



**Republic of the Philippines**  
**Department of Education**  
 REGION VIII  
 SCHOOLS DIVISION OF NORTHERN SAMAR

February 23, 2026

**DIVISION MEMORANDUM**

No. 102, s. 2026

**NON-TEACHING PERSONNEL ONBOARDING PROGRAM (NTPOP):  
 FOUNDATIONS OF PUBLIC SERVICE, CLIENT-CENTERED  
 AND GENDER-RESPONSIVE CARE (BATCH 1)**

To: Assistant Schools Division Superintendent  
 CID and SGOD Chief Education Supervisors  
 Education Program Supervisors  
 Public Schools District Supervisors/Principals In-Charge  
 Public Elementary and Secondary School Heads  
 Selected Newly-Hired Non-Teaching Personnel  
 All Others Concerned

1. In line with the Schools Division Office’s commitment to strengthening public service delivery and ensuring that newly-hired non-teaching personnel are fully grounded in the Department of Education’s vision, mission, core values, and service standards, this Office, through the Human Resource Development Section (HRDS), shall conduct the Non-Teaching Personnel Onboarding Program (NTPOP): Foundations of Public Service, Client-centered, and Gender-responsive Care (Batch 1) on **March 2-4, 2026** at Ciriaco Hotel, Calbayog City.

	Breakfast	AM Snacks	Lunch	PM Snacks	Dinner	Accommodation
Day 1 <b>March 2, 2026</b>	✓	✓	✓	✓	✓	✓
Day 2 <b>March 3, 2026</b>	✓	✓	✓	✓	✓	✓
Day 3 <b>March 4, 2026</b>	✓	✓	✓	✓		

2. The objectives of the training are:
- a. Results Objective: As a result of the participants’ enhanced competence and performance, they will demonstrate the core values and service standards of a DepEd non-teaching employee, contributing to improved stakeholder satisfaction and a more inclusive, responsive, and efficient office environment.
  - b. Application Objective: Back in their respective schools and offices, participants will be able to apply DepEd’s core values, adhere to ethical standards (RA 6713), and consistently practice professional, client-centered, and gender-sensitive frontline servicing in their daily interactions with all stakeholders.
  - c. Terminal Objective: By the end of the 3-day onboarding program, participants will be able to present a personal “Integration Plan” outlining how

they will apply the principles of effective, ethical, and GAD-responsive public service to their specific roles and responsibilities.

3. The participants of this training program (Batch 1) are selected newly hired non-teaching personnel of the Schools Division Office of Northern Samar and some non-teaching who have not received an onboarding program hired since 2023.
4. All involved shall respond to the registration link until February 28, 2026 thru: **<https://tinyurl.com/NTPOPGAD2026>**
5. Attached are the Indicative Activity Matrix and the List of Participants.
6. This Memorandum serves as Travel Authority of all involved.
7. Expenses incurred relative to the conduct of the activity such as meals, venue, accommodation, supplies and materials, and other contingencies shall be charged against the OPDNTP Fund 2024 (Continuing), OPDNTP Fund 2025, and 2025 GAD Fund, subject to the usual accounting and auditing rules and regulations. Traveling and other incidental expenses of the participants and other personnel shall be charged against their respective School/Office/Local funds, subject to the usual accounting and auditing rules and regulations.
8. Immediate dissemination of and strict compliance with this Memorandum are desired.

  
**GAUDENCIO C. ALJIBE JR., PhD, CESO V**  
Schools Division Superintendent

Enclosure: As stated

References: As stated

To be indicated in the Perpetual Index under the following subjects:

NTPOP                      PROFESSIONAL DEVELOPMENT

SGOD-HRDS-PRB

DepEd Northern Samar

**RELEASED**

By: \_\_\_\_\_

Date: 5 FEB 2026

**Annex A****LIST OF PARTICIPANTS**

<b>SCHOOLS DIVISION OFFICE (SDO) PERSONNEL</b>				
<b>No</b>	<b>POSITION TITLE</b>	<b>NAME</b>	<b>SEX</b>	<b>YEAR HIRED</b>
1	Administrative Assistant III	MADRONIO, JANILL JHAE R.	F	2024
2	Administrative Assistant III	CARDEÑO, AIRAH R.	F	2024
3	Administrative Assistant II	PIAZA, ERIKA E.	F	2024
4	Administrative Assistant I	CAPARAL, MERIAM P.	F	2024
5	Administrative Aide VI	SUMAYOP, CHRISTIAN C.	M	2024
6	Administrative Assistant II	ENANO, EUGENE M.	M	2024
7	Administrative Assistant II	BALLICUD, APRIL ROSE D.	F	2024
8	Administrative Assistant III	DONCILLO, AISSA C.	F	2025
9	Administrative Assistant III	HONRUBIA, RUFFA T.	F	2025
10	Administrative Assistant III	TOMENIO, ROCHELLE C.	F	2025
11	Security Guard I	DELA PEÑA, ROSEMARIE C.	F	2025
12	Administrative Aide I	ADLAWAN, ESRÖM G.	M	2025
13	Administrative Aide I	CUANICO, MARIAN N.	F	2025
14	Administrative Aide I	CABULLO, DOLORES A.	F	2025
15	Administrative Aide I	SABELAO, JEOLITO JR. A.	M	2025
16	Administrative Aide I	VALENCIANO, JAKE A.	M	2025

