



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
IPHO Building Sudlon , Lahug ,Cebu City



September 28, 2018

DIVISION MEMORANDUM


No. 666, s. 2018

**THREE-DAY SEMINAR-WORKSHOP ON WORKPLACE ETHICS
& INDUCTION PROGRAM FOR NON-TEACHING
STAFF(S)/PERSONNEL (WINS 2018)**

**To: Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors/Coordinators
Public Schools District Supervisors/Elem. & Sec. School Heads
Non-teaching Personnel
Section Heads/Other Concerned Office Personnel**

1. This Office hereby informs the field on the conduct of the **“Three-Day Seminar - Workshop on Workplace Ethics & Induction Program for Non-teaching Staff(s)/Personnel (WINS 2018)”** on **October 3-5, 2018** (Weds.-Fri) from 8:00 AM to 5:00PM at DepEd Ecotech Center (Pavillon), Sudlon, Lahug, Cebu City.
2. This training-workshop is an initial effort to show important values/ethics in the workplace or organization. Ethics is the heart of any strong organization. Whether it is a company or a small city division/school district; studies have consistently found that ethical decision making fosters employee morale, boosts brand reputation, encourages loyalty in customers/clientele and employees, and improves organizational effectiveness and efficiency.
3. Participants are all the **newly-hired or newly-promoted Non-teaching personnel** in the Division such as **ADA VI, ADAS II & III, Registrars, Guidance Counselors, NURSE II and PDO II**. Participation to this seminar/workshop is **mandatory**. There are 200 participants based on the attached list (Please see attach for the list of participants and Training Matrix). Only those names who are in the list are directed to attend. Participants are also directed to come on time.
4. This Memorandum serves as **Authority to Travel** of the participants, speakers and the members of the training team. The Medical Section/Nurse Section c/o Dr. Virgilio C. Tantuico/ Asterteie A. Bernales is also hereby directed to assign at least two(2) nurses at the training venue during the three-day training-workshop.

5. The said training-workshop is on **live-in/stay-in arrangement**. Travelling expenses of the participants shall be charged against Schools' MOOE (if those employees are assigned/deployed to schools/districts) or to the Division's MOOE if the said participants are assigned in the Division Office. The first meal/snack will be served at 9:45 AM on Day 1/October 3rd (no breakfast). Expenses such as, venue, accommodation, meals and snacks of the participants, speakers and members of the training team shall be charged against Division **HRD/MOOE Funds**, subject to its availability and the usual accounting and auditing rules and regulations.
6. Wide dissemination of and strict compliance of this Memorandum is desired.


RHEA MARA ANGTUD, Ed.D., CESO VI
Schools Division Superintendent

Educating for a Strong Republic

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Disbursing Section : (032) 253-7847
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CEBU PROVINCE DIVISION
 Sudlon, Lahug, Cebu City



LIST OF PARTICIPANTS FOR THREE-DAY SEMINAR-WORKSHOP ON WORKPLACE ETHICS & INDUCTION PROGRAM FOR NON-TEACHING STAFF(S)/PERSONNEL (WINS 2018)

