



Republic of the Philippines  
**Department of Education**  
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

March 4, 2026

**DIVISION MEMORANDUM**

No. 026, s. 2026

**ONBOARDING PROGRAM FOR NEWLY HIRED AND NEWLY PROMOTED  
ADMINISTRATIVE OFFICERS II AND ADMINISTRATIVE ASSISTANTS  
CUM CEREMONIAL OATH-TAKING CEREMONY**

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Concerned Public Elementary, Secondary, and Integrated School Heads  
All Others Concerned

1. The Department of Education – Schools Division of Marinduque is faithful to its mandate of providing continuous professional development for its personnel, both teaching and non-teaching, pursuant to its Division Policy on Learning and Development.
2. Regional Memorandum HRDD-2025-136 titled “*FY 2025 Organizational and Professional Development for Non-Teaching Personnel (OPDNTP) Program Support Fund Allocation, Utilization, and Monitoring Guidelines*” ensures that newly hired non-teaching personnel are equipped with the essential competencies in human resource fundamentals, asset management, budgeting and forecasting, records keeping, and ICT skills to enable them to perform their duties effectively.
3. Based on the approved Regional Approved Office Learning Plan for Fiscal Year 2025 and on the regional needs analysis and emerging directives, the common learning needs or performance gaps for newly hired Administrative Officers and Administrative Assistants lie in their ability to establish and maintain effective and efficient administrative support while executing their financial duties. This is particularly crucial in the key areas of human resources, financial management, property custodianship, and ICT.
4. In view of these learning needs and bases, the Schools Division of Marinduque, through the School Governance and Operations Division – Human Resource Development Section (SGOD-HRDS) under Program Creating Tomorrow’s Schools Today: SGOD 360° and Project Quality HRD – NOVICE (*Notable Onboarding and Valuable Induction for Classroom Educators*), will conduct the **Onboarding Program for Newly Hired and Newly Promoted Administrative Officers II and Administrative Assistants cum Ceremonial Oathtaking Ceremony** on April 6-8, 2026 at the SDO Marinduque Conference Hall, Malusak, Boac, Marinduque.



Address: T. Roque St., Malusak, Boac, Marinduque  
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611  
Email: marinduque@deped.gov.ph  
Website: <https://depedmarinduque.com>

5. This learning and development activity is part of a 6-month onboarding program for newly hired non-teaching personnel designed to equip them with the necessary skills and knowledge to excel in their roles. Specifically, it aims to:
- familiarize new administrative personnel with key processes such as preparing reports, managing personnel actions, and handling liquidation requirements;
  - address gaps in human resource skills and finance management;
  - enable participants to efficiently navigate and utilize DepEd's digital platforms and software for data management, communication, and other administrative tasks; and
  - provide participants with ongoing support and guidance as they transition into their roles.
6. Participants in this activity are 120 Administrative Officers and Administrative Assistants in the Schools Division of Marinduque who were hired or promoted between January 2025 and December 2025. They are reminded to bring their own medical maintenance, laptops, chargers, extension cords, and other sources of internet connectivity.
- 7. Participants, resource speakers, and members of the Program Management Team (PMT) shall accomplish the online profiling on or before April 7, 2026, through [bit.ly/OPDNTTP2025Participant](https://bit.ly/OPDNTTP2025Participant).** Any correction in name, position, and/or official station shall be made in their accomplished profiles. This training shall follow the "No Profile = No Certificate" policy in accordance with Division Memorandum No. 42, s. 2025.
8. DepEd Order No. 9, s. 2005, otherwise known as "*Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith*," shall strictly be observed during the conduct of the training. School heads are expected to employ necessary strategies to avoid disruption of services.
- 9. To ensure seamless execution and quality of training, no replacement or representative shall be allowed unless deemed valid by the Schools Division Superintendent.** Participants who cannot participate in the training due to various reasons must submit a letter, through the OSDS-Records Unit, addressed to the Schools Division Superintendent, *Attn: SGOD-Human Resource Development Section*, indicating their reasons for non-participation, at least three days before the conduct of the activity.
10. This learning and development activity shall follow the program monitoring and evaluation guidelines and tools stipulated in DepEd Memorandum No. 44, s. 2023 and Division Memorandum No. 068-A, s. 2023. Furthermore, those accredited by the National Educators Academy of the Philippines as a National TWG member shall be prioritized in the composition of the Program Management Team (PMT).
11. Expenses incurred for the activity shall be charged to SubARO RO-4B-25-01615, subject to existing accounting and auditing rules and regulations. Meanwhile, travel expenses and am/pm snacks of participants may be charged to the school's local funds and other funds intended for learning and development, subject to the availability of funds and existing accounting and auditing rules and regulations.
12. The following documents are enclosed for reference:
- Enclosure 1: List of Participants
  - Enclosure 2: List of PMT Members and Resource Speakers
  - Enclosure 3: Activity Matrix

