



Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY



September 13, 2021

DIVISION MEMORANDUM

No. 317, s. 2021

**DIVISION WEBINAR ON DATA INFORMATION MANAGEMENT FOR LEVEL 1
NON-TEACHING PERSONNEL**

To : All Identified Personnel
All Others Concerned
This Division

1. This is to inform all identified personnel that there shall be a **Division Webinar on Data Information Management for Level 1 Non-Teaching Personnel** on September 30, 2021 via MS Teams.
2. The participants to this webinar are the select Level 1 Non-Teaching Personnel who responded highly needed in the 2020 and 2021 Training Needs Analysis.
3. The activity aims to:

Terminal Objective

1. Enhance the participants' knowledge, skills and abilities that enable them to support the day to day operation of the schools division through proper utilization of information technology and simple data management

Enabling Objectives

At the end of the training, the participants shall be able to:

1. understand the significance and benefits of official DepEd email;
 2. demonstrate awareness of the importance of information and data management; and
 3. explain the proper use of information and data management.
4. Enclosed is the list of trainers, process observers, participants and Program Management Team (PMT) members.
 5. Notations:


- a. Mobile data expenses incurred by the facilitators and PMT shall be charged against the Division HRD funds, subject to the usual accounting and auditing rules and procedures.
- b. Trainers, and PMT members are allowed to be on Work from Home (WFH) Arrangement in order to give priority to the conduct of the aforementioned webinar.
- c. Participants are expected to be in the virtual meeting room before 7:30 in the morning.
- d. For immediate and widest dissemination.

Enc. As stated

Reference:

To be included in the perpetual index under the following subjects:

LEVEL 1 NTP WEBINAR DATA INFORMATION MANAGEMENT


DR. JEANELYN A. ALEMAN, CESO VI
OIC – Schools Division Superintendent

ZS-DM-SGOD-HRD-2021-09-169 -0
AMG-20210913



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Enclosure 1. List of PMT, Facilitators and Participants to the Division Webinar on Data Information Management

A. Program Management Team (PMT)

Name	Item Position	Station
1. Dr. Jeanelyn A. Aleman, CESO VI	OIC-SDS	Division Office
2. Dr. Aurelio A. Santisas	OIC-ASDS	Division Office
3. Dr. Evelyn F. Importante	OIC-CID Chief ES	Division Office
4. Jerry C. Bokingito	SGOD Chief ES	Division Office
5. Rosmindo L. Ancheta, Jr.	SGOD EPS	Division Office
6. Alma Fraulein M. Garcia	SEPS, HRD	Division Office
7. Daria Gay M. Mariquit	EPS II, HRD	Division Office
8. Helen Grace P. Am-is	AO II, HRD	Division Office
9. Ryan Real	AO II, ICT	Division Office
10. Elvin Esmeralda	Teacher III	Pangi ES
11. Rouena A. Villaceran	Teacher III	Sisay ES
12. Romelyn Enojardo	Teacher III	Tiayon ES
13. Xandee Lynn P. Damiles	Teacher I	Kabasalan SPED
14. Andree Faye M. Canubas	Teacher I	Kabasalan SPED
15. Sheila Mae D. Magdua	Teacher I	Kabasalan SPED

B. Facilitators

Name	Item Position	Station
1. Jekyll D. Cadungog	ITO I	Division Office
2. Christopher Cainglet	Teacher II	Surabay NHS
3. Wynner B. Elba	Teacher III	Buluan ES
4. Jevan Hope S. Baltazar	Teacher III	Titay NHS

C. Participants

No	Last Name	First Name	Middle Name	Office/School Assignment
1	Napiñas	Shalaine Claire	A	Alicia District
2	Bantiling	Meshach	D	Alicia NHS
3	Bitun	Bobby	G	Alicia NHS
4	Cercado	Mae	D	Alicia NHS
5	Araneta Jr	Aquiles	C	Bulawan NHS
6	Dela Cruz	Stephanie	E	Bulawan NHS
7	Granada	Reymar	O	Buug NHS
8	Ong	Emmanuel	A	Buug NHS
9	Guigue	Melanie	B	Buug Pilot CS
10	Fajardo	Liza Mae	L	Caliran ES
11	Gargoles	Reden	S	Diplahan CES
12	Yecla	Lorelie	B	Diplahan CES
13	Mamangcao	Almabella	Q	Diplahan NHS



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14	Nadal	Jonalou	S	Diplahan NHS
15	Alcala	Jocelyn	H	District office Alicia
16	Gamilong	Ressel	L	Ditay NHS
17	Brazil	Mary Rose	T	Division Office - Accounting Section
18	Canilla	Ezra	A	Division Office - Accounting Section
19	Dolotallas	Marisa	L	Division Office - Accounting Section
20	Ecaranum	Minze	M	Division Office - Accounting Section
21	Esolana	Regina	L	Division Office - Accounting Section
22	Espedes	Nida	A	Division Office - Accounting Section
23	Gonzalo	Loregie	B	Division Office - Accounting Section
24	Jumawan	Dennis	T	Division Office - Accounting Section
25	Nuevaespaña	Juliet	C	Division Office - Accounting Section
26	Ordon	Agapito	G	Division Office - Accounting Section
27	Presno	Decilyn	O	Division Office - Accounting Section
28	Queros	Aida	P	Division Office - Accounting Section
29	San Juan	Marnie	T	Division Office - Accounting Section
30	Sazon	John Wilbert	P	Division Office - Accounting Section
31	Tejada	Marlon	M	Division Office - Accounting Section
32	Ventura	Rex	B	Division Office - Accounting Section
33	Jumao-As	Cherrie Mae	P	Division Office - BAC
34	Dumajel	Shermei	D	Division Office - Budget Section
35	Fernandez	Jenries Dei	N	Division Office - Budget Section
36	Mohammad	Myrna	C	Division Office - Budget Section
37	Alar	Mary Ann	B	Division Office - Cash Section
38	Bebedor	Janeth	B	Division Office - Cash Section
39	Amil	Ahmad	J	Division Office - Educ'l. Facilities
40	Sannie	Sherry Nieza	N	Division Office - Gen. Services
41	Cajocon	Joseph Jr.	A	Division Office - ICT
42	Sabangan	Jessam Roan	T	Division Office - ICT/ZSNHS
43	Delos Reyes	Marbejay	P	Division Office - P&R Section