NO.	SURNAME	FIRST NAME	MI	POSITION	SCHOOL
1	Dejos	Jinky	L.	ADA 6	Division Office
2	Ibarra	Teonilo	P.	ADA 6	DIVISION OFFICE
3	Elnar	Francis Mari	B.	ADA6	DIVISION OFFICE
4	De la Cruz	Jim Roland	Y.	ADAS	Pilar CS,Pilar
5	Alvarado	Marie Ditha	E.	ADAS1	DIV. OFFICE
6	Aballe	Julian	S.	ADAS2	Calagasan NHS,Argao
7	Abriol	Imee Rose	C.	ADAS2	Balud NHS,San Fernando
8	Alarde	Julie Rose	S.	ADAS2	Montealegre NHS, Tuburan
9	Alivio	Melvin	O.	ADAS2	Loreto-Remedios Montebon NHS,Tabogon
10	Almazan	Ronna Fe	C.	ADAS2	Cagay NHS,Barili
11	Alvaro	Al Benedict	P.	ADAS2	B&M Pafares MNHS,Barili
12	Aquino	Christina	I.	ADAS2	Bitoon NVHS,Dumanjug
13	Arcayan	Jason	L.	ADAS2	Tungkop NHS, Minglanilla
14	Arias	Angelica Anne	V.	ADAS2	Alcoy NHS,Alcoy
15	Arnoco	Apri-Jill	D.	ADAS2	Horacio Franco MNHS, Tabogon
16	Aroma	Karen Loida	M.	ADAS2	Ceferino Sususco MNHS, Catmon
17	Aso	Lynette	A.	ADAS2	Julian Enad NHS,Sibonga
18	Balucas	Iris	C.	ADAS2	Palanas IS,Ginatilan
19	Bantilan	Oscar	L.	ADAS2	Bateria NHS,Daanbantayan
20	Bardinas	Elpidio	S.	ADAS2	Teodoro Dela Vega MNHS,Sibonga
21	Barrit	Adelen	C.	ADAS2	Caleriohan NHS,Dalaguete
22	Batiancilla	Profetisa	S.	ADAS2	Malingin NHS,Daanbantayan
23	Bocanegra	Monalyn	T.	ADAS2	Bongdo NHS,Borbon
24	Bustamante	Eusebia	C.	ADAS2	Sibonga CES,Sibonga
25	Cañete	Christina	O.	ADAS2	Tominjao NHS,Daanbantayan
26	Capao	Grace	L.	ADAS2	Doña Milagros NHS,Borbon
27	Cartagena	Gina	R.	ADAS2	Zusimo E. Fabroa NHS,Poro
28	Casas	Flordeluna	M.	ADAS2	Kansi NHS,Tuburan
29	Claro	Shyrerl	A.	ADAS2	Pinamungajan Central ES, Pinamungajan
30	Co	Marissa	L.	ADAS2	El Pardo NHS,Boljoon
31	Condino	Czarnie Grace	C.	ADAS2	Inghoy NHS,Aleria
33	Cu	Jissa Mae	J.	ADAS2	Garing NHS, Consolacion
34	Culpable	Mary Universe	V.	ADAS2	Busay NHS,Moalboal

35	Dayuha	,	Flordeles	S.	ADAS2	Kinawahan IS,San Remigio
36	Dela Calzada	,	Dinah Cathy	M.	ADAS2	Argao NHS, Argao
37	Dela Cruz	,	Alfe	L.	ADAS2	Medellin CS,Medellin
38	Dianon	,	Bernadette	B.	ADAS2	Mantalagon NHS, Dalaguete
39	Dichon	,	Annalie	S.	ADAS2	Colawin NHS,Argao
40	Dichon	,	Annalie	S.	ADAS2	Colawin NHS,Argao
41	Diez	,	Genevieve	C.	ADAS2	Sibonga NHS
42	Duran	,	Dave	F.	ADAS2	Oslob CS,Oslob
43	Dy	,	Rolando	G.	ADAS2	Malolos NHS,Barili
44	Ediza	,	Gemberlyn	T.	ADAS2	Montpeller NHS,Alegria
45	Egos	,	Junel	T.	ADAS2	Bulasa NHS,Argao
46	Enriquez	,	Nolan Dale	N.	ADAS2	Gaas NHS,Balamban
47	Enriquez	,	Jeraline	R.	ADAS2	Hipolito Boquecosa MNHS,Dumanjug
48	Escarro	,	Alan	V.	ADAS2	Gibitngil IS,Medellin
49	Estor	,	Analou	B.	ADAS2	Lorenzo S. Tanza MNHS,San Francisco
50	Estrada	,	Hanna Paula Erica	C.	ADAS2	Balao NHS, Barili
51	Fernandez	,	Grant	C.	ADAS2	Santiago NHS,San Francisco
52	Flores	,	Jason	H.	ADAS2	Tambongon IS,San Remigio II
53	Flores	,	Veronica	P.	ADAS2	Tolotolo NHS,Consolacion
54	Formentera	,	Rubylyn	L.	ADAS2	Lorenzo C. Tanza MNHS,San Francisco
55	Generale	,	Cielo Marie	J.	ADAS2	D.O
56	Gildore	,	Ronwell	B.	ADAS2	Guibuangan NHS,Barili
57	Godinez	,	Diamon Marie	B.	ADAS2	Almacin-Torrevillas NHS, Medellin
58	Grengia	,	Cherlyn	L.	ADAS2	Tubod-Duguan NHS,Dumanjug
59	Guanzon	,	Mary Jane	A.	ADAS2	Boljoon NHS-Lunop Ext.,Boljoon
60	Gullimas	,	Winmar Rey	T.	ADAS2	Paypay NHS,Daanbantayan
61	Higida	,	Guillerma		ADAS2	Boljoon NHS,Boljoon
62	Illut	,	Chona	E.	ADAS2	SK Louise Cañete NHS,Daanbantayan
63	Jaron	,	Joveline	A.	ADAS2	Magsico NHS, San Fernando
65	Jumao-as	,	Rhea Mae	N.	ADAS2	Cabadiangan NHS,Alcantara
66	Kwong	,	Alberto	L.	ADAS2	Bala NHS,Moalboal
67	Labajo	,	Nichelle	V.	ADAS2	Sta. Filomena NHS,Alegria
68	Lasay	,	Maria Josefa	B.	ADAS2	Sta. Filomena NHS.Alegria
69	Laude	,	Rhilyn	G.	ADAS2	Cabagdan NHS,Balamban
70	Letigio	,	Riza	R.	ADAS2	Samboan NHS Ext.
71	Loberanes	,	Adrian Leo	M.	ADAS2	Tabogon CS,Tabogon
72	Logronio	,	Desiderio	C.	ADAS2	Alcoy National High School
73	Loquias	,	Michael	P.	ADAS2	Camp 7 NHS,Minglanilla
74	Lumayag	,	Josephine	M.	ADAS2	San Jose NHS,Poro
75	Mangubat	,	Jessie	M.	ADAS2	Kodia IS,Madrideojos
76	Manila	,	Jessa Mae	M.	ADAS2	Lamak NHS,Barili
77	Manit	,	Maria Eve	B.	ADAS2	Puertobello NHS-Pob.Ext.,Tudela