13. For clarifications, please contact Mr. Kyle David V. Atienza, Senior Education Program Specialist – Human Resource Development Section, through [kyledavid.atienza@deped.gov.ph](mailto:kyledavid.atienza@deped.gov.ph).

14. Immediate dissemination of and strict compliance with the contents of this Memorandum are desired.

For:   
**LYNN G. MENDOZA, EdD**  
OIC, Schools Division Superintendent 

Encls: As stated  
References: Regional Memorandum HRDD-2025-136  
Division Memorandum No. 042, s. 2025  
Division Memorandum No. 068-A, s. 2023

To be indicated in the Perpetual Index  
under the following subjects:

EMPLOYEES

TRAINING PROGRAMS

*SGOD-HRDS/KDA*

*Onboarding-Program-for-Newly-Hired-and-Newly-Promoted-Administrative-Officers-II-and-Administrative-Assistants-cum-Ceremonial-Oath-taking-Ceremony / March 4, 2026*



**Address:** T. Roque St., Malusak, Boac, Marinduque  
**Tel. No.:** (042) 754-0247 • **Fax No.:** (042) 332-1611  
**Email:** [marinduque@deped.gov.ph](mailto:marinduque@deped.gov.ph)  
**Website:** <https://depedmarinduque.com>

**LIST OF PARTICIPANTS**

*Onboarding Program for Newly Hired and Newly Promoted Administrative Officers II and Administrative Assistants cum Ceremonial Oathtaking Ceremony*

<b>NAME</b>	<b>POSITION</b>	<b>SCHOOL/OFFICE</b>
1. Ann Christina S. Omagap	Administrative Officer II	Tiguion Elementary School
2. Jovie C. Malvar	Administrative Officer II	Hinapulan Elementary School
3. Christian M. Luci	Administrative Officer II	Mahinhin Elementary School
4. Sarah Mae V. Jacala	Administrative Officer II	Sibuyao Elementary School
5. Rogilyn L. Sarad	Administrative Officer II	Tumagabok Elementary School
6. Leonora P. Pestanio	Administrative Officer II	Binunga Elementary School
7. Rea Rose M. Maling	Administrative Officer II	Boi Elementary School
8. Ruth Joy M. Laylay	Administrative Officer II	Canat Elementary School
9. Franco Baltazar A. Livel	Administrative Officer II	Duyay Elementary School
10. Marirose A. Sto Domingo	Administrative Officer II	Tambunan Elementary School
11. Rose Ann O. Historillo	Administrative Officer II	Tugos Elementary School
12. Jovelyn R. Mongis	Administrative Officer II	Bagacay Elementary School
13. Kaye Irish J. Naling	Administrative Officer II	Bagtingon Elementary School
14. Mary Jane R. Malacas	Administrative Officer II	Bancoro Elementary School
15. Manilyn S. Sarile	Administrative Officer II	Bicas-Bicas Elementary School
16. Ednalyn H. Bonifacio	Administrative Officer II	Binunga Elementary School
17. Shiela H. Maling	Administrative Officer II	Buenavista Central School
18. Armida H. Mercadal	Administrative Officer II	Caigangan Elementary School
19. Fulbert V. Olano	Administrative Officer II	Daat Primary School
20. Romalyn H. Mayores	Administrative Officer II	Daykitin Elementary School
21. Cherrie Jean P. Macanda	Administrative Officer II	Libas Elementary School
22. Arvin Jake S. Jamolin	Administrative Officer II	Lipata Elementary School
23. John Carlo M. Lustre	Administrative Officer II	Malbog Elementary School
24. Maryrose R. Morera	Administrative Officer II	Sihi Elementary School
25. Yna Mae Marmol	Administrative Officer II	Timbo Elementary School
26. Jonathan M. Motol	Administrative Officer II	Tungib Elementary School
27. Laurence S. Lineses	Administrative Officer II	Yook Elementary School
28. Jerwin Z. Semilla	Administrative Officer II	Antipolo Elementary School
29. Jomel F. Justiniano	Administrative Officer II	Bachao Elementary School



