



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

21 October 2026

SCHOOLS DIVISION MEMORANDUM

No. 37,

s. 2026

**ONBOARDING AND CAPACITY BUILDING PROGRAM FOR
NON-TEACHING PERSONNEL**

To: Chief Education Supervisors
Public Elementary and Secondary Schoolheads
All Others Concerned

1. In line with DepEd Order No. 002, s. 2024, titled Immediate Removal of Administrative Tasks of Public School Teachers and Republic Act No. 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees, the SDO Science City of Muñoz through the School Governance and Operations Division - Human Resource Development Section (SGOD-HRDS) announces the conduct of Onboarding and Capacity Building Program for Non-Teaching Personnel on October 23, 2026 (Friday) at SDO Teacher's Hall, Science City of Muñoz.
2. The activity aims to:
 - a. strengthen the participants' understanding of DepEd Policies, organizational processes, administrative responsibilities, and professional standards necessary for effective delivery of support services in public schools;
 - b. enhance participants' knowledge and competencies in human resource administration, records management, financial procedures and administrative support functions; and
 - c. strengthen coordination and collaboration among schoolheads, teaching personnel, and non-teaching personnel.
3. Participants are advised to bring their own provision of meals during the activity. Expenses for meals and travel shall be charged against the School Maintenance and Other Operating Expenses (MOOE) or other available local funds, subject to the usual accounting and auditing rules and regulations. The foods and expenses of Technical Working Group and SDO Personnel shall be charged against the Schools Division MOOE.
4. This Memorandum shall serve as the Authority to Travel of the participants.
5. Attached to this Memorandum for reference are the following:
 - Enclosure 1 List of Participants
 - Enclosure 2 Program Management Team (PMT) and Technical Working Group (TWG)
 - Enclosure 3 Training Matrix



Address: Brgy. Rizal, Science City of Muñoz, 3119
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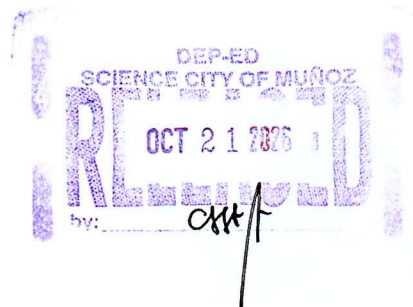
6. For queries, you may contact Cyril S. Talusan, Senior Education Program and James Patrick S. Barias, Education Program Specialist II through their cellphone numbers at 0977-644-2582 and 0917-189-3968 respectively.
7. Wide dissemination of this Memorandum is earnestly desired.


JOHANNA N. GERVACIO PhD, CESO V
Schools Division Superintendent

Encl. As stated
To be indicated in the Perpetual Index
Under the following subjects:

ONBOARDING NONTEACHING

SGOD-HRDS/JPSB/Onboarding and Capacity Building
Program for School-Based Non-Teaching Personnel
14/October 21, 2026



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SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

Enclosure No. 1 to the Schools Division Memorandum No. 357, s. 2026

LIST OF PARTICIPANTS

NO.	SCHOOL	NAME
1.	Bical Elementary School	LEANZA JEAN R. ACUÑA
2.	Calabalabaan Elementary School	JERONE D. SALISPARA
3.	Licaong Elementary School	KATHERINE R. BALOC
4.	Muñoz North Central School	KATRINA M. VALDEZ
5.	Palusapis Integrated School	SHYLEA JADE M. MERCADO
6.	Rang-ayan Elementary School	CRISELLE A. CASTAÑEDA
7.	Rizal Elementary School	ABIGAIL M. YARCIA
8.	San Antonio Integrated School	JOHN EDRIEL L. TIBON
9.	Sapang Cawayan Elementary School	LAURICE N. LABITAD
10.	Tekila Grace DV. Alvarez Primary School	JERONE D. SALISPARA
11.	Villa Cuizon Elementary School	NATHALIA D. REYES
12.	Villa Nati Elementary School	LAURICE N. LABITAD
13.	School Division Office	ABIEL NICOLE A. ELAMPARO
14.	Villa Santos Elementary School	NATHALIA D. REYES
SCHOOL GUIDANCE ASSOCIATES I		
15.	Bantug Elementary School	RIZA A. MANINANG
16.	Gabaldon Integrated School	JULIANNE MARI M. CARGAMENTO
17.	Maligaya Integrated School	ALLEN JHAY C. LUQUIAS
18.	Maragol Integrated School	JOHN KELVIN S. DE GRACIA
19.	Muñoz Central School	ARLY ANN L. DE GUZMAN
20.	Muñoz North Central School	AR-ANJOY DC. LABAY
21.	San Antonio Integrated School	ALDEN JEAN G. BLANCAFLOR
22.	Science City of Munoz SHS	PRINCESS MEA P. MADAYAG



