



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



November 11, 2019

DIVISION MEMORANDUM

No. 697, s. 2019

**THREE-DAY SEMINAR-WORKSHOP ON WORKPLACE ETHICS
& INDUCTION PROGRAM FOR NON-TEACHING
STAFF(s)/PERSONNEL (WINS 2019)**

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 2019)”** on **November 20 - 22, 2019** (Wednesday - Friday) from 8:00 AM to 5:00PM at DepEd Ecotech Center (Pavillon), Sudlon, Lahug/Golden Peak Hotel, 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 Non-teaching personnel** in the Division such as **ADA , ADAS II &III, Registrars, Dentist, NURSE II, Guidance Counselors, PDO I and EPS II.** Participation to this seminar/workshop is **mandatory.** There are about 150 participants based on the attached list (Please see attach for the list of participants). Only those names who are in the list are directed to attend. Participants are also directed to come on time.
4. 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. Members of the Program Management Team/Training Support Staff are required to be at the venue on Day Zero (November 19, 2019) for the ocular inspection as well as

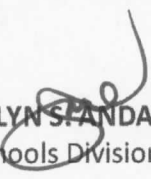
for the preparation of materials to be used for the said activity. Expenses such as, venue, accommodation and as well as their breakfast on the following day shall be charged against **Division HRD/MOOE Funds**, subject to its availability and the usual accounting and auditing rules and regulations.

6. Participants from Bantayan and Camotes Islands are given **Day Zero**, however, their expenses for the dinner on Day Zero (0) will be the participants' share or counterpart for this training.

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/November 19th (no breakfast) and the last meal/snack will be served at 3:00 PM on Day 3/November 21st (no dinner). Expenses such as, venue, accommodation, materials/tarp, 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. This Memorandum serves as **Authority to Travel** of the participants, speakers and the members of the training team.

7. Wide dissemination of and strict compliance of this Memorandum is desired.


MARILYN STANDALES, Ed.D., CESO V
Schools Division Superintendent

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Educating for a Strong Republic

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Disbursing Section : (032) 253-7847
Seps-man /2019



Republic of the Philippines
Department of Education
Region VII, Central Visayas
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 2019)
NOVEMBER 20 - 22, 2019

NO.	SURNAME	FIRST NAME	MI	POSITION	SCHOOL/DISTRICT
1	GAUDIANO	JERRY	C	ADA1	
2	PORMENTO	ANGELIE	B	ADA1	
3	SOTOMAYOR	DIANNA ROSE	T	ADA1	
4	DONAIRE	ROSEMARIE	E	ADA3	
5	Meguiso	Reajeon	G.	ADA6	
6	Elnar	Francis John	B.	ADA-6	
7	Nuñeza	Rodel	H.	ADA-6	
8	ABEJUELA	MARICHU	O	ADAS2	
9	Alarde	Julie rose	S.	ADAS2	
10	APOSTADERO	MA. LEONISA DIONERA	D	ADAS2	
11	Aquino	Cristina	I.	ADAS2	
12	Barrit	Adelen	C.	ADAS2	
13	BASCAR	CRISTILES	D	ADAS2	
14	BRIGOLI	ELVISA	L	ADAS2	
15	Bustamante	Eusebia	C.	ADAS2	
16	CABALLERO	ADONES	R	ADAS2	
17	Capao	Grace	L.	ADAS2	
18	Castro	Christian Mae	A.	ADAS2	
19	CUESTA	ROLANDO	L	ADAS2	
20	DAMAYO	JESELE	A	ADAS2	
21	DAUBA	FLORIDA	S	ADAS2	
22	DELICANO	YVONE GRACE	A	ADAS2	
23	DERICHO	DESIREE MAY	B	ADAS2	
24	Diction	Annalie	S.	ADAS2	
25	FURTON	TOMAS	L	ADAS2	
26	GESIM	JAKE	B	ADAS2	
27	GORGONIO	CHRISMIE	I	ADAS2	
28	GOTGOT	FETWARIN	C	ADAS2	
29	Guanzon	Mary Jane	A.	ADAS2	
30	GUMERA	EVA	C	ADAS2	
31	Ibona	Patrem	A.	ADAS2	
32	ILLUSTRISIMO	CHRISTINE VINA	V	ADAS2	