**Address:** T. Roque St., Malusak, Boac, Marinduque  
**Tel. No.:** (042) 754-0247 • **Fax No.:** (042) 332-1611  
**Email:** marinduque@deped.gov.ph  
**Website:** <https://depedmarinduque.com>

30. Julie Ann S. Enriquez	Administrative Officer II	Banuyo Elementary School
31. Florianne C. Olavidez	Administrative Officer II	Bacongbacong Elementary School
32. Jessarene R. Madronio	Administrative Officer II	Dawis Elementary School
33. Maria Alma P. Vallano	Administrative Officer II	Pinggán Elementary School
34. Shaira Drilon	Administrative Officer II	Tabionan Elementary School
35. Reginaldo W. Zamora	Administrative Officer II	Tapuyan Elementary School
36. Rizabelle M. Magpoc	Administrative Officer II	Argao Elementary School
37. Cherry I. Monteagudo	Administrative Officer II	Guisian Elementary School
38. Rex Ann M. Miranda	Administrative Officer II	Sayao Elementary School
39. Ivy M. Loto	Administrative Officer II	Silangan Elementary School
40. Jonelyn V. Rodelas	Administrative Officer II	Tarug Elementary School
41. Donna Belle L. Madurog	Administrative Officer II	Pili Elementary School
42. Rovelyn E. Revale	Administrative Officer II	Paye Elementary School
43. Dominic Alfranc Emmanuel M. Martinez	Administrative Officer II	Puting Buhangin Elementary School
44. Lara Mae L. Pabilane	Administrative Officer II	Magapua Elementary School
45. Sheila Marie L. Flor	Administrative Officer II	Angas Elementary School
46. Maricel P. Velasco	Administrative Officer II	Makapuyat Elementary School
47. Melba R. Pastrana	Administrative Officer II	Tagum Elementary School
48. Emmabel J. Malimata	Administrative Officer II	Taytay Elementary School
49. Pauline N. Ravanera	Administrative Officer II	Santa Cruz East Central School
50. Michelle M. Malabunga	Administrative Officer II	Pangi Elementary School
51. Helen P. Palma	Administrative Officer II	Masalukot Elementary School
52. Heddy R. Franco	Administrative Officer II	Balogo Elementary School
53. Jehza M. Macalood	Administrative Officer II	Aturan Elementary School
54. Eisenhower L. Sapungan Jr	Administrative Officer II	Bangcuangan Primary School
55. Joana Marie V. Sales	Administrative Officer II	Bangwayin Elementary School
56. Diana M. Lineses	Administrative Officer II	Bangbangalon Elementary School
57. Maryjoy S. Regencia	Administrative Officer II	Dolores Elementary School
58. Leonie Ann M. Peregrin	Administrative Officer II	Hupi Elementary School
59. Jay-Vee M. Valencia	Administrative Officer II	Suha Elementary School
60. Trisha Mae L. Mendoza	Administrative Officer II	Kalangkang Elementary School
61. Julius Cenit N. Osacdin	Administrative Officer II	Kamandugan Elementary School
62. Michelle P. Zulueta	Administrative Officer II	Lamesa Elementary School
63. Jepril A. Palacios	Administrative Officer II	Lusok Elementary School
64. Abigail P. Biago	Administrative Officer II	Punong Elementary School
65. Marites Q. Rioflorido	Administrative Officer II	Devilla Elementary School
66. Aubrey Ann D. Ricafort	Administrative Officer II	Buyabod Elementary School

