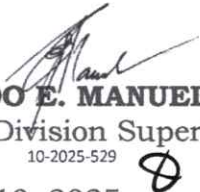




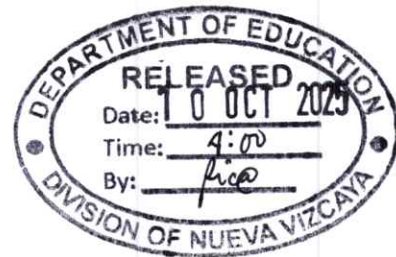
Republic of the Philippines  
**Department of Education**  
Region II – Cagayan Valley  
SCHOOLS DIVISION OF NUEVA VIZCAYA

**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  
10-2025-529

**DATE :** October 10, 2025



**SUBJECT : PRIME-HRM WORKSHOP ON SYSTEMS IMPROVEMENT AND ENCODING OF EMPLOYEE DATA-BATCHES 2**

1. This Office announces the conduct of **PRIME-HRM Workshop on Systems Improvement and Encoding of Employee Data for Batch 2 on October 14, 2025 and October 17, 2025 at SDO Conference Hall, Bayombong, Nueva Vizcaya.**
2. The expected attendees are the following as listed:

| No | Participants         | District/Schools      |
|----|----------------------|-----------------------|
| 1  | John Dulnuan         | Ambaguio              |
| 2  | Michelle Diclihon    | Ambaguio              |
| 3  | Thomas Dugyon        | Ambaguio              |
| 4  | Maricel Pindog       | Ambaguio HS           |
| 5  | Maria Naslangan      | Kayapa West           |
| 6  | Edna Victor          | Kayapa West           |
| 7  | Nomer Hsien Sintal   | Kayapa West           |
| 8  | Grace Espada         | Nansiakan NHS         |
| 9  | Darna A. Bugnay      | Sta Cruz Pingkian HS  |
| 10 | Cherrylene J. Chian  | Eastern Kayapa        |
| 11 | Marivic L. Guimpatan | Eastern Kayapa        |
| 12 | Heide A. Ligmayo     | Eastern Kayapa        |
| 13 | Mariza L. Bahiwag    | Kayapa HS             |
| 14 | Benzar A. Mariano    | Martinez Cuyangan NHS |
| 15 | Jonathan Gabbac      | Aritao 1              |
| 16 | Relyn Nunez          | Aritao 1              |
| 17 | Shayra Kaye Ferrer   | Aritao 1              |
| 18 | Myjella Gabbac       | Bone North IS         |



**Republic of the Philippines**  
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|    |                          |                           |
|----|--------------------------|---------------------------|
| 19 | Ophelia Barnachea        | Aritao HS                 |
| 20 | Rowena A. Rosete         | Aritao 2                  |
| 21 | Jonnalyn Agustin         | Aritao 2                  |
| 22 | Alyssa Jen Poyatos       | Aritao 2                  |
| 23 | Jay Ariel Bautista       | Sta Clara NHS             |
| 24 | Leilani Cristobal        | Dupax Del Norte 1         |
| 25 | Marco Polo Gulla         | Dupax Del Norte 1         |
| 26 | Jelize Trinidad          | Dupax Del Norte 1         |
| 27 | Rolyn Casiles            | Lamo NHS                  |
| 28 | Roland James de Palma    | Dupax Del Norte NHS       |
| 29 | Cathy Felix              | Munguia NHS               |
| 30 | Mary Jane Daluppe        | Dupax Del Norte 2         |
| 31 | Dennis Valdez            | Dupax Del Norte 2         |
| 32 | Virginia Valdez          | Dupax Del Norte 2         |
| 33 | Divine Grace Velasco     | Bugkalot NHS              |
| 34 | Ramona W. Quias          | Belance NHS               |
| 35 | Jonalyn Gulingay         | Kasibu East               |
| 36 | Lilia Yonga an           | Kasibu East               |
| 37 | Bernalyn Bonifacio       | Kasibu East               |
| 38 | Romell Felonia           | Malabing Valley NHS       |
| 39 | Bernard Castillo         | Eastern Nueva Vizcaya NHS |
| 40 | Xielo Cabico             | Kasibu West               |
| 41 | Richard Rosendo          | Kasibu West               |
| 42 | Wenna Buccah             | Kasibu West               |
| 43 | Fitz Quiben              | KNAS                      |
| 44 | Dandy Danao              | KNAS                      |
| 45 | Wennie Ann Agraan        | Kongkong Valley NHS       |
| 46 | Karl Maloney             | Dupax Del Sur             |
| 47 | Noemi G. Tolentino       | Dupax Del Sur             |
| 48 | Romelyn R. Boses         | Dupax Del Sur             |
| 49 | Mark Anthony D. Gonzales | Dupax Del Sur HS          |
| 50 | Vanessa G. Canillo       | Carolotan NHS             |
| 51 | Pinky Bucasan            | Santa Fe                  |
| 52 | Bryn Nicko Atchuela      | Santa Fe                  |
| 53 | Angie Hagid              | Santa Fe                  |
| 54 | Gladys V. Galla          | Santa Fe NHS              |
| 55 | Nieves Fragata           | Canabuan NHS              |
| 56 | Ma. Elena Cutaran        | Bambang 1                 |
| 57 | Ronalyn Martin           | Bambang 1                 |
| 58 | Marilou Ramirez          | Bambang 1                 |
| 59 | Haji Pascua              | Bambang NHS               |
| 60 | Remegia U. Advincula     | Salinas HS                |
| 61 | Sheena Mae Esteves       | Bambang 2                 |



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|    |                              |                |
|----|------------------------------|----------------|
| 62 | Arlyn Pasi                   | Bambang 2      |
| 63 | Princess Rhea Lozares        | Bambang 2      |
| 64 | Eva Duque                    | Sto Domingo IS |
| 65 | Mona Liza O. Basat           | Bayombong 1    |
| 66 | Gay Marie A. Bacud           | Bayombong 1    |
| 67 | Freddienel I. Vicente        | Bayombong 1    |
| 68 | Franz Joshua Chua            | NVGCHS         |
| 69 | Ma Rubilita Rubirosa Lumidao | NVGCHS         |
| 70 | Michelle Garcia              | Paima NHS      |
| 71 | Rene Boy Lopez               | Casat NHS      |
| 72 | Maylene P. Liban             | Bonfal NHS     |
| 73 | Maricel U. Bata              | Bayombong 2    |
| 74 | Marene R. Reyes              | Bayombong 2    |
| 75 | Angelie Fei B. Ferry         | Bayombong 2    |
| 76 | Jeremy Fronda                | HRMO           |
| 77 | Princess C. Aquitania        | HRMO           |
| 78 | Ezekel C. Garing             | ITO            |
| 79 | 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.