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SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

PROJECT DEVELOPMENT OFFICER I		
23.	Schools Division Office	ANALYN C. PASCUA
24.	Muñoz National High School - Annex	RONNEL ALVIN M. ISIP
25.	Muñoz National High School - Main	JAN CHRYSTELLE D. ALMUETE
26.	Science City of Munoz SHS	GLEN V. VIDANIA



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Enclosure No. 2 to the Schools Division Memorandum No. 357, s. 2026

LIST OF PROGRAM MANAGEMENT TEAM

Consultant:	JOHANNA N. GERVACIO PhD, CESO V Schools Division Superintendent
Co-Chairperson	BERNARDO A. GARGABITE EdD Chief ES - SGOD
Members:	WINNIE W. POLI, CESE Education Program Supervisor
	CYRIL S. TALUSAN Senior Education Program Specialist
	JAMES PATRICK S. BARIAS Education Program Specialist II
	JOEL G. DIZON Education Program Specialist II
	MARIANNE M. CORONEL MD Medical Officer III

LIST OF TECHNICAL WORKING GROUP

Chairperson:	CYRIL S. TALUSAN Senior Education Program Specialist	Foods and Refreshments
Co-chairperson:	JAMES PATRICK S. BARIAS Education Program Specialist II	Program, Invitation and Certificates
Members:	Engr. ROMALYN S. TULIAO DepEd Engineer	Hall Preparation
	ANDREILINE S. GASTON Technical Assistant I	Documentation
	MAE ANTOINETTE V. BADUA Local School Board	Attendance and Registration



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Enclosure No. 3 to the Schools Division Memorandum No. 357, s. 2026

TRAINING MATRIX

TIME	TOPIC	PERSON IN-CHARGE
7:30 AM - 8:00 AM	Registration and Attendance	Technical Working Group
8:00 AM - 8:30 AM	Opening Program	
	• Nationalistic Song	Audio Visual Presentation
	• Prayer	Audio Visual Presentation
	• Roll Call	Audio Visual Presentation
	• Statement of the Purpose	CYRIL S. TALUSAN Senior Education Program Specialist
	• Message	JOHANNA N. GERVACIO PhD, CESO V Schools Division Superintendent
8:30 AM - 9:30 AM	SDO Organizational Chart and Employee Induction Policy	WINNIE W. POLI, CESE Education Program Supervisor
09:30 AM - 10:00 AM	Employees' Benefits and Welfare	KIMBERLY JOAN N. TADEO Administrative Officer IV
10:00 AM - 10:30 AM	Health Break	
10:30 AM - 12:00 PM	Code of Conduct and Ethical Standards for Public Officials and Employees (RA 6713)	ROMMEL L. CORPUZ Legal Officer III
12:00 PM - 1:00 PM	Lunch Break	
01:00 PM - 01:30 PM	Procedures for Leave, Promotion, and Retirement	JERRY I. CARRIDO Administrative Assistant III
01:30 PM - 02:00 PM	Duties and Responsibilities of School-Based Non-Teaching Personnel	ROMA AMOR M. MARZO Administrative Officer II
BREAKOUT SESSION 02:00 PM - 04:00 PM		
SDO Teacher's Hall	Understanding the Key Result Areas (KRAs) of Administrative Officer II	KAREN JOYCE S. MARASIGAN Accountant I
SGOD Office	Understanding the Key Result Areas (KRAs) of Project Development Officer I	ROSAN E. ARISTON Project Development Officer II
CID Office	Understanding the Key Result Areas (KRAs) of School Guidance Associates	MERCEDITA D. SALDERO Education Program Supervisor
4:00 PM - 4:30 PM	Open Forum	JAMES PATRICK S. BARIAS Education Program Specialist II
4:30 PM - 5:00 PM	Closing Ceremony	Technical Working Group

ANDREILINE S. GASTON
Master of Ceremony



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