67. May Ann Q. Portela	Administrative Officer II	Santa Cruz South Central School
68. Maricris P. Paez	Administrative Officer II	Labo Elementary School
69. Judieth R. Pineda	Administrative Officer II	Lipa Elementary School
70. Richard M. Malabayabas	Administrative Officer II	Maniwaya Elementary School
71. Bonifacio D. Marquez	Administrative Officer II	Matalaba Elementary School
72. Adones N. Quinto	Administrative Officer II	Mongpong Elementary School
73. Mariane Z. Paez	Administrative Officer II	Tapian Elementary School
74. Jeduthun Ethan F. Valdez	Administrative Officer II	Matuyatuya Elementary School
75. Irene R. Narvaez	Administrative Officer II	Bonliw Elementary School
76. Melody I. Regencia	Administrative Officer II	Tambangan Elementary School
77. Christine Jane M. Nazareno	Administrative Officer II	Buangan Integrated School
78. Shella May R. Legaspi	Administrative Officer II	Cagpo Elementary School
79. Mary May F. Recella	Administrative Officer II	Dampulan Elementary School
80. Jhoren P. Cardenas	Administrative Officer II	Kay Duke Primary School
81. Jovar G. Mamato	Administrative Officer II	Malinao Elementary School
82. Maryrose E. Manuba	Administrative Officer II	Makawayan Elementary School
83. Lynnette A. Zoleta	Administrative Officer II	Malibago Elementary School
84. Lilian R. Ramiro	Administrative Officer II	Maranlig Elementary School
85. Ricabelle M. Labog	Administrative Officer II	Nangka Elementary School
86. Precious C. Olympia	Administrative Officer II	Poctoy Elementary School
87. Manilyn A. Jabat	Administrative Officer II	Balanacan National High School
88. Karen P. Sales	Administrative Officer II	Bangbang National High School
89. Marie Antonette G. Salvacion	Administrative Officer II	Buenavista National High School
90. Rose Ann S. Noche	Administrative Officer II	Bagtingon National High School
91. Lessiedhel H. Morillo	Administrative Officer II	Butansapa National High School
92. Eva O. La Rosa	Administrative Officer II	Cawit National Comprehensive High School
93. Glenda A. Nacawili	Administrative Officer II	Dolores National High School
94. Baby Aiza C. Natal	Administrative Officer II	Hupi National High School
95. Maricris R. Raz	Administrative Officer II	Ipil National High School
96. Jose Carlo M. Labay	Administrative Officer II	Kasily National High School
97. Rodolfo R. Par Jr	Administrative Officer II	Kilo-Kilo National High School

98. Collen Murphy P. Robles	Administrative Officer II	Landy National High School
99. Jolly R. Pedrigal	Administrative Officer II	Makapuyat National High School
100. Aira Grace P. Siena	Administrative Officer II	Malibago National High School
101. Arjay F. Zulueta	Administrative Officer II	Maniwaya National High School
102. Marieta Q. Rosales	Administrative Officer II	Matalaba National High School
103. Joelyn S. Sadiwa	Administrative Officer II	Matuyatuya National High School
104. Robina R. Decena	Administrative Officer II	Mongpong National High School
105. Ann Jhea Mae L. Lamarca	Administrative Officer II	Sayao National High School
106. Shenen S. Supleo	Administrative Officer II	Sibuyao National High School
107. Nhel J. Cruzado	Administrative Officer II	Tagum National High School
108. Jephthah S. Lozano	Administrative Officer II	Tapuyan National High School
109. Roselo J. Salvacion	Administrative Officer II	Tiguion National High School
110. Alexis M. Sotta	Administrative Officer II	Tigwi National High School
111. Keren Gayle L. Palaspas	Administrative Officer II	Yook National High School
112. Crisanta R. Riego	Administrative Assistant III	Tigwi National High School
113. Checkila R. Cueto	Administrative Assistant II	Botilao National High School
114. Yschief M. Abregado	Administrative Assistant II	Bonliw National High School
115. Godofredo V. Odtuhan Jr	Administrative Assistant II	Punong National High School
116. Irish Glenna L. Villalon	Administrative Assistant II	Masaguisi National High School
117. V-Vian N. Amparo	Administrative Assistant II	Malibago National High School
118. Anna Karina S. Cantona	Administrative Assistant II	Mogpog National Comprehensive High School
119. Sammy A. Sales	Administrative Assistant II	Matuyatuya National High School
120. Xyryl D. Rioveros	Administrative Assistant II	Matalaba National High School