78	Mansueto	Rose Ann	D.	ADAS2	Madridejos NHS
79	Maranga	Roque	A.	ADAS2	Tinabyonan NHS,Catmon
80	Matawa	Amid	U.	ADAS2	Lugon NHS,Daanbantayan
81	Melan	Andresita	L.	ADAS2	Consuelo NHS,San Francisco
82	Melan	Andresita	L.	ADAS2	Consuelo NHS,San Francisco
83	Metante	Jake	D.	ADAS2	Maya NHS, Daanbantayan
84	Micame	Jecille	P.	ADAS2	Tugbongan NHS,Consolacion
85	Montesioso	Angelie	E.	ADAS2	Compostela Sci.&Tech.NHS,Compostela
86	Navarez	Judizar	M.	ADAS2	Carnaza NHS,Daanbantayan
87	Oliamot	Agnes	A.	ADAS2	Cansuje NHS-Usmad Ext.,Argao
88	Oquina	Mary Grace	M.	ADAS2	Badian NHS,Badian
89	Osorio	Mary Cherry Lyn	B.	ADAS2	Nug-as NHS,Alcoy
90	Palapar	Siena	N.	ADAS2	Milan Cantuod NHS,Balamban
91	Pano	Ninia Veoie	V.	ADAS2	Santander CS,Santander Dis.
92	Panugaling	Febe Anne	M.	ADAS2	Federico&Soledad MNHS,Barili
93	Paran	Parmie	A.	ADAS2	Tajao CS,Pinamungajan II
94	Patlingrao	Meliza	L.	ADAS2	Dumanjug NHS
95	Patong	Chelpran	E.	ADAS2	Samboan NHS,Samboan
96	Paulo	Mechelle	A.	ADAS2	Teotimo Abellana Snr.MNHS,Barili
97	Perales	Kimberly Mae	L.	ADAS2	Arcebo MNHS DayClass,Liloan
98	Perales	Ace	C.	ADAS2	Calero IS,Liloan
99	Perez	Janeth	G.	ADAS2	Puertobello NHS,Tudela
100	Piañar	Angelica	A.	ADAS2	Calape NHS,Daanbantayan
101	Pinongan	Geralyn	G.	ADAS2	Catmon NHS
102	Pono	Chona	A.	ADAS2	Anopog NHS, Pinamungajan
103	Portuguez	Joy Christine	D.	ADAS2	Sulangan IS, Bantayan
104	Regis	Ariane Rose	G.	ADAS2	Malolos NHS, Barili
105	Rendon	Jessel	G.	ADAS2	Argao NHS,Argao
106	Rendon	Edilberta	D.	ADAS2	Santander NHS,Santander
107	Reyes	Graziel	E.	ADAS2	Tambongon CS,San Remigio
108	Saagundo	Jessica	M.	ADAS2	Sillon IS, Bantayan
109	Sabello	Bebelyn	T.	ADAS2	Ronda CS,Ronda
110	Saladaga	RB	B.	ADAS2	Argawanon IS, San Remigio
111	Sandoval	Mayliw	D.	ADAS2	Casay NHS,Dalaguete
112	Saniel	James Scott	V.	ADAS2	Dalaguete Dist.II
113	Sembrano	Jesus Antonio	V.	ADAS2	Simala NHS,Sibonga
114	Seraspe	Marilou	E.	ADAS2	Lipata NHS,Minglanilla
115	Sinadjan	Marivic	E.	ADAS2	San Remigio CS,San Remigio I
116	Solante	Leoren Deo	E.	ADAS2	Espernza NHS, Poro
117	Tampus	Ma. Philomena	R.	ADAS2	Tulang IS,San Francisco
118	Tanedo	Mary Hazel	B.	ADAS2	Lantawan IS-San Fernando
119	Teo	Hazel	M.	ADAS2	Greenhills NHS, San Fernando

