



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
Schools Division of Nueva Vizcaya

10 June 2024

DIVISION MEMORANDUM
No. **235**, s. 2024

CORRIGENDUM TO DIVISION MEMORANDUM NO. 228, S. 2024 RE 3- DAY INTERNATIONAL TRAINING/ WORKSHOP ON OFFICE MANAGEMENT AND ADMINISTRATION ON THE THEME: "ADVANCED OFFICE MANAGEMENT AND EFFECTIVE ADMINISTRATION SKILLS" FOR DEPED HUMAN RESOURCES

To: Assistant Schools Division Superintendent
Functional Division Chiefs
Education Program Supervisors
Public Schools District Supervisors/District In-Charge
Public Elementary and Secondary School Heads
All others concerned

1. In view of the previous Memorandum, this Office issues following changes, to wit:

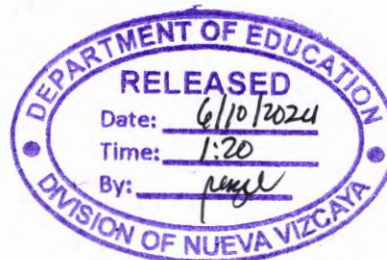
Date		Venue		Co-hosting	
From	To	From	To	From	To
June 20-22, 2024	June 21-23, 2024	ICON Cauayan City	PLT Convention Center, Bascaran, Solano, Nueva Vizcaya	SDO Cauayan City	SDO Nueva Vizcaya

2. Reiterating too, the following information:

Registration	
Fee	PhP 4,500.00
Inclusion	Meals and training supplies
Deadline	On or Before June 15, 2024
Link	https://bit.ly/OFCEMGTREG2
Account Nos. (under the name of Remedios Esperon)	Landbank Account No.: 0071 3743 00 OR PhilProflink Account No.: 0071 3801 49

3. Since SDO Nueva Vizcaya is a co-host of the said activity, the following (see *Enclosure 1*) are expected to serve as our Division's best Performing Management Team (PMT).
4. All other provisions in the previous Memorandum remain in effect.
5. For information, guidance, and compliance.

ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent



Enclosure 1. Division's Best Performing Management Team (PMT) re PhilProflink L&D

No.	Teams	In-charge
1.	Consultants	Orlando E. Manuel PhD, CESO V
2.		Adonis C. Ceperez EdD, CESE
3.	Overall Lead	Maricel S. Franco PhD, CESE
4.		Romulo S. Ancheta PhD
5.	Tech Team	Ezekel C. Garing
6.		Howard Jean Francois V. Doles II
7.		Darell John L. De Guzman
8.		Chester C. Cortez
9.		Clydinne A. Ballon
10.	Health and Wellness	Julius Michael R. Panganiban, RN
11.		Ali Vilar, RN
12.	Accommodation	Maritess E. Vidad
13.		Maricar Valido
14.		Herbert Mangabat
15.		Caroline Q. Lagula
16.		Mona Lisa A. Cabato EdD
17.		Singasing G. Valdez
18.		Imelda S. Moreno
19.		Cesario C. Mariano EdD
20.	Traffic Management	Orlando D. Vicente PhD
21.		Michael Milan
22.		Joseph Mariano
23.	Secretariat and M&E	Noli Mar M. Navarro EdD
24.		Marianne C. Eugenio PhD
25.		Joshua W. Umli

Note: PMT members will be entitled of Certificate of Participation/Recognition with equivalent CPD units (minimum of 12 units). Also, service credits will be given to concerned participants/PMTs since dates of activity cover weekends (Saturday and Sunday), subject to approval of the SDO Top Management thru the HRMO.