**LIST OF PMT MEMBERS AND RESOURCE SPEAKERS**

*Onboarding Program for Newly Hired and Newly Promoted Administrative Officers II and Administrative Assistants cum Ceremonial Oathtaking Ceremony*

<b>NAME</b>	<b>POSITION</b>	<b>ROLE</b>
1. Maita M. Lazares	Chief Education Supervisor	Program Manager
2. John M. Chavez	Chief Education Supervisor	Resource Speaker
3. Kyle David V. Atienza	Senior Education Program Specialist	Learning Manager Resource Speaker
4. May Bernadeth O. De La Rosa	Administrative Officer V	Resource Speaker
5. Maridell F. Hermosa	Administrative Officer IV	Resource Speaker
6. Aleli L. Arceo	Administrative Officer IV	Resource Speaker
7. Ruby M. Tan	Administrative Officer IV	Logistics Officer Resource Speaker
8. Jinky L. Meron	Administrative Officer IV	Resource Speaker
9. Engr. David M. Zoleta, Jr.	Information Technology Officer I	Resource Speaker
10. John Dhelter P. Pastrana	Accountant III	Resource Speaker
11. Glaiza T. Palatino	Education Program Specialist II	Documenter Resource Speaker
12. Dr. Fretzie P. Alcantara	Senior Education Program Specialist	M&E Manager
13. Jane Carla J. Larraquel	Administrative Officer II	Secretariat
14. Cherry G. Morales	Administrative Officer II	Secretariat
15. Dr. Rica Mai O. Larga	Medical Officer III	Welfare Officer
16. Ruby M. Tan	Administrative Officer IV	Logistics Officer
17. Edgar H. Loto	Project Development Officer II	Safety Officer

**TRAINING MATRIX**

*Onboarding Program for Newly Hired and Newly Promoted Administrative Officers II and Administrative Assistants cum Ceremonial Oathtaking Ceremony*

<b>DATE AND TIME</b>	<b>DURATION</b>	<b>TOPIC / ACTIVITY</b>	<b>PERSON/S RESPONSIBLE</b>
<b>Day 1   April 6, 2026</b>			
7:30-8:30 AM	60 mins	Arrival and Registration of Participants	Program Management Team
8:31-9:00 AM	30 mins	Opening Program: <ul style="list-style-type: none"> <li>• Philippine National Anthem</li> <li>• Ecumenical Prayer</li> <li>• Bagong Pilipinas Hymn</li> <li>• SDO Marinduque Hymn</li> <li>• DepEd Quality Policy Statement</li> <li>• Messages</li> <li>• Acknowledgement of Participants, RPs, and PMT</li> <li>• Activity Matrix and Objectives</li> <li>• Photo Opportunity</li> <li>• Reminders</li> </ul>	Program Management Team
9:01-9:20 AM	20 mins	Pre-Test	Program Management Team
9:21-9:30 AM	10 mins	Levelling of Expectations	Program Management Team
9:31-9:45 AM	15 mins	Health Break	
9:46-10:45 AM	60 mins	<b>Session 1: Guidelines on Recruitment of Employees in the Department of Education</b>	Mrs. Maridell F. Hermosa
10:46 AM – 12:00 PM	75 mins	<b>Session 2A: Leave Administration</b> <i>a. Types of Leave</i> <i>b. Vacation Service Credit</i>	Mrs. Maridell F. Hermosa
12:01-1:00 PM	60 mins	Lunch Break	
1:01-2:45 PM	105 mins	<b>Session 2B: Leave Administration</b> <i>c. Compensatory Overtime Credit</i> <i>d. Step Increment</i>	Mrs. Maridell F. Hermosa
2:46-3:00 PM	15 mins	Health Break	
3:01-3:30 PM	30 mins	<b>Session 3: Managing 201 Files</b>	Mrs. Maridell F. Hermosa
3:31-4:30 PM	60 mins	<b>Session 4: Welfare and Benefits of Employees</b>	Mrs. May Bernadeth O. De La Rosa
4:31-4:45 PM	15 mins	End-of-Day Evaluation	Program Management Team

