



Republic of the Philippines  
**Department of Education**  
Region I

SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

SDO ALAMINOS  
**RELEASED**  
2023 -09- 28  
RECORDS UNIT

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**  
**DM-2023-471**


TO : Assistant Schools Division Superintendent  
Chief, Curriculum Implementation Division (CID)  
Chief, School Governance and Operation Division (SGOD)  
Education Program Supervisors, SEPS, Concerned Division Office  
Personnel, Concerned Public School Heads/Principals/OICs  
All Others Concerned

SUBJECT : **FACE-TO-FACE TRAINING ON WORKPLACE EFFECTIVENESS  
FOR ADMINISTRATIVE OFFICER II (PHASE II)**

FROM : The Schools Division Superintendent

DATE : September 28, 2023

1. Relative to the conduct of Phase II of the Training on Workplace Effectiveness for Administrative Officer II at the National Educators Academy of the Philippines – Region I, this Office enjoins all Administrative Officer II who joined the Phase I (Online via Zoom Meeting) to attend and to actively engage throughout the duration of the face-to-face training which will be held on October 9-10, 2023 (Batch 1) and October 11-12, 2023 (Batch 2).
2. Please see attached copy of Regional Memorandum No. 964, s. 2023 and the list of participants per batch who will attend this training.
3. For your information, guidance and compliance.

  
**VIVIAN LUZ S. PAGATPATAN, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

**With hundred reasons to serve!**



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Website: [depedalaminoscity.com](http://depedalaminoscity.com)  
Email Address: [alaminos.city@deped.gov.ph](mailto:alaminos.city@deped.gov.ph)



Republic of the Philippines  
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SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

Office of the Schools Division Superintendent

**PARTICIPANTS FOR THE FACE-TO-FACE TRAINING ON WORKPLACE  
EFFECTIVENESS FOR ADMINISTRATIVE OFFICER II (PHASE II)**

BATCH NO./SCHEDULE	STATION	PERSONNEL IN-CHARGE
1 October 9-10, 2023	ACNHS-SHS	Jeannie Rose V. Cabunot
	Alaminos Central School	Apple Grace R. Beniola
	Telbang ES, Pandan ES, Bued ES, Cayucay ES	Richmon B. Mina
	Polo ES, Landoc ES, Inerangan ES, San Jose ES	Ralph Laurent Noel D. Ferrer
	Victoria ES, Pogo ES, Magsaysay ES	Jonathan R. Dela Cruz
	Popantay ES	Rodimar E. Marzan
	Amangbangan ES	Ariane Lee B. Pobletin
	Balayang ES	Mario C. Rabot
	Bolaney ES	Rechel D. Dayap
	Maawi ES	Michelle P. Rosario
	Tangcarang ES	Helen C. Malicdem
	San Roque ES	Virginia B. Marteja
	Tawintawin ES	Sheryll C. Dona
	Sabangan ES	Rogina B. Rariza
Cabatuan ES	Cherryl C. Rabanillo	
2 October 11-12, 2023	Division Office (OSDS-Personnel Unit)	Bea Charlene V. Quebral
	Lucap ES, Mona ES, Longos ES, Pangapisan IS	Henry O. Catabay
	San Vicente ES, Balangobong ES	Jovelyn R. Rebados
	Alos ES, Maliga ES	Gillian M. Pagarigan
	Palamis ES	Roxelle Belany P. Mundo
	Baleyadaan ES	Daniel T. Subong
	Dulacac ES	Catherine R. Felipe
	Quibuar ES	Cristy A. Magno
	Sta. Maria ES	Gerald R. Gacutan
Linmansangan ES	Maureen R. Ocampo	

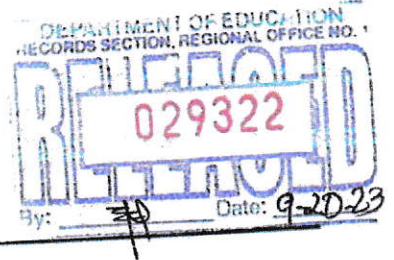
*With hundred reasons to serve!*



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Telephone Number: (075) 205 - 0644  
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Email Address: [alaminos.city@deped.gov.ph](mailto:alaminos.city@deped.gov.ph)



