



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

January 29, 2026

DIVISION MEMORANDUM

No. **051**, s. 2026

CAPABILITY BUILDING FOR NEWLY-HIRED ADMINISTRATIVE OFFICER II

To: **Assistant Schools Division Superintendent
Public Schools District Supervisors
Principals/Head Teacher-In-Charge of the District
Heads of Public Elementary, Secondary and Integrated Schools
Newly Hired Administrative Officer II**

1. The Schools Division of Aklan will conduct a three (3) day Capability Building for newly-hired Administrative Officer II on **February 4-6, 2026 at ADEE'S Catering Services, Kalibo, Aklan.**
2. This activity aims to capacitate the newly hired Administrative Officer II of their duties and responsibilities and to update them of some relevant CSC issuances.
3. The participants of this activity are the following:
 - a. Selected Division Office Personnel
 - b. Newly hired Administrative Officer II in C.Y. 2025 and C.Y. 2026
4. It is understood that in the conduct of this activity, there shall be no discrimination on account of age, gender, civil status, disability, religion or any similar factors/personal circumstances that would run counter to the principles of equal opportunity.
5. Expenses relative to the conduct of this activity shall be chargeable against local funds of the Division Office Proper subject to the usual accounting and auditing rules and regulations.
6. Attached is the matrix of activities and list of participants for reference.
7. Immediate dissemination of this Memorandum is desired.

MICHAEL T. RAPIZ
Chief Education Supervisor
In-Charge of the Division

Enclosures: As stated

RFD/mtb



Poblacion, Numancia, Aklan

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CAPABILITY BUILDING FOR NEWLY-HIRED ADMINISTRATIVE OFFICER II
ADEE'S Catering Services
Kalibo, Aklan
February 4-6, 2026

LIST OF PARTICIPANTS

No.	District	Name
1	Altavas	ADVINCULA, JOHN CRIS MORANIO
2	Altavas	ANDRADE, ROCEL ANN TULIO
3	Altavas	CANLAS, TRIXIABE HACHERO
4	Altavas	FLAVIANO, MARY GEZELLE DALISAY
5	Altavas	NEBRIL, APPLE CHRISTY ALMERO
6	Altavas	RAMOS, VEANCA JOY TEODOSIO
7	Altavas	RESICO, THERENCE JOY TUNGALA
8	Altavas	SUCGANG, ANNABELLE GERVAO
9	Balete	ALOJADO, RICHELLE RUAN
10	Balete	CUASTO, KATHLEEN FAYE VILLANUEVA
11	Balete	CUATERNO, RAILYN ZABALLERO
12	Balete	IGON-IGON, KRYSSSEL MAY P. PATRICIO
13	Balete	RANDOY, CZARINA MARCELO
14	Balete	RICO, TIFFANY JADE PADASAS
15	Balete	RUIZ, ERIKA MAY GASPAR
16	Balete	TABASON, TRISHA MARIE PASTRANA
17	Balete	TENCIO, REALYN DE JUAN
18	Balete	ZONIO, MARK ZEMATO
19	Banga	IGLESIAS, ELYSE ZANNE ROLDAN
20	Banga	INDEMNE, JENNEVEV REYES
21	Banga	MIRANO, MERRY HOPE ARNESTO
22	Banga	NAIGAN, JOY AGDIPA
23	Banga	PITOGO, NEZEL INGALLA
24	Banga	REGUSTA, AIZEL RUZGAL
25	Banga	ROBELO, MAYET RAMOS
26	Banga	ZOMIL, EDNOLIN TORIAGA
27	Batan	ALISASIS, ERRYL CHRISTIAN PERLAS
28	Batan	BAUTISTA, RL IDOLOG
29	Batan	DELA CRUZ, TRIXIE DIANE TOLENTINO
30	Batan	DENOLO, ED MARK YUBALE
31	Batan	ISBERTO, MIKHAEL PASTRANA
32	Batan	JAURIQUE, CHRISTINE MAE HILARIO
33	Batan	LEDESMA, KYLA ZABAL
34	Batan	LIBERATO, KRISTEL KATE GASPAR
35	Batan	NERVAR, MARJORIE LIM
36	Batan	OPANTO, MICHELLE JADE PAROHINOG
37	Batan	PAULINO, NIKKI DAMIAN
38	Batan	ROLA, CHRISTINE JOY ABAYON
39	Batan	ZABAL, IRISH CAMELLE DALIDA
40	Buruanga	DELA CRUZ, FREGEL LOU PRADO
41	Buruanga	DOMINGO, TWEETUM BELIRAN
42	Buruanga	MALAYAS, ELLA DIANE OQUENDO
43	Buruanga	TEJADA, HANA SETUBAL
44	Buruanga	TEJADA, HYNE SETUBAL
45	Ibajay East	AGUIRRE, GINA SALONGCONG



