



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF IMUS CITY

20 Jan 2026

DIVISION MEMORANDUM

No. 048, s. 2026

**FINAL DETAILS FOR THE ORGANIZATIONAL AND
PROFESSIONAL DEVELOPMENT FOR NON-TEACHING
PERSONNEL (OPDNTP) CUM TRAVEL ORDER**

To: OIC-Assistant Schools Division Superintendent
OIC-CID Chief Education Supervisor
OIC-SGOD Chief Education Supervisor
School Heads/OICs (Public Schools)
All Others Concerned

1. Relative to Division Memorandum No. 777, s. 2025 (Organizational and Professional Development for Non-Teaching Personnel (OPDNTP)) and Division Memorandum No. 782, s. 2025 (Rescheduling of Organizational and Professional Development for Non-Teaching Personnel (OPDNTP)), this Office informs the field that the OPDNTP will be conducted on January 21-23, 2026 at Gov. D. M. Camerino Integrated School, Medicion II-A, Imus City, Cavite.
2. See Enclosure No. 1 for the list of participants to the said activity. Participants are requested to bring laptop and extension cord.
3. See Enclosure No. 2 for the Program Matrix and Enclsoure No. 3 for the Program Management Team.
4. This Memorandum shall serve as the Travel Authority of the participants and members of the Program Management Team.
5. There will be no registration fee to be collected. Funds for this purpose shall be charged against the Organizational and Professional Development for Non-Teaching Personnel (OPDNTP) FY 2024, subject to usual accounting and auditing rules and regulations.
6. For inquiries, please contact Ms. Marlyn C. Alegro, Head Teacher III, at 046-419-8450 to 53 local 227.



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7. Immediate and widest dissemination of this Memorandum is earnestly desired.



HOMER N. MENDOZA

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl.: As stated

Reference: None

To be indicated in the Perpetual Index
under the following subject:

TRAINING PROGRAMS

sgod/iham/1-15-26

Enclosure No. 1 to Division Memorandum No. 048, s. 2026

**LIST OF PARTICIPANTS TO THE ORGANIZATIONAL AND
PROFESSIONAL DEVELOPMENT FOR NON-TEACHING
PERSONNEL (OPDNTP) CUM TRAVEL ORDER**

	POSITION	NAME	OFFICE
1	LIBRARIAN II	CRUZADO, REDEN MAGRAMO	CID
2	PROJECT DEVELOPMENT OFFICER I	DAYRIT, ARIEL LUANSON	SGOD
3	REGISTRAR I	DAYRIT, JOHN ENOCH BARTOLINI	GOV. JUANITO REMULLA SHS
4	NURSE II	DE VERA, WINCHELL YABUT	SGOD
5	ADMINISTRATIVE AIDE I -(CT)	DELA CRUZ, ALEJANDRO PIDO	ALAPAN I ELEM. SCHOOL
6	ADMINISTRATIVE ASSISTANT II	DELA CRUZ, MARINEL MANICIO	INHS-MAIN
7	ADMINISTRATIVE AIDE VI	DIONEDA, LOREN ANOG	OSDS
8	PROJECT DEVELOPMENT OFFICER I	LONTOC, LYRA BALDOZA	IMUS PILOT ELEM. SCHOOL
9	ADMINISTRATIVE ASSISTANT III	MANTELE, ELIZABETH DE JESUS	MALAGASANG II ELEM. SCHOOL
10	ADMINISTRATIVE ASSISTANT III	MONTERO, LUDIVINA LIPORADA	INHS-MAIN
11	ADMINISTRATIVE OFFICER II	RELLAMAS, HANNAH GIANNE MENGUA	IMUS PILOT ELEM. SCHOOL
12	ADMINISTRATIVE ASSISTANT II	ROALES, ANGELA PAOLA	IMUS PILOT ELEM. SCHOOL
13	PROJECT DEVELOPMENT OFFICER I	ROSAROSO, ELOISA MAE ANTIPOLLO	BUHAY NA TUBIG ELEM. SCHOOL
14	NURSE II	ROSETE, ROSEMAE FANGON	SGOD
15	ADMINISTRATIVE AIDE I -(CT)	SABELLANO, JERRY DAMONSONG	ALAPAN I ELEM. SCHOOL
16	ADMINISTRATIVE AIDE I -(CT)	SALAZAR, ELEVER ADOYO	IMUS PILOT ELEM. SCHOOL
17	ADMINISTRATIVE ASSISTANT III	SEPE, VILMA ANTIMANO	OSDS
18	ADMINISTRATIVE OFFICER II	TALACTAC, EVELYN CASIO	ANABU I ELEM. SCHOOL
19	PROJECT DEVELOPMENT OFFICER I	TALON, JAYSON DELA CRUZ	MALAGASANG II ELEM. SCHOOL
20	ADMINISTRATIVE AIDE I	TOPACIO, FRANCISCO VILLANUEVA	INHS-MAIN
21	NURSE II	YNIETO, CHRISTIAN GABRIEL CLOTARIO	SGOD

