



Republic of the Philippines
Department of Education
MIMAROPA Region
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

Department of Education
Division of Marinduque
RECORDS SECTION
RELEASED
Name: 000746
Signature: 
Date: **FEB 29 2024**

February 27, 2024

DIVISION MEMORANDUM

No. 20, s. 2024

**OATH-TAKING AND ORIENTATION OF NEWLY-
HIRED/PROMOTED/APPOINTED ADMINISTRATIVE OFFICER II AND PROJECT
DEVELOPMENT OFFICER I**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisor
Administrative Officer V, Administrative Services Unit
All Others Concerned

1. The Schools Division of Marinduque, through the Administrative Services Unit and School Governance and Operations Division-Human Resource Development Section, shall conduct an in-person Oath-Taking and Orientation of Newly Hired/Appointed Administrative Officer II and Project Development Officer I on March 1, 2024 at 8:00 in the morning at the SDO Marinduque Conference Hall.
2. The activity aims to:
 - a. Familiarize and orient participants on their duties and responsibilities and other personnel concerns.
3. Participants in this activity are all Administrative Officer II and Project Development Officer I, whose names are found in Enclosure No. 1. Participants are required to wear their formal attire during the activity.
4. Program of Activities are found in Enclosure No. 2.
5. There will be no food provision on this activity. Hence, participants are advised to bring their snacks and lunch.
6. Immediate dissemination of and compliance with the contents of this Memorandum is desired.


LYNN G. MENDOZA, EdD
Assistant Schools Division Superintendent
OIC – Office of the Schools Division Superintendent

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Malusak, Boac, Marinduque
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Republic of the Philippines
Department of Education
MIMAROPA Region
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

Enclosure No. 1 to Division Memorandum No. 20, s. 2024 dated February 27, 2024

**OATH-TAKING AND ORIENTATION OF NEWLY-
HIRED/PROMOTED/APPOINTED ADMINISTRATIVE OFFICER II AND PROJECT
DEVELOPMENT OFFICER I**

March 1, 2024 | SDO Marinduque Conference Hall

FULL NAME	POSITION	SCHOOL
CHRISTEL DIANE H. DEL MUNDO	Administrative Officer II	Torrijos District
DONNA M. RETARDO	Administrative Officer II	Cawit Elementary School
MARITES B. JARLEGO	Administrative Officer II	Mogpog Central School
SHEILA GRACE M. MIRONES	Administrative Officer II	Gasán Central School
MA. CONCEPCION M. LOZANO	Administrative Officer II	Don Luis Hidalgo MHS
VINA P. MORTEL	Administrative Officer II	Buyabod Elementary School
CHERRY LOU G. MORALES	Administrative Officer II	Masiga Elementary School
ANDRO NIKKO N. SAN DIEGO	Administrative Officer II	Argao National High School
JANE CARLA F. JASMIN	Administrative Officer II	Balanacan Elementary School
ROSEWEL N. FRANCISCO	Administrative Officer II	Dawis Elementary School
LEIZIEL M. JARDELEZA	Administrative Officer II	Buenavista Central School
NEBAR Q. DE TORRES	Administrative Officer II	Torrijos District
ELAYZAH R. MANTARING	Administrative Officer II	Alobo NHS
MARIETA J. MANZO	Administrative Officer II	Buyabod ES (SCN Central)
AVE LYNE V. PAR	Administrative Officer II	Sta. Cruz North Central School
MARIANNE M. DE CASTRO	Administrative Officer II	Buyabod Elementary School
ANTHONY M. MACUTONG	Administrative Officer II	Balanacan Elementary School
JANEL AMORETTE P. RED	Administrative Officer II	Taytay Elementary School
CLARISSA M. PACLIBAR	Administrative Officer II	Cagpo Elementary School
SHIELA L. LOPE	Administrative Officer II	Malibago Elementary School
JANICE G. REFORMA	Administrative Officer II	Tagum Elementary School
ELTHEZA MARISA R. TAGBAGO	Administrative Officer II	Torrijos Central School
MARIA FRANZ ASCENCION L. LIVELO	Administrative Officer II	Ino Elementary School
JULIUS ALLEN L. FELLIZAR	Administrative Officer II	Gabaldon Elementary School
ARMILY L. BERNALDEZ	Administrative Officer II	Sta. Cruz East Central School
MITZI GAY S. LUMALANG	Administrative Officer II	Tiguion I Elementary School
RIZELLE ANN M. MANSALAPUS	Administrative Officer II	Botilao Elementary School
GEORLY JALOS	Administrative Officer II	Torrijos District

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March 1, 2024 | SDO Marinduque Conference Hall

FULL NAME	POSITION	SCHOOL
ELEONOR R. LUARCA	PROJECT DEVELOPMENT OFFICER I	MOGPOG CS
JANINE DC. VERGARA	PROJECT DEVELOPMENT OFFICER I	DON LUIS HIDALGO MS
JEROME L. MALVAR	PROJECT DEVELOPMENT OFFICER I	GASAN CS

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Enclosure No. 2 to Division Memorandum No. 20, s. 2024 dated February 27, 2024

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TIME	ACTIVITY	PERSON/S IN-CHARGE / FACILITATORS
7:00 – 8:00 AM	Arrival / Registration	Participants/PMT
9:01 – 10:00 AM	Opening Program - Nationalistic Song - Prayer - DepEd Quality Policy Statement	PMT
	- Presentation of Participants and Resource Persons	SHERLY M. LABAYNA, AO II
	- Activity Objectives / Matrix	PMT
	- Welcome Message	MAY BERNADETH O. DELA ROSA, AO V
	- Inspirational Message	LYNN G. MENDOZA, EdD OIC-SDS
10:01-10:10 AM	Oath-Taking of Newly Hired/Promoted/Appointed AO II/PDO I	LYNN G. MENDOZA, EdD OIC – Schools Division Superintendent
10:11 – 11:11 AM	Onboarding Manual for Non-Teaching Personnel	KYLE DAVID V. ATIENZA Senior Education Program Supervisor SGOD-HRDS
11:11 – 11:20 AM	Health Break	
11:21-11:59 AM	Duties and Responsibilities of AO II and PDO I	MARIDELL F. HERMOSA Administrative Officer IV
12:00 – 1:00 PM	Lunch Break	
1:01- 3:00 PM	Continuation of Duties and Responsibilities of AO II and PDO I	MARIDELL F. HERMOSA Administrative Officer IV
3:01 – 3:15 PM	Closing Remarks	RUBY M. TAN Administrative Officer IV
MASTER OF CEREMONY : SHERLY M. LABAYNA, Administrative Officer II		

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MEMBERS OF THE PROGRAM MANAGEMENT TEAM

Program Manager
Secretariat

Logistics Officer
Welfare Officer
Support Staff

May Bernadeth O. De La Rosa, AO V
Sherly M. Labayna, AO II
Luzviminda M. Llana, ADAS III
Glen Mark J. Labaguis, AA VI
Thessie P. Oracion, Nurse II
Hensly S. Orilla, ADAS III
Almira C. Ingco, AAVI

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