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46	Ibajay East	ANTOY, ROSECELLE SITJAR
47	Ibajay East	BOLAÑO, SEBASTIAN PHILIPPE BELINARIO
48	Ibajay East	FRANCO, TERESA OLID
49	Ibajay East	MAGBIRAY, ROSENDA MAGLUYAN
50	Ibajay East	MANIKAN, LYRA CLAIRE TEODOSIO
51	Ibajay East	PATTUINGAN, JOJEROSE TRANCE
52	Ibajay East	TORRES, SHARON TULLOS
53	Ibajay East	VENTURANZA, APRIL ROSE REYES
54	Ibajay West	CALIZO, KATHERINE JOY COLANGOY
55	Ibajay West	DIONISIO, SCARLEEN YVETTE BAUTISTA
56	Ibajay West	MANARES, PAUL LALISAN
57	Ibajay West	MATORRE, AIZA MAGLUNOB
58	Ibajay West	PAGAYUNAN, GRACELYN RAMIS
59	Ibajay West	SAUS, MA. WELLA JANE SESCAR
60	Ibajay West	TEJADA, LYNNA DUMALAOG
61	Kalibo I	BATALLONES, MARCELA VILMA ROME
62	Kalibo I	TONEL, KAYE DE MANUEL
63	Kalibo II	CLARITO, DIANA JOY KIMPO
64	Lezo	BERNALDO, MEAGAN SABINO
65	Libacao	AJETO, GARRY MARK MATEO
66	Libacao	CISTER, MARIGOLD DE FELIPE
67	Libacao	ROMARATE, FAITH PARCON
68	Libacao	RUIZ, HANNAH JADE REDISON
69	Libacao	SALDIVIA, JOHN BOY ZAPICO
70	Libacao	SECCIONA, SHERNALINE ZARSA
71	Libacao	SISON, GRETCHEN ZOLINA
72	Libacao	VILLANUEVA, RINAFIEL ZAULDA
73	Madalag	AFABLE, KENNIE RAMILLA
74	Madalag	APOLINARIO, MARIBEL NAMA
75	Madalag	BULOS, BRIAN MACAHILAS
76	Madalag	GULANE, KATHLEEN KATE MARTE
77	Madalag	NADUA, JUDY MITJIE APOLINARIO
78	Madalag	NAHIL, CHERYFE NAGAL
79	Madalag	NALDOZA, ROSE MARY NIEVES
80	Madalag	ROLDAN, MA. QUEENNIE RAMOS
81	Makato	DE PABLO, FERLYN RUADO
82	Makato	FULGENCIO, LEO JAN MALILAY
83	Makato	MANGILOG, LORELYN ROLDAN
84	Makato	OQUENDO, VENA ANGELEN JIAO
85	Makato	PANGANIBAN, CINDY BAUTISTA
86	Makato	TOGOTO, JUDY ANN TOING
87	Makato	TORRES, DENOR DELA CRUZ
88	Malay	DOFELIZ, RECEL CABAGUA
89	Malay	ESTORQUE, MA. ELLINE SACAPAÑO
90	Malay	FLORES, IRA MAELA LACHICA
91	Malay	GAJELA, LYKA CAPUSO
92	Malay	GUMBOC, JONA BENJAEEL GUMBOC
93	Malay	HERNANDO, LANI LABINDAO
94	Malay	LABINDAO, JUDY ANN FRANCISCO
95	Malay	MILLOROSO, LEA TOLENTINO
96	Malay	PATRICIO, MARY GRACE DIVINE TESORERO
97	Malay	RETUBA, KRIZIA ANN ILEDAN
98	Malay	RUBIN, RONNIEL DIAZ
99	Malay	SOLIS, JULIE ANN INOLINO
100	Malinao	BACUTA, MONICA TAFALLA
101	Malinao	CANDELARIO, SHELLEY JADE RESICO