17	Administrative Aide I	MOLL, MARITNESS T.	F	2025
18	Administrative Aide I	ENECILLO, JUNARD S.	M	2025
19	Administrative Aide I	ESCALANTE, LORENA C.	F	2025
20	Administrative Aide I	ABRIA, CHRISTOPHER T. G.	M	2025
21	Administrative Aide I	SALE, MARK LAWRENCE G.	M	2025
22	Administrative Aide I	ANIBAN, ANALIZA M.	F	2025
23	Administrative Aide I	SURIO, RICA M.	F	2025
24	Administrative Aide I	BRITANICO, MELVIN C.	M	2025
25	Administrative Aide I	VILLANUEVA, ABEGAIL A.	F	2025
26	Administrative Aide I	SABILAO, LYNLET A.	F	2025
27	Administrative Assistant III	LAGRIMAS, KEI ERI L.	F	2025
28	Administrative Assistant II	BARRAMEDA, MARIANNE M.	F	2025
29	Administrative Assistant II	BASISTA, RODNEY D.	M	2025
30	Administrative Assistant II	LOBESTO, LIEZEL A.	F	2025
31	Administrative Assistant II	CUI, CONNIE C.	F	2025
32	Administrative Assistant II	ACERO, HYDIE B.	F	2025
<b>SCHOOL-BASED NON-TEACHING PERSONNEL</b>				
33	Administrative Aide VI	SALAZAR, LESLIE D.	F	2023
34	Administrative Assistant II	PALMA, IRENE T.	F	2023
35	Administrative Assistant II	TONIZA, ANGELA PAULINE B.	F	2024

36	Administrative Assistant III	ACEBRON, MAC WINDEL N.	M	2024
37	Administrative Assistant III	ESTAVILLO GIEZL T.	M	2024
38	Administrative Assistant III	BATILES, JACKELYN P.	F	2024
39	Administrative Assistant III	MAGALLANES, KATHERINE L.	F	2024
40	Administrative Assistant II	CORONG, AIRENE E.	F	2024
41	Administrative Assistant II	SALPORA, IRENE B.	F	2024
42	Administrative Assistant II	CAHUSAY, CENA B.	F	2024
43	Administrative Assistant II	CAPOQUIAN, JUNAR O.	F	2024
44	Administrative Assistant II	CUNA, KATHRINA C.	F	2024
45	Administrative Assistant II	FORTES, KRISTEL M.	F	2024
46	Administrative Assistant II	LIM, VIRGILIO JR G.	M	2024
47	Administrative Assistant II	NUEVA, CHERYLL L.	F	2024
48	Administrative Assistant II	MILA, REYNALYN A	F	2024
49	Administrative Assistant II	SABLAY, BENJIE D.	M	2024
50	Administrative Assistant III	DOLORZO, DONA B.	F	2024
51	Administrative Assistant II	CORONG, CESAR B.	M	2024
52	Administrative Assistant II	HERMOSA, IVOR T.	M	2024
53	Administrative Assistant II	ESPELIMBERGO, KAREN JOY C.	F	2024
54	Administrative Assistant III	ESMERIA, MAILA B.	F	2024
55	Administrative Assistant II	CONTADO, ROSALIE L.	F	2024

56	Accountant I	LAORENO, ALAINE C.	F	2024
56.	Administrative Aide I	PAHIMNAYAN, KERR M.	M	2024
57	Administrative Aide IV	CERCE, MICHELLE ESPONILLA	F	2024
58	Administrative Aide I	LOBERIANO, JOSE D.	M	2024
59	Administrative Aide III	MAGDARAOG, LLOYD T.	M	2024
60	Administrative Aide III	ARGENIO, MANDY J.	F	2024
61	Administrative Assistant II	JAGONOY, AMIELYN BALADAD	F	2023
62	Administrative Officer II	CARPIO, GRACE ANN L.	F	2024
63	Administrative Officer II	FULGAR, CRISTY REA S.	F	2024
64	Administrative Officer II	DESTURA, PETER JOHN L.	M	2024
65	Administrative Officer II	GALLANO, RYMYR E.	M	2024
66	Administrative Officer II	NAGUIT, CHESTER C.	M	2024
67	Administrative Officer II	CLUTARIO, JOBIELENE Y.	F	2024
68	Administrative Officer II	CORNICO, JACQUILINE P.	F	2024
69	Administrative Officer II	ADANZA, JEZAME D.	F	2024
70	Administrative Officer II	LOBOS, SHERRY ANN C.	F	2024