120	Tubay	,	Margie	G.	ADAS2	Anapog IS,San Remigio
121	Tubay	,	Margie	G.	ADAS2	Anapog IS, San Remigio
122	Tubay	,	Margie	G.	ADAS2	Anapog IS, San Remigio
123	Verallo	,	Christian Real	C.	ADAS2	
124	Villasido	,	Vanessa	C.	ADAS2	Lataban NHS, Liloan
125	Yburan	,	Carl Wella	A.	ADAS2	Cordova CES,Cordova
126	Ysao	,	Dyan Valerie	L.	ADAS2	Pasol-Pugalo IS,Alcoy
127	Abenido	,	Al Rayan	L.	ADAS3	Badian Dist.
128	Alcordo	,	Jane	T.	ADAS3	Aloguinsan CS,Aloguinsan
129	Alivio	,	Jeramie	A.	ADAS3	Consolacion NHS, Consolacion
130	Amaquin	,	Analene	J.	ADAS3	San Fernando CS,San Fernando Dis.
131	Aplicador	,	Melissa	S.	ADAS3	Mulao NHS,Compostela
132	Arnaiz	,	Jovet	I.	ADAS3	Bulak NHS,Dumanjug
133	Arnaiz	,	Jovet	I.	ADAS3	Dumanjug Dist.I
134	Asingua	,	Erlie	B.	ADAS3	Tuburan District I
135	Ates	,	Haidee	C.	ADAS3	Camp 7 NHS,Minglanilla
136	Bahinting	,	Goldie	C.	ADAS3	San Fernando Dist.
137	Barro	,	Luzviminda	A.	ADAS3	Puertobello NHS,Tudela
138	Beringuel	,	Anecita	L.	ADAS3	Alcoy CES,Alcoy
139	Camposano	,	Rodepe	R.	ADAS3	San Sebastian NHS,Samboan
140	Cavan	,	Jestoni	G.	ADAS3	
141	Chavis	,	Belen	G.	ADAS3	Cabangahan NHS,Consolacion
142	Codilla	,	Evangeline	S.	ADAS3	Doña Liling Neis Negapatan MNHS,Tabogon
143	De la Peña	,	Gretchen	D.	ADAS3	Dalaguete NHS,Dalaguete
144	Degoma	,	Amalia	C.	ADAS3	Pilar District,Pilar
145	Degoma	,	Amalia	C.	ADAS3	Pilar Dist.,Pilar
146	Dignos	,	Jonelle	C.	ADAS3	Tuburan Dist. II
147	Diolan	,	Archiel	S.	ADAS3	Tuburan I CES,Tuburan
148	Espolita	,	Andres	M.	ADAS3	Tabunan NHS, Borbon
149	Espolita Jr.	,	Andres	M.	ADAS3	Tabunan NHS, Borbon
150	Garrido	,	Robina	S.	ADAS3	Porodist.,Porodist.
151	Gersua	,	Edgardo	A.	ADAS3	Aloguinsan Dist.
152	Geyrozaga	,	Carlo Dante	M.	ADAS3	Taloot CES, Argao
153	Gomez	,	Judith	B.	ADAS3	Liloan NHS, Liloan
154	Jaca	,	Aireen	M.	ADAS3	Usmad NHS, Argao
155	Lavador	,	Emmanuel	M.	ADAS3	Compostela CS,Compostela
156	Lipreso	,	Jonathan	B.	ADAS3	Tuburan II CES,Tuburan
157	Lloveras	,	Louie	R.	ADAS3	Tubod NHS,Minglanilla
158	Loyola	,	Carmelle Marie	M.	ADAS3	Catmon CS,Catmon
159	Maglasang	,	Reinera	T.	ADAS3	Barili Dist.I, Barili
160	Manondo	,	Yearlie	R.	ADAS3	Balamban II CES,Balamban II
161	Matabalan	,	Charisse	M.	ADAS3	Daanbantayan I

