



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

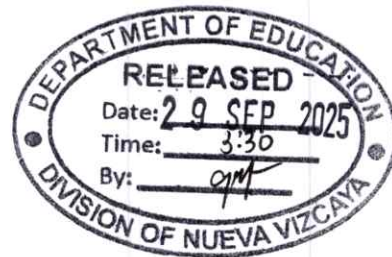
UNNUMBERED MEMORANDUM

TO: Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
Public Schools Division Supervisors & District In-Charge
All others concerned

FROM: **ORLANDO E. MANUEL PhD, CESO V**
Schools Division Superintendent

09-2025-477

DATE : September 29, 2025



SUBJECT : CHANGE OF PARTICIPANTS IN THE CONDUCT OF PRIME-HRM WORKSHOP ON SYSTEMS IMPROVEMENT AND ENCODING OF EMPLOYEE DATA

1. This Office announces the **change of participants in the PRIME-HRM Workshop on Systems Improvement and Encoding of Employee Data** as stated in the Unnumbered Memo dated September 17, 2025. The said workshop which was earlier scheduled on September 22-23, 2025 will now be conducted on **October 2-3, 2025 at SDO Conference Hall, Bayombong, Nueva Vizcaya.**

2. The expected participants are the following:

No	Participants	District
1	Valentina C. Caranza	Bagabag 1
2	Precious May S. Gallardo	Bagabag 1
3	Ma. Casandra Lou Magoma	Bagabag 1
4	Hazel Y. Dela Cruz	Bagabag 2
5	Franie Gay M Orotea	Bagabag 2
6	Lean Linda	Bagabag 2
7	Leah A. Gamurot	Diadi
8	Aldrin P. Gauiran	Diadi
9	Jayvee Sulio	Diadi
10	Margie A. Uy	Quezon
11	Maria Theresa C. Mannag	Quezon
12	Rizza Beras	Quezon
13	Rexelda Bancod	Solano 1
14	Vivian Awidan	Solano 1
15	Decelyn Guiab	Solano 1
16	Ivy F. Gundayao	Solano 2
17	Ana Afan	Solano 2



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18	Benita A. Bustangit	Solano 2
19	Roxanne Baroza	Villaverde
20	Saludares Bibas	Villaverde
21	Dorina Sampaga	Villaverde
22	Jeremy Fronda	HRMO
23	Princess C. Aquitania	HRMO
24	Ezekel C. Garing	ITO
25	Melany M. Asuncion PhD	EPS, SGOD

3. All the District-based participants are requested to bring the accomplished CSC Form 212 (PDS, 2025) of all teaching and non-teaching employees in their respective districts and laptops to be used for data encoding.
4. The meals and snacks of participants shall be charged against SDO MOOE while the participants incurring travel expenses shall be charged to school local funds subject to usual accounting rules and procedures.
5. For immediate dissemination, guidance and compliance.