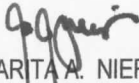
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33	ILLUT	, JURY DINA	M	ADAS2	
34	JAVA	, SAYRA MAE	S	ADAS2	
35	Jumao-as	, Rhea Mae	N.	ADAS2	
36	Labajo	, Nichelle	V.	ADAS2	
37	LAMPASO	, RHEA JANE	N	ADAS2	
38	LAÑAS	, CONSOLACION	O	ADAS2	
39	Lao	, Pearl Angeli	P.	ADAS2	
40	Latorre	, Dave	M.	ADAS2	
41	Laude	, Rhilyn	G.	ADAS2	
42	Leret	, Eva	R.	ADAS2	
43	Luzano	, Silvestre	L.	ADAS2	
44	Melan	, Andresita	L.	ADAS2	
45	Melan	, Andresita	L.	ADAS2	
46	MIÑAO	, CHRISTINE	B	ADAS2	
47	Molde	, Marianne	I.	ADAS2	
48	Montero	, Bebelin	B.	ADAS2	
49	Nazareno	, Edenita	A.	ADAS2	
50	NGOJO	, MONA LIZA	O	ADAS2	
51	Opriasa	, Mercedita	M.	ADAS2	
52	PEPITO	, JULIUS	B	ADAS2	
53	PERITOS	, JIDEL	S	ADAS2	
54	PONCE	, NOEL	S	ADAS2	
55	PUSO	, CYNDELIN	R	ADAS2	
56	QUIÑANOLA	, NERIZEL	S	ADAS2	
57	Regis	, Ariane Rose	G.	ADAS2	
58	Registrado	, romelyn	D.	ADAS2	
59	Rendon	, Edilberta	D.	ADAS2	
60	RICONALLA	, DATIVO	D	ADAS2	
61	Rombo	, Jenimil	R.	ADAS2	
62	Rosal	, Riza	C.	ADAS2	
63	Sanchez	, Gilse	S.	ADAS2	
64	SINAJON	, MARY CARMEL	S	ADAS2	
65	SULIANO	, JEZREEL HOPE	P	ADAS2	
66	SULIANO	, JEZREEL HOPE	P	ADAS2	
67	Taborada	, Dwan Jessiva	V.	ADAS2	
68	TAGALOG	, BABIE CHERLY	C	ADAS2	
69	Tampus	, Ma. Philomena	R.	ADAS2	
70	Tubay	, Margie	G.	ADAS2	
71	VIDAL	, CINDILIN	L	ADAS2	
72	VILLAGONZALO	, JERILEE PORTIA	C	ADAS2	
73	Yburan	, Carl Wella	A.	ADAS2	

74	ABLEN	, JOCELYN	B	ADAS3	
75	Alberio	, Geraldine	B.	ADAS3	
76	Alcontin	, Lovely Joy	L.	ADAS3	
77	Alob	, Lourice	D.	ADAS3	
78	Amaya	, Wilma Luzielle	L.	ADAS3	
79	Bacla-an	, Louchele	A.	ADAS3	
80	Balbuena	, Leslie	A.	ADAS3	
81	Beringuel	, Anecita	L.	ADAS3	
82	Bitalas	, Rizelito	B.	ADAS3	
83	Borbon	, Karol	L.	ADAS3	
84	Carillo	, Dionisia	O.	ADAS3	
85	CASIBA	, LILYBETH	C	ADAS3	
86	CORILLA	, DARYL	M	ADAS3	
87	Dangel	, Amorlinda	D.	ADAS3	
88	DEVIBAR	, JOYCE	A	ADAS3	
89	Dignos	, Fatima	M.	ADAS3	
90	Diolan	, Archiel	S.	ADAS3	
91	ETCOBANEZ	, KRISTINE DIANNE	R	ADAS3	
92	GALVEZ	, SHICA MAE	G	ADAS3	
93	Garzon	, Sharon Rose	B.	ADAS3	
94	GASTADOR	, CLYDE	C	ADAS3	
95	Geyrozaga	, Carlo Dante	M.	ADAS3	
96	JORGIO	, MARY JOY	L	ADAS3	
97	LABUSTRO	, CECILIA	B	ADAS3	
98	Lipreso	, Jonathan	B.	ADAS3	
99	Manondo	, Yearlie	R.	ADAS3	
100	Marfa	, Eljomar	M.	ADAS3	
101	MATA	, JEFFREY	C	ADAS3	
102	Mayol	, Elvie	L.	ADAS3	
103	MENDOZA	, MITCHELLE	S	ADAS3	
104	Ondiano	, Joshue	T.	ADAS3	
105	Opalla	, Victorina	M.	ADAS3	
106	Ortilano	, Chiqui	L.	ADAS3	
107	PIELAGO	, REALBERT	F	ADAS3	
108	Ralota	, Laure Marie	L.	ADAS3	
109	Ramos	, Desiree	C.	ADAS3	
110	Rubias	, Leonita	A.	ADAS3	
111	Saclao	, Jessa Jane	M.	ADAS3	
112	Semila	, Mary Crismie	P.	ADAS3	
113	SINOY	, IRENE	V	ADAS3	
114	Tamayo	, Ramil	T.	ADAS3	

115	Tan	, Florame	C.	ADAS3	
116	Toring	, Edgardo	V.	ADAS3	
117	ZAMORA	, DEIZEL	O	ADAS3	
118	DAYANAN	, JULIE ANN	C	ADOF2	
119	RADIN	, MARIBETH	R	ADOF2	
120	VILLANUEVA	, CESAR	M	ADOF2	
121	Pascual	, Gretel	J.	DEN2	
122	LUNA	, ANNA LOVELLA	G	DENT2	
123	MANSUETO	, PRIMROSE	Q	DENT2	
124	CABALES	, GELLY-ANN	S	GUIDC	
125	PONTILLAS	, MARIA CELESTE	F	NURS2	
126	GONZALES	, JANUARIUS	E	NURS2	
127	GEROMO	, JOHN MICHAEL	R	NURS2	
128	Ornopia	, Lowell	G.	NURSE2	
129	ALQUIZOLA	, MARK	J	PDO1	
130	GOME	, JESSON	P	R1	
131	RABOY	, VICENTE	D.	WCHM1	
132	SARIO	, GABRIEL	O	WCHM1	
133	DIAZ	MARIE CONCHA	P	ADAS	
134	Monteroso	Louie	G.	EPS II	
133	Gulfan	Chaney		EPS II	
134	CELINO	MARY ANN	B	ADAS	

Prepared by:


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 Senior Education Program Specialist-HRD