162	Mojedo	,	Mylene	F.	ADAS3	Santa Fe CS,Santa Fe Dis.
163	Montalban	,	Marry Jeam	Y.	ADAS3	San Francisco CS,San Francisco
164	Muaña	,	Minda	R.	ADAS3	Consuelo NHS, San Francisco
165	Opalla	,	Victorina	M.	ADAS3	Boljoon CES, Boljoon
166	Parcon	,	Darryl	A.	ADAS3	Garing NHS,Consolacion
167	Pinote	,	Pablo	M.	ADAS3	San Remigio NHS
168	Pontillas	,	Maria Celeste	F.	ADAS3	Oslob Dist.
169	Ramos	,	Desiree	C.	ADAS3	Minglanilla CS,Minglanilla I
170	Ratunil	,	Julie Ann	O.	ADAS3	Barili CS,Barili
171	Reoma	,	Bernadette	L.	ADAS3	Dalaguete CS,Dalaguete Dis.
172	Sabello	,	Sony	T.	ADAS3	Alcantara CS,Alcantara
173	Sinilong	,	Jessica	A.	ADAS3	San Remigio ES, San Remigio Dis.II
174	Spahr	,	Mary Jane	Y.	ADAS3	Dumanjug Dist.II
175	Tan	,	Chona Lee	Z.	ADAS3	Minglanilla Science HS,Minglanilla
176	Torres	,	Geneza	C.	ADAS3	Argao NHS,Argao
177	Alpas	,	Artemio	F.	ADOF2	Badian NHS,Badian
178	Junco	,	Menchu	D.	ADOF2	Pinamungajan NHS,Pinamungajan
179	Labastida	,	Reggie	B.	GUIDC1	Buanoy NHS,Balamban
180	Misterio	,	Nelyn	H.	GUIDC2	Arcelo MNHS,Lilo-an
181	Villareal	,	Ever Karlah	R.	GUIDC2	Boljoon NHS,Boljoon
182	Abatayo	,	Van Brandon	A.	NURS2	
183	Abellanosa	,	Joepril Mar Anthoy		NURS2	
184	Agramon	,	Benita Edelia	D.	NURS2	
185	Aroma	,	Joseph Ian	M.	NURS2	
186	Atanoza	,	Florabel	A.	NURS2	
187	Cananga	,	Mary Claudette	L.	NURS2	
188	Ediong	,	Janine Nia Feren	C.	NURS2	
189	Espina	,	Jovelyn	G.	NURS2	
190	Garciano	,	Gerald	L.	NURS2	Bantayan I&Bantayan II & Sta.Fe
191	Goya	,	Marissa	A.	NURS2	
192	Ocampo	,	Virginia	T.	NURS2	
193	Ornopia	,	Donna	G.	NURS2	
194	Otida	,	Ruzel	M.	NURS2	
195	Reyes	,	Clare	T.	NURS2	
196	Santillan	,	Maria Me	A.	NURS2	
197	Tudtud	,	Jann Marcon	A.	NURS2	
198	Yanson	,	Jaide	R.	NURS2	
199	Bacolod	,	Paz	T.	PDO1	SouthEast of Cebu Prov.
200	Bertulfo	,	Lyn	S.	PDO1	North-West of Cebu Prov.
201	Tabiolo	,	Japhet Angel	K.	PDO1	Southwest of Cebu
202	Dumaran	,	Alfie	M.	R1	Badian NHS,Badian
203	Pomarejos	,	Monina SARAH	B.	R1	
204	Ybañez	,	Elvira	M.	R1	San Remigio NHS,San Remigio