## Annex A

## ACTIVITY MATRIX

**NON-TEACHING PERSONNEL ONBOARDING PROGRAM (NTPOP):  
FOUNDATIONS OF PUBLIC SERVICE, CLIENT-CENTERED  
AND GENDER-RESPONSIVE CARE (BATCH 1)**

March 2-4, 2026

Time	DAY 1: Foundations & The DepEd Way	DAY 2: Service, Safety, & Operations	DAY 3: Performance, Growth, & Integration
7:45 – 8:00 AM	Arrival, Registration, & Opening Program	Preliminaries & Management of Learning (MOL)	Preliminaries & Management of Learning (MOL)
8:00 – 9:00 AM		<b>Session 5: GAD is Good for Everyone (Tara GAD)</b>  <i>Peter R. Bobiles</i> HRDS SEPS Division GAD Focal Person	<b>Session 10: Measuring What Matters (Worth to Work/RPMS &amp; IPCRF)</b>  <i>Peter R. Bobiles</i> HRDS SEPS Division GAD Focal Person
9:00 – 10:00 AM			
10:00 – 10:15 AM	<b>Session 1: The DepEd Universe (DepEd: A Pillar in Nation Building) –</b>  <i>Dr. Noe M. Hermosilla</i> SGOD Chief	Health Break	Health Break
10:15 – 12:00 PM		<b>Session 6: The Heart of Service (I am Your Boss / Frontline Servicing)</b>  <i>Elna T. Dapulag, JD</i> SGOD EPS	<b>Session 9: Being a Gender- Sensitive DepEd Steward (Onboarding Program and L&amp;D)</b>  <i>Peter R. Bobiles</i> HRDS SEPS Division GAD Focal Person
12:00 – 1:00 PM	Lunch Break	Lunch Break	Lunch Break
1:00 – 2:30 PM	<b>Session 2: Being a Public Servant (Gikuan ak ni Kuan! / RA 6713)</b>  <i>Atty. Risty T. Adarayan</i> Legal Officer	<b>Session 7: Client Satisfaction Measurement</b>  <i>Davy T. Aplan</i> EPS II	<b>Session 10: WORKSHOP – Crafting “Integration Plan”</b>  <i>Peter R. Bobiles</i> HRDS SEPS Division GAD Focal Person

<b>2:30 – 3:30 PM</b>	<b>Session 3: Employees Welfare and Benefits (Leaves)</b>  <i>Michelle D. Caguimbal, JD</i> Administrative Officer V	<b>Session 8: Let's Talk about Finances (Trabaho kita! / Compensation)</b>  <i>Deah A. Gamao, CPA</i> Accountant III	Closing Program & Distribution of Certificates
<b>3:30 – 3:45 PM</b>	Health Break	Health Break	Homebound/ Egress
<b>3:45 – 5:00 PM</b>	<b>Session 4: Wellness &amp; Welfare (Wellness at Work/Ligtas Ang May Alam sa Health and Wellness Program ng DepEd/ Health &amp; Benefits)</b>  <i>Dr. Warren L. Otadoy</i> Medical Officer III	<b>Session 10: The DepEd Computerization Program</b>  <i>Rolando P. Lucenecio</i> Division IT Officer	
<b>5:00 PM onwards</b>	Day 1 Wrap-up	Day 2 Wrap-up	

**Annex B****PROGRAM MANAGEMENT TEAM (PMT)**

<b>NAME</b>	<b>DESIGNATION</b>
Dr. Gaudencio C. Aljibe Jr., CESO V	Activity Manager
Dr. Rey F. Bulawan	Co-Activity Managers
Dr. Antonio Delos Reyes, CESO VI	
Noe M. Hermosilla	Onsite Manager
Dr. Elna D. Enano	Co-onsite Manager
Deah A. Gamao	Finance Manager
Merlita B. Fajardo	QAME Manager
Peter R. Bobiles	Program Owner
Pepito E. Saldo Jr.	HRDS EPS II
April D. Ballicud	HRDS Staff
Cindy B. Celespara	HRDS Staff
Wilkins Wong	HRDS Staff
Temothy G. Clutario	ICT