22	ADMINISTRATIVE AIDE I -(CT)	ZAPUES, MARCELITO DE CASTRO	GOV. D.M. CAMERINO INTEGRATED SCHOOL- ELEM
23	PROJECT DEVELOPMENT OFFICER II	PINILE, JUSTINE FAITH ITUHAT	CID
24	MEDICAL OFFICER III	CREENCIA, GIAN PAUL GALIT	SGOD
25	ADMINISTRATIVE OFFICER II	MADLANGBAYAN, JOHN CARL STA MONICA	ALAPAN I ES
26	ADMINISTRATIVE OFFICER II	PESITO, FLORIDEL REVECHE	ASU-PROCUREMENT
27	LEGAL ASSISTANT I	ROSAS, REANNE KAYE CERDON	LEGAL
28	ADMINISTRATIVE ASSISTANT III	BATTUNG, ALFIE CARL AGUSTIN	FINANCE
29	ADMINISTRATIVE OFFICER II	VITO, JASMIN LOUIS POLINTAN	GLTNHS
30	ADMINISTRATIVE ASSISTANT III	GO, LOU MARIAM R.	
31	ADMINISTRATIVE ASSISTANT III	JAVIER, VIRGINIE MONIQUE C.	
32	ADMINISTRATIVE ASSISTANT III	GILANA, CHERRE BELLE R.	
33	ADMINISTRATIVE ASSISTANT II	ESQUITA, DANA MIKAELA S.	
34	ADMINISTRATIVE AIDE VI	MONZON, JACE OMANH S.	
35	PROJECT DEVELOPMENT OFFICER I	DAJAN, ADELINE R.	
36	NURSE II	AGUITEZ, MARK S.	
37	ADMINISTRATIVE AIDE IV, EO	BAARDE, ROBERTO JR. DANA O	OSDS
38	ADMINISTRATIVE OFFICER II	PACALA, ANNA TRICIA LAGAN	OSDS
39	ADMINISTRATIVE AIDE I	ORDOÑEZ, JAY R S.	OSDS
40	ADMINISTRATIVE AIDE VI	MONTAÑO, SHAINA	OSDS

Enclosure No. 2 to Division Memorandum No. 048, s. 2026

**ORGANIZATIONAL AND PROFESSIONAL DEVELOPMENT FOR
NON-TEACHING PERSONNEL (OPDNTP)
January 21-23, 2026**

Program Matrix

Day 1 (January 21, 2026)

Time	Session / Activity Title	Resource Person/ Facilitator	Expected Output
07:30 am – 08:00 am	Registration and Preliminaries National Anthem Prayer Imus Hymn Dangal ng Imus DepEd Quality Policy Statement Welcome Remarks Presentation of Participants Inspirational Message House Rules	TWG AVP Aida C. Bellon <i>Principal IV</i> Marilyn O. Anglo <i>Administrative Officer IV</i> Homer N. Mendoza <i>OIC-Schools Division Superintendent</i> Marlyn C. Alegro <i>Head Teacher III/ OIC, HRDS</i>	
08:00 am – 12:00 pm	Session 1: Strengthening Service Orientation (4 hours)	Ronnie B. Yohan	Service Commitment Card; 3-2-1 Reflection Card
12:00 pm – 01:00 pm	LUNCH		
01:00 pm – 05:00 pm	Session 2: Building Result Focus and Efficiency (4 hours)	Ivan Honorpette A. Mijares	Mini Workflow Improvement Plan; Reflection Card

Day 2 (January 22, 2026)

Time	Session / Activity Title	Resource Person/ Facilitator	Expected Output
07:30 am – 08:00 am	Management of Learning	TWG	
08:00 am – 12:00 pm	Session 3: Enhancing Self-Management and Professionalism (4 hours)	Ruby B. Heramia	Improvement Plan; Commitment & Reflection Card
12:00 pm – 01:00 pm	LUNCH		
01:00 pm – 05:00 pm	Session 4: Enhancing ICT/Computer Skills (4 hours)	Naamah C. Mambalos	Formatted memo; Digital tracker; Diagnostic results

Day 3 (January 23, 2026)

Time	Session / Activity Title	Resource Person/ Facilitator	Expected Output
07:30 am – 08:00 am	Management of Learning	TWG	
08:00 am – 12:00 pm	Session 5: Enhancing Written Communication (4 hours)	Ricardo R. David III	Revised memo; Original output; Reflection Card
12:00 pm – 01:00 pm	LUNCH		
01:00 pm – 04:00 pm	Session 6: Work Application Project & Re-entry Plan and Posttest (4 hours)	Marlyn C. Alegro	Completed Re-entry Plan; Presentation slides; Monitoring template; Posttest Responses
04:00 pm – 05:00 pm	Closing Program		
	Nationalistic Song Prayer	AVP	
	Impression	TBD	
	Challenge	Homer N. Mendoza	

		<i>OIC-Schools Division Superintendent</i>	
	Response	TBD	
	Closing Remarks	Glenda DS. Catadman <i>OIC-Assistant Schools Division Superintendent</i>	
	Distribution of Certificates	Top Management	

Medel Carlos C. Zarsuelo Jr.
Master of Ceremonies

Enclosure No. 3 to Division Memorandum No. 048, s. 2026

Program Management Team

Management Personnel	Member
Top Management	Homer N. Mendoza OIC – Schools Division Superintendent Glenda DS. Catadman OIC – Assistant Schools Division Superintendent
Program Owners	Ronnie B. Yohan Marlyn C. Alegro
Finance Officer	Jona B. Ramos
Logistics Officers	Josephus Perseus B. Banaag Joanne P. Genido
M&E Coordinator	Medel Carlos C. Zarsuelo Jr.
Documenters (Registration, Program, and Invitation)	Marilyn O. Anglo Melissa P. Aquino
Welfare Officer	Gian Paul G. Creencia
Learning Facilitators	Ronnie B. Yohan Ivan Honorpette A. Mijares Ruby B. Heramia Naamah C. Mambalos Ricardo R. David III Marlyn C. Alegro
Master of Ceremonies	Medel Carlos C. Zarsuelo Jr.