



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
SCHOOLS DIVISION OF NUEVA VIZCAYA

21 April 2025

DIVISION MEMORANDUM
No. 184, s. 2025

**CAPABILITY BUILDING ON WRITING LEARNING & DEVELOPMENT
(L&D), RESEARCH AND INNOVATIONS FOR NON-TEACHING
PERSONNEL**

To : Assistant Schools Division Superintendent
Chief Education Program Supervisors (CID & SGOD)
Section/Unit Heads
All Others Concerned

1. In response to the professional development needs of the non-teaching personnel of the division office, the School Governance and Operations Division through Human Resource and Development (HRD), and Planning and Research (PAR) sections designed a **Capability Building on Writing Learning & Development (L&D), Research and Innovations for Non-Teaching Personnel** which will be implemented on **April 28 to May 1, 2025** at **Baguio Teachers' Camp (BTC)**.
2. This L&D activity for non-teaching personnel aims to:
 - a. increase awareness of the participants of the guidelines for L&D, research and development projects;
 - b. capacitate the participants in designing L&D and development projects responsive to mandates of their office/section/unit; and,
 - c. address professional development needs of non-teaching personnel along L&D, research and development projects.
3. Participants are advised to be at the venue on April 27, 2025 (Day 0) at 2:00 PM and to bring with them their laptop, portable *wifi*, and extension cords.
4. List of participants and members of the Program Management Team to this learning and development (L&D) is attached to this division memorandum for reference.
5. The first meal to be served will be PM snack (Day 0) and last meal to be served will be AM snack of May 1, 2025.
6. There will be no rides provided by the division office, hence, participants are expected to travel at the venue on their own expenses chargeable to the




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
local funds/MOOE subject to the usual accounting, auditing rules and regulations.

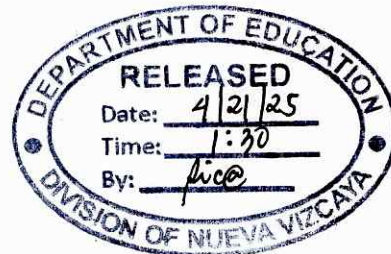
7. Meals, snacks and accommodation will be shouldered by the HRTD and OPDNTF Funds subject to the usual accounting, auditing rules and regulations.

8. Also, participants are expected to ensure the presence of skeletal workforce in their respective offices so that no disruption of transactions or services will happen in the SDO.

9. Wide dissemination of this memorandum is directed.


ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent

04-2025-179 



Inclosure: As stated
Reference: D.O No 16, s. 2017
To be indicated in the perpetual index under the following subjects:
Research Management Guidelines



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Enclosure 1 of Division Memorandum No.184 s.2025

A. List of Members of the Program Management Team

No.	Name	Position	Office/Unit
1.	Orlando E. Manuel PhD	SDS	OSDS-SDS
2.	Adonis C. Ceperez EdD	ASDS	OSDS-ASDS
3.	Romulo S. Ancheta PhD	Chief, SGOD	SGOD
4.	Julius Caesar G. Domingo CPA	Legal Officer	OSDS-Legal
5.	Florence F. Esparrago	OIC-SEPS HRD	SGOD
6.	Rommel S. De Gracia PhD	SEPS-PAR	SGOD
7.	Jayson D. Velasco DIT	Head Teacher III	Dupax del Sur NHS
8.	Mark Anthony I. Gano PhD	Head Teacher	Pinayag NHS
9.	Howard Jean Francois V. Doles	ADA VI	OSDS-ICT
10.	Dolores A. Santos	Teacher III	Bonfal NHS
11.	Niko Neal P. Fariñas	Teacher III	Bintawan NHS
12.	Mylene O. Castro	Master Teacher II	DDSNHS
13.	Edison B. Lopez	Teacher III	Bonfal NHS

B. List of Participants

No.	Name	Position	Office/Unit
1.	Romeo Emmanuel C. Yarcia II	Planning Officer II	SGOD
2.	Icarus Canam	Nurse II	SGOD
3.	Maria Theresa B. Iglesia	PDO II-DRRM	SGOD
4.	Gaye D. Castillo	AO IV-Supply	OSDS-Supply
5.	Ezekel C. Garing	ITO II	OSDS-ICT
6.	Yunima T. Batog	EPSA	CID
7.	Chester B. Cortez	Librarian II	CID-LRMDS
8.	Maria Victoria A. Padro	PDO II	CID-LRMDS
9.	Marilou C. Roderos	Nurse II	SGOD-HNU
10.	Ben Clarion R. Llantada	Nurse II	SGOD-HNU
11.	Christian Loyd T. Vicente	PDO I-Youth	SGOD
12.	Clydinne A. Ballon	ADAS III	SGOD-PAR
13.	Darell Jhon L. De Guzman	ADAS III	CID
14.	Jovelyn L. Masa	ADAS II	CID
15.	Maricar M. Valido	AO IV-Records	OSDS-Records
16.	Rosula M. Balberan	AOIV-Cashier	OSDS-Cashier
17.	Joshua W. Umli	ADA IV	OSDS-Admin
18.	Marilou B. Mendoza	AO II	OSDS-SDS
19.	Maureen V. Viado	ADAS III	OSDS-Legal
20.	Daisy M. Navarro	ADAS III	OSDS-Accounting
21.	Odessa M. Gonzales	ADAS III	OSDS-Accounting
22.	Michelle Ivy U. Castillo	ADAS III	OSDS-Budget
23.	Aelane Grace Angelica J. Alayu	AO II	Villa Coloma ES
24.	Jayson C. Balut	AO II	OSDS-ASDS
25.	Francis C. Linda	ADAS III	OSDS-Supply
26.	Edlyn M. Wakit	AO II	Bambang II District
27.	Anna Faye V. Dela Cruz	AO II	OSDS-Accounting
28.	Zarina Jane R. Rivera	ADAS III	OSDS-HRMO
29.	Scarlet T. Cauilan	AO II	Sto. Domingo IS/SDO
30.	Eden Lyka E. Giron	ADAS II	OSDS-HRMO



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