4:46-5:00 PM	15 mins	PMT Debriefing	Program Management Team
<b>Day 2   April 7, 2026</b>			
8:00-8:15 AM	15 mins	Management of Learning	Program Management Team
8:16-9:15 AM	60 mins	<b>Session 5A: Rationalization of Teachers' Workload in Public Schools</b>	Mr. John M. Chavez
9:16-9:45 AM	30 mins	<b>Session 5B: Computation of Payment of Teaching Overload</b>	Mrs. May Bernadeth O. De La Rosa
9:46-10:00 AM	15 mins	Health Break	
10:01-11:00 AM	60 mins	<b>Session 6: Cash Management</b>	Mrs. Aleli L. Arceo
11:01 AM – 12:00 PM	60 mins	<b>Session 7: Familiarization with Various Property and Supply Forms and Reports</b>	Mrs. Ruby M. Tan
12:01-1:00PM	60 mins	Lunch Break	
1:01-2:00 PM	60 mins	<b>Session 8: MOOE Liquidation based on COA Circular 2012-001</b>	Mr. John Dhelter P. Pastrana
2:01-3:00 PM	60 mins	<b>Session 9: Records Management</b>	Mrs. Jinky L. Meron
3:01-3:15 PM	15 mins	Health Break	
3:16-4:30 PM	75 mins	<b>Session 10: Utilization of Various DepEd Office Productivity Software</b>	Engr. David M. Zoleta Jr.
4:31-4:45 PM	15 mins	End-of-Day Evaluation	Program Management Team
4:46-5:00 PM	15 mins	PMT Debriefing	Program Management Team
<b>Day 3   April 8, 2026</b>			
8:00-8:15 AM	15 mins	Management of Learning	Program Management Team
8:16-9:15 AM	60 mins	<b>Session 11: Child Protection Policy</b>	Mrs. Glaiza T. Palatino
9:16-9:30 AM	15 mins	Health Break	
9:31-10:30 AM	60 mins	<b>Session 12: DepEd Manual of Style, Service Marks, and Visual Identity</b>	Mr. Kyle David V. Atienza
10:30-11:00 AM	30 mins	<b>Session 13: Overview of the DepED Onboarding Manual for Non-Teaching Personnel</b>	Mr. Kyle David V. Atienza
11:01 AM-12:00 PM	60 mins	<b>Session 14: Workplace Application Plan</b>	Mr. Kyle David V. Atienza
12:01-1:00 PM	60 mins	Lunch Break	
1:01-1:30 PM	30 mins	Post-Test	Program Management Team
1:31-1:45 PM	15 mins	End-of-Activity Evaluation	Program Management Team
1:46-2:00 PM	15 mins	Health Break	

2:01-3:00 PM	60 mins	<b>Closing Program:</b> <ul style="list-style-type: none"> <li>• Philippine National Anthem</li> <li>• Insights</li> <li>• Statement of Challenge</li> <li>• Acceptance of Challenge</li> <li>• Ceremonial Oathtaking Ceremony</li> <li>• Awarding of Certificates</li> <li>• Photo Opportunity</li> <li>• Reminders and Ways Forward</li> <li>• Closing Remarks</li> </ul>	Program Management Team
3:01-3:15 PM	15 mins	PMT Debriefing	Program Management Team