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44	Villa	Mary Joy	T	Division Office - P&R Section
45	Alaro	Evelylene	A	Division Office - Personnel Section
46	Bandojo	Arnold	M	Division Office - Personnel Section
47	Caday	Percival	J	Division Office - Personnel Section
48	Custodio	Rowena	M	Division Office - Personnel Section
49	Dumajel	Clint Daryll	F	Division Office - Personnel Section
50	Gustilo	Rommel	L	Division Office - Personnel Section
51	La Plana	Jocelyn	E	Division Office - Personnel Section
52	Tulabing	Joyce Veil	M	Division Office - Personnel Section
53	Capisen	Rian Richter	D	Division Office - Records Section
54	Garnica	Princess	I	Division Office - Records Section
55	Rodrigo	Vivian	S	Division Office - Records Section
56	Sucgang	Melrose	R	Division Office - SDS Office
57	Am-Is	Helen Grace	P	Division Office - SGOD-HRD
58	Inting	Mon Andre	R	Division Office - Supply Section
59	Lindet	Radzme	H	Division Office - Supply Section
60	Yusop	Tblani	H	Division Office - Supply Section
61	Balbuena	Marla	G	Division Office- Accounting Office
62	Callao	Sugar Rey	D	Francisco Ramos NHS
63	Tayan	Ralph	S	Francisco Ramos NHS
64	Ibarrientos	Sheila May	D	Guintolan NHS
65	Arao	Jaycelle	P	Imelda NHS
66	Cuadras	Arlene	D	Imelda NHS
67	Fortich	Princess Kathleen	O	Imelda NHS
68	Hitalada	Gineliza	Q	Imelda NHS
69	Bucayan	Nina Ricci	L	Ipil NHS
70	Jainar	Dave	F	Ipil NHS
71	Serdan	Julieta	L	John Levi Donton MES
72	Patricio	Charyl	P	Kabasalan CES
73	Sambalod	Judith	D	Kabasalan CES
74	Tablate	Vanessa Claire	N/A	Kabasalan NHS
75	Mapo	Leah May	C	Kabasalan Sci. & Tech. HS
76	Sabuero	Jeffrey	P	Kabasalan Sci. & Tech. HS
77	Liabado	Narcisa	D	Mabuhay CES
78	Omamalin	Jean	B	Mabuhay NHS
79	Azurel	Ebenezer Ii	I	Makilas NHS
80	Isong	Cherry Mae	S	Malangas CES
81	Tinaco	Mary Joy	A	Malangas District
82	Alar	Romer	P	Malangas NHS
83	Sabella	Jovannie	A	Malangas NHS
84	Villafuente	John David	M	Malubal NHS
85	Dionio	O	T	Monching ES



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86	Balistoy	Nikko	P	Naga NHS
87	Casil	Nenita	D	Olutanga CES
88	Baya	Bernadeth	F	Olutanga NHS
89	Cotillar	Jovelyn	H	Olutanga NHS
90	Malig-On	Blaise	N	Olutanga NHS
91	Lacquoo	Dexter	C	Palomoc NHS
92	Paculba	Jessa	Y	Palomoc NHS
93	Miparanum	Maria Fe	A	Payao CES
94	Vicente	Johnny	G	Payao CES
95	Agot	Romulo	L	Payao NHS
96	Ecaranum	Daisy	M	Payao NHS
97	Luna	Rosemarie	D	Pioneer NHS
98	Sala-Ug	Ma. Shiela	T	Pioneer NHS
99	Bornales	Yvonne	D	San Antonio NHS
100	Branzuela	Jessa	A	Siay NHS
101	Segala	Gonazalo	G	Siay NHS
102	Vidal	Nolie	P	Siay NHS
103	Salaum Jr.	Eleno	G	Sta. Clara NHS
104	Dingal	Rose Lanie	L	Sulo ES
105	Capri	Annieloise	B	Surabay CES
106	Porras	Jasmin	V	Surabay NHS
107	Velasco	Guidaben	F	Surabay NHS
108	Hiva	Alona	P	Talusan CES
109	Sialana	Deardre Rofanne	P	Talusan NHS
110	Bicera	Jordan Paul	A	Titay NHS
111	Gayacao	Myra	A	Tungawan CES
112	Peñaflor	Dolores	B	Tungawan CES
113	Auza	Jocelyn	M	Tungawan District Office
114	Andales	Jocelyn	B	Tungawan NHS
115	Belida	Marissa	T	Tungawan NHS
116	Inoferio	Marivic	V	Zamboanga Sibugay NHS



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