**Professional Regulation Commission
Professional Regulatory Board of Teachers
CPD Council for Professional Teachers**

Accreditation of CPD Program

**Title: Three-Day Seminar-Workshop on Workplace Ethics and
Induction Program for Non-teaching Staff(s)/Personnel
(WINS 2018)**

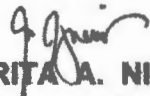
PQF Level: 7

III. Program of Activities

Day and Time	Topic / Activity	Speaker
Day 1 – Oct.3, 2018		
8:00-10:00 AM (2hours)	<ul style="list-style-type: none"> ↓ Opening Program: - Dr. Jose Garry R. Napoles • National Anthem • Sugbo Hymn • Prayer • Welcome Remarks • Acknowledgement of Participants • House Rules • Rationale and Statement of purpose of the Training • Inspirational Message 	Video Presentation Video Presentation Video Presentation Video Presentation Dr. Ester A. Futalan (ASDS) Dr. Novie O. Mangubat (Chief, SGOD) Dr. Leah B. Apao (ASDS) Dr. Cartesa M. Perico (ASDS) Dr. Rhea Mar A. Angtud (SDS)
10:00-12:00NN (2 hours)	The Schools Division of Cebu Province 1.The DepEd Vision, Mission and Goals 2.History of the Schools Division of Cebu Province 3.Organizational Structure of the Division	Dr. Rhea Mar A. Angtud (Schools Division Superintendent)
1:00-3:00PM (2 hours)	Review on the Duties and Responsibilities of ADAS I-3, Guidance Counsellors, Librarian, Registrars, Assistant Principals, etc.	Dr. Ester A. Futalan (ASDS)
3:00-5:00PM	Workplace Ethics/ The Six Pillars of Character in the Workplace	Dr. Leah B. Apao

(2 hours)		(ASDS)
Day 2- Oct.4, 2018		
8:00-10:00 AM (2 hours)	HR Benefits/Leave /Salary Administration	HR Personnel /Mrs. Riann Villamante (Accountant III)
10:00-12:00 NN (2 hours)	Administrative Discipline & Grievance Machinery	Atty. Orville Dela Cerna (ATTY. 3-division legal Officer)
1:00-5:00PM (4 hours)	Code of Ethics and Ethical Standards for Public Officials and Employees /Personnel Policies, Rules and Procedure integrated with 2017 ORAOHRA	Dr. Cartesa M. Perico (ASDS)
Day 3 – Oct. 5, 2018		
8:00-12:00 (4 hours)	Managing Interpersonal Conflicts/Case Studies/Issues in the Office -Absenteeism &Tardiness - Disciplinary Authorities and Actions - Revised Rules and Procedures of DepEd (DepEd Order No. 49, s. 2006)	Dr. Leah B. Apao (ASDS)
1:00-3:00PM (2 hours)	Effective Communication	Mrs. Socorro Relacion – SEPS M&E
	Closing Program	
3:00-5:00PM (2 hours)	Challenge Inspirational Talk Response Pledge of Commitment Distribution of Certificates of Attendance/Participation Closing Remarks	Dr. Ester A. Futalan Dr. Rhea Mar A. Angtud Participant Selected Participant Dr. Ester A. Futalan Dr. Cartesa M. Perico Dr. Leah B. Apao Dr. Novie O. Mangubat Dr. Leah B. Apao

Prepared by :


MARGARITA A. NIERRRA ,Ed.D.
Education Program Specialist II-HRD

Noted by :


CARTESA M. PERICO, Ed.D.
Asst. Schools Division Superintendent

Note: Attach copy of the Assessment/Evaluation Tool and speakers' resumes, together with their Professional Identification Cards (if applicable).