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102	Malinao	ESCALONA, MATTHEW PALOMAR
103	Malinao	GREGORIO, FLORAMIE REYES
104	Malinao	IJALO, ARMAND URETA
105	Malinao	IMPERIAL, MYLA CARDIENTE
106	Malinao	RETUBA, JANAH LEEN IBUTNANDE
107	Malinao	SASI, RETCHEL BARRERA
108	Malinao	URETA, DALE LARON
109	Malinao	VITUG, RIZABETH BAUTISTA
110	Nabas	ALONSAGAY, JEANRA CUALES
111	Nabas	BERCO, METHUSELAH MACAHILIG
112	Nabas	DALISAY, MELCHOR JR GALINDEZ
113	Nabas	DE LA TORRE, MARY CRISSA ROSE FACLARIN
114	Nabas	IRABON, JHASTINE RIZA NARCISO
115	Nabas	ISTURIS, CLARK DEE FAJARDO
116	Nabas	ITURRALDE, KATE ROSELO
117	Nabas	MABILOG, MARIZ TABUENA
118	Nabas	MAMBURAM, PATRICK YETYET
119	Nabas	NEPOMUCENO, MILYN SALMORIN
120	Nabas	SABAY, ALGEN SOLIDUM
121	Nabas	TABANERA, FHARIATH TAMADO
122	Nabas	TABANERA, JEZA MATORRE
123	Nabas	TUMBAGAHAN, SHE WELL RATA
124	Nabas	VEGA, NICOLE PEARL ALITA
125	New Washington	CARAGA, NELMAR CUATRIZ
126	New Washington	CARAMPATANA, SHARYL ANN RUAN
127	New Washington	DELA CRUZ, HIEDE PERALTA
128	New Washington	FUENTES, GEMMA BELLE ALEJANDRO
129	New Washington	IKALINA, RUZVIL RUZGAL
130	Tangalan	BARON, MIA TIMBAS
131	Tangalan	DELA VEGA, ICYLE CAWALING
132	Tangalan	MASULA, JECRIS TALISLIS
133	Tangalan	MASULA, MICA MARIE TALA-OC
134	Tangalan	SUANTE, MARY JANE GALAS
135	Tangalan	TAMAYO, RONA MAE MASULA
136	Tangalan	TAPISPISAN, LOVELYN INGUILLO

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Adee's Catering Services, Kalibo, Aklan, February 4-6, 2026
TRAINING MATRIX

