTIVITY
TRAINING ON FRONTLINE SERVICE AND RECORDS MANAGEMENT	
January 14-15, 2026	
Day 1:	
8:00-9:00	Arrival and Registration
9:00-9:15	Health Break
9:15-10:00	<p>Opening Program</p> <ul style="list-style-type: none">• Philippine National Anthem• Prayer• Bicol Regional March• DepED Quality Policy Statement• Welcome Remarks - John Rey J. Perez, SGOD Chief• Acknowledgement of participants - Dodge E. Lagman, EPS II-HRDS• Message - SDS Jose L. Doncillo, CESO V• QAME Protocols - Leah H. Peran, SEPS-SMME• Venue Protocol - Cristina's Management• Statement of Purpose, Activity Matrix and Activity Norms - Bernadette R. Bedis, SEPS-HRDS• PreTest
10:00-12:00	<p>Discussion: Work Application Plan</p> <p>Bernadette R. Bedis, SEPS-HRDS</p>
12:00-1:00	LUNCH BREAK
1:00-4:00	Discussion: Frontline Service - TESDA Personnel
4:00-5:00	Debriefing
Day 2:	
8:00-8:30	Preliminary Activities
8:30-12:00	Discussion: Records Management - TESDA Personnel
12:00-1:00	LUNCH BREAK
1:00-2:00	Post Test/Activity Evaluation
2:00-4:00	<p>Closing Activities</p> <ul style="list-style-type: none">• Closing Message - Rex T. Barbin, SGOD EPS/NEU President• Distribution of Certificates
4:00-5:00	Debriefing





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TIME	ACTIVITY
TRAINING ON DEPED OF MANUAL OF STYLE	
January 16, 2026	
8:00-9:00	Arrival and Registration
9:00-9:15	Health Break
9:15-10:00	<p>Opening Program</p> <ul style="list-style-type: none">• Philippine National Anthem• Prayer• Bicol Regional March• DepED Quality Policy Statement• Welcome Remarks - John Rey J. Perez, SGOD Chief• Acknowledgement of participants - Dodge E. Lagman, EPS II-HRDS• Message - SDS Jose L. Doncillo, CSES V• QAME Protocols - Leah H. Peran, SEPS-SMME• Venue Protocol - Cristina's Management• Statement of Purpose, Activity Matrix and Activity Norms - Bernadette R. Bedis, SEPS-HRDS• PreTest
10:00-12:00	<p>Discussion: Work Application Plan</p> <p>Bernadette R. Bedis, SEPS-HRDS</p>
12:00-1:00	LUNCH BREAK
1:00-3:00	Discussion: Training on Deped of Manual of Style - Mayflor L. Jumamil, Administrative Officer V (Information Officer III)
3:00-3:30	Post Test/Activity Evaluation
3:30-4:00	<p>Closing Activities</p> <ul style="list-style-type: none">• Closing Message - Rex T. Barbin, SGOD EPS/NEU President• Distribution of Certificates
4:00-5:00	Debriefing





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TIME	ACTIVITY
TRAINING ON FRONTLINE SERVICE AND RECORDS MANAGEMENT	
February 18-19, 2026	
Day 1:	
8:00-9:00	Arrival and Registration
9:00-9:15	Health Break
9:15-10:00	<p>Opening Program</p> <ul style="list-style-type: none">• Philippine National Anthem• Prayer• Bicol Regional March• DepED Quality Policy Statement• Welcome Remarks - John Rey J. Perez, SGOD Chief• Acknowledgement of participants - Dodge E. Lagman, EPS II-HRDS• Message - SDS Jose L. Doncillo, CESO V• QAME Protocols - Leah H. Peran, SEPS-SMME• Venue Protocol - Cristina's Management• Statement of Purpose, Activity Matrix and Activity Norms - Bernadette R. Bedis, SEPS-HRDS• PreTest
10:00-12:00	<p>Discussion: Work Application Plan</p> <p>Bernadette R. Bedis, SEPS-HRDS</p>
12:00-1:00	LUNCH BREAK
1:00-4:00	Discussion: Frontline Service - TESDA Personnel
4:00-5:00	Debriefing
Day 2:	
8:00-8:30	Preliminary Activities
8:30-12:00	Discussion: Records Management - TESDA Personnel
12:00-1:00	LUNCH BREAK
1:00-2:00	Post Test/Activity Evaluation
2:00-4:00	<p>Closing Activities</p> <ul style="list-style-type: none">• Closing Message - Rex T. Barbin, SGOD EPS/NEU President• Distribution of Certificates
4:00-5:00	Debriefing





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TIME	ACTIVITY
TRAINING ON DEPED OF MANUAL OF STYLE	
February 20, 2026	
8:00-9:00	Arrival and Registration
9:00-9:15	Health Break
9:15-10:00	<p>Opening Program</p> <ul style="list-style-type: none">• Philippine National Anthem• Prayer• Bicol Regional March• DepED Quality Policy Statement• Welcome Remarks - John Rey J. Perez, SGOD Chief• Acknowledgement of participants - Dodge E. Lagman, EPS II-HRDS• Message - SDS Jose L. Doncillo, CESO V• QAME Protocols - Leah H. Peran, SEPS-SMME• Veneu Protocol - Cristina's Management• Statement of Purpose, Activity Matrix and Activity Norms - Bernadette R. Bedis, SEPS-HRDS• PreTest
10:00-12:00	Discussion: Work Application Plan Bernadette R. Bedis, SEPS-HRDS
12:00-1:00	LUNCH BREAK
1:00-3:00	Discussion: Training on Deped of Manual of Style - Mayflor L. Jumamil, Administrative Officer V (Information Officer III)
3:00-3:30	Post Test/Activity Evaluation
3:30-4:00	<p>Closing Activities</p> <ul style="list-style-type: none">• Closing Message - Rex T. Barbin, SGOD EPS/NEU President• Distribution of Certificates
4:00-5:00	Debriefing





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Enclosure No. 3: List of Members of Program Management Team

Program Manager:	John Rey J. Perez SGOD Chief
	Rex T. Barbin EPS, SGOD
Training Manager:	Dodge E. Lagman EPS II-HRDS
Resource Manager:	Bernadette R. Bedis SEPS-HRDS
QAME Associate:	Leah H. Peran SEPS-SMME
Documentation / Secretariat:	Dodge E. Lagman EPS II-HRDS
	Maribel B. Daradar TIC
	Nikka G. Escote Technical Assistant
Learning Facilitators:	Bernadette R. Bedis, SEPS-HRDS TESDA Personnel DepED ROV Personnel
Welfare Officer:	Health and Nutrition Unit