Republic of the Philippines  
**Department of Education**  
REGION I



**REGIONAL MEMORANDUM**  
No. 964 s. 2023

SEP 20 2023

**CONDUCT OF FACE-TO-FACE TRAINING ON WORKPLACE EFFECTIVENESS FOR ADMINISTRATIVE OFFICER II**

To: Schools Division Superintendents

1. The Department of Education (DepEd) Regional Office I, through the Human Resource Development Division, shall conduct the Phase 2 of the Training on Workplace Effectiveness for Administrative Office II at the National Educators Academy of the Philippines - Region I.

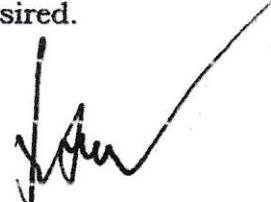
2. The face-to-face training shall be done in batches with the following schedule:

Batch No./ Schedule	SDO (No. of Participants)	Total Pax
1 September 25-26, 2023	Ilocos Norte - 15 Ilocos Sur - 15 La Union - 15 Pangasinan I - 20 Pangasinan II - 15	80
2 September 27-28, 2023	Batac City - 13 Ilocos Norte - 10 Ilocos Sur - 15 La Union - 12 Pangasinan II - 15 San Fernando City - 15	80
3 October 9-10, 2023	Alaminos City - 15 Ilocos Norte - 15 Ilocos Sur - 15 La Union - 13 San Carlos City - 22	80
4 October 11-12, 2023	Alaminos City - 10 Laoag City - 12 La Union - 18 Pangasinan I - 20 Pangasinan II - 20	80
5 October 13-14, 2023	Ilocos Norte - 10 Ilocos Sur - 20 Laoag City - 11 Pangasinan I - 20 Urdaneta City - 19	80
6 October 18-19, 2023	Ilocos Norte - 10 Ilocos Sur - 15	80

		La Union - 15 Pangasinan I - 25 Pangasinan II - 15	
7	October 20-21, 2023	Candon City - 7 Ilocos Norte - 10 Ilocos Sur - 20 La Union - 23 Pangasinan I - 20	80
8	October 23-24, 2023	Dagupan City - 7 Ilocos Norte - 13 Ilocos Sur - 20 La Union - 10 Pangasinan I - 10 Pangasinan II - 20	80
9	October 25-26, 2023	Ilocos Norte - 15 Ilocos Sur - 20 La Union - 10 Pangasinan I - 15 Pangasinan II - 10 Urdaneta City - 10	80
10	October 27-28, 2023	Ilocos Norte - 6 Ilocos Sur - 11 La Union - 6 Pangasinan I - 15 Pangasinan II - 20 San Carlos City - 22	80
11	November 10-11, 2023	Ilocos Sur - 14 La Union - 18 Pangasinan I - 20 Pangasinan II - 19 Vigan - 9	80
<b>TOTAL</b>			<b>880</b>

3. All participants are expected to be at the training venue before 7:00 a.m. of Day 1. First Meal is breakfast and shall be served before 7:45 a.m. only; last meal is lunch of Day 2.
4. All participants expected to bring with them their signed IPCRF for SY 2023-2024.
5. Each Schools Division Office shall submit the final list of participants from those who joined in the Phase 1 as endorsed by the Schools Division Superintendent to [hrdd.region1@deped.gov.ph](mailto:hrdd.region1@deped.gov.ph) (Subject Heading: AO2 F2Fpax<>SDO) on/before **September 29, 2023**.
6. Travel expenses of the participants shall be charged to local funds subject to usual accounting and auditing procedures.

7. Immediate dissemination of this Memorandum is desired.

  
**TOLENTINO G. AQUINO**  
Director IV

Reference: None

Encl: None

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

KEY RESULT AREAS

LEARNING AND DEVELOPMENT

TRAINING

WORKSHOP



HRDD/jmv/RM\_TRAININGOF AOII  
September 20, 2023