DAY 1	Morning Session	DAY 2	Morning Session	DAY 3	Morning Session
08:00 - 08:30 AM	Registration of Participants	08:00 - 08:15 AM	Preliminaries/ Management of Learning	08:00 - 08:15 AM	Preliminaries/ Management of Learning
08:30 - 09:30 AM	Opening Program <i>Welcome Message</i> Roland F. Democrito <i>Administrative Officer V</i> <i>Inspirational Message</i> Michael T. Rapiz <i>Chief Education Supervisor-SGOD</i> <i>Levelling of Expectation</i> <i>Norlyn R. Igoy – AO II</i>	08:15 - 09:55 AM	Retirement/Terminal Leave/NOSI/NOSA <i>Elvie R. Icabandi – AO II</i>	08:15 - 09:00 AM 09:00 - 10:00 AM	Appointment Processing- Substitute Teachers <i>April Rose T. Patnugot – ADA VI</i> ICT Unit Concerns <i>Floradel P. Jamero – ITO I</i>
09:30 - 09:35 AM	<i>Health Break</i>	09:55 - 10:00 AM	<i>Health Break</i>	10:00 - 10:05 AM	<i>Health Break</i>
09:35 - 11:00 AM	Organizational Structure of DepEd Aklan/ Personnel Benefits <i>Marlyn T. Bereber – AO IV</i>	10:00 - 12:00 NN	Guidelines on the Grant of Vacation Service Credits/Compensatory Overtime Credits <i>Jerald B. Dela Cruz – AO II</i>	10:05 - 12:00 NN	Supply Unit Concerns <i>Keneth G. Iglesias - AO IV</i>
11:00 - 12:00 NN	Flexible Work Arrangement <i>Ria D. Aguirre – AO II</i>				Budget Unit Concerns <i>Ann Rayshelle L. Nadua - AO V</i>
12:00 - 01:00 PM	<i>Lunch Break</i>	12:00 - 01:00 PM	<i>Lunch Break</i>	12:00 - 01:00 PM	<i>Lunch Break</i>
Afternoon Session		Afternoon Session		Afternoon Session	
01:00 - 02:00 PM	Leave Administration/Wellness Leave Policy <i>Joan F. Dy – ADAs III</i>	01:00 - 03:00 PM	Accounting Unit Concerns <i>Marissa A. Jizmundo – Acct. III</i>	01:01 - 03:00 PM	Records Unit Concerns <i>Maria Charo I. Carillo – AO IV</i>
02:00 - 03:00 PM	GSIS ARA Forms/Crafting and Updating of Service Records <i>Christie C. Advincula – ADAs III</i>				
03:00 - 03:05 PM	<i>Health Break</i>	03:00 - 03:05 PM	<i>Health Break</i>	03:00 - 03:05 PM	<i>Health Break</i>
03:05 - 03:30 PM	Workshop on crafting of service record	03:05 - 04:15 PM	Cash Unit Concerns <i>Feby D. Moleta – AO IV</i>	03:05 - 04:15 PM	Payroll Unit Concerns <i>Mary Lou T. Umali - AO II</i>
03:30 - 05:00 PM	Filling up of Personal Data Sheet (CSC Form 212)/Workshop <i>Alma I. Padayogdog – AO II</i>	04:15 - 05:00 PM	Open Forum	04:15 - 05:00 PM	Closing Program





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Kalibo, Aklan
February 4-6, 2026

TECHNICAL WORKING COMMITTEE AND RESOURCE PERSONS

1. BUENAFE, FELICIANO JR. CANDOLESAS
2. PARAS, RAMON JR. DADIVAS
3. RAPIZ, MICHAEL TORRES
4. DEMOCRITO, ROLAND FERNANDO
5. JIZMUNDO, MARISSA ANGLO
6. JAMERO, FLORADEL PELAYO
7. NADUA, ANN RAYSHELLE LACHICA
8. BEREBER, MARLYN TACUD
9. CARILLO, MARIA CHARO ILARINA
10. MOLETA, FEBY DELFIN
11. IGLESIAS, KENETH GUMBAN
12. DE GUZMAN, RHODORA TEMPLONUEVO
13. AGUIRRE, RIA DELA CRUZ
14. UMALI, MARY LOU TAMBA
15. DELA CRUZ, JERALD BOLIVAR
16. ICABANDI, ELVIE REMALDORA
17. IGOY, NORLYN RAMOS
18. PADAYOGDOG, ALMA ILARINA
19. REYES, CHRISTIAN JAY QUIMPO
20. ADVINCULA, CHRISTIE DELA CRUZ
21. DY, JOAN FLORENTINO
22. FABILLANO, HELEN GARDOSE
23. GARCES, CAMILO JR. NACUSPAG
24. PATNUGOT, APRIL ROSE TAPISPISAN
25. ZANTE, ROMMEL BOLANO
26. OQUENDO, VENA ANGELEN JIAO
27. VEGA, NICOLE PEARL ALITA
28. TOLENTINO, MARY RICHELYN JOY ALBA
29. CALVEZ, RINA REPOLITO
30. MAÑO, MARK STEPHEN MACARIO
31. MALOLOS, JOYCE CARILLO
32. CUSTODIO, KAYE YRRAH ANGELA VILLANUEVA