



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III – Central Luzon
SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY
San Ignacio St., Poblacion, City of San Jose del Monte 3023



February 7, 2019

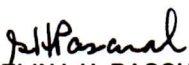
DIVISION MEMORANDUM

No. 027s. 2019

To: Assistant Schools Division Superintendent
Division Chiefs
Public Elementary and Secondary School Heads
All Others Concerned

PROFESSIONAL DEVELOPMENT AND ENHANCEMENT SKILLS SEMINAR (PDESS)

1. This Office announces the conduct of Professional Development and Enhancement Skills Seminar (PDESS) on February 27, 28 and Mar. 1, 2019 at a venue to be announced later.
2. The activity aims at capacitating select non-teaching staff in delivering frontline services and engaging them to effective communication strategies to achieve customer satisfaction.
3. Enclosure nos. 1 and 2 contain the Matrix of the Activity and the List of Participants respectively.
4. Participants are advised to bring laptop and extension cords during the course of the activity.
5. Provision for the board and lodging of the participants shall be charged against Division MOOE while the travelling expenses against school funds subject to usual auditing procedures.
6. Immediate and wide dissemination of this Memorandum is enjoined.


GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent



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LIST OF PARTICIPANTS (PDESS)

No	FULL NAME	School	Position	Gender
1	ROLANDO T. SOTELO	CID	CID CHIEF	M
2	ESPERANZA D. CRUZ	SGOD	SGOD CHIEF	F
3	RENATO L. IGNACIO	SGOD	SEPS	M
4	ROBESA R. HILARIO	SGOD	SEPS	F
5	MANUEL P. DELA CRUZ	SGOD	SEPS	M
6	MERLITA D. YNCIONG	SGOD	SEPS	F
7	NOEL B. BURCE	SGOD	EPS II	M
8	MARIFE C. ARANDELA	SGOD	PDO I	F
9	MARGIE M. DURO	SGOD	PDO I	F
10	URCESIO A. SEPE	SGOD	EPS II	M
11	CONRADO O. ABRAHAM	SGOD	EPS II	M
12	VILMA A. MARQUEZ	ALS	EPS II	F
13	JUANALY O. LACAL	SPNHS	AO II	F
14	CHERRY M. AREVALO	SJDMNTS	AO II	F
15	AIZA F. IGNACIO	SMNHS/CNHS	AO II	F
16	JEANNETTE H. RAGUDO	SCNHS	AO II	F
17	AGAPITO P. NICOLAS	SJMNHS	AO II	M
18	MERLE S. FELIX	TVNHS	AO II	F
19	ROWENA R. LUCIANO	CSJDM SCIENCE HS	AO II	F
20	LANY B. NAGALES	MARANGAL NHS	AO II	F
21	NORMAN GLENN S. MAPA	KAKAWATE NHS	AO II	M
22	LANIE P. CASTILLO	SJDMNHS	ADAS II	F
23	JAYSON E. MANUEL	SPNHS	ADAS II	M
24	NANCY V. RIOJA	OSDS	ADAS II	F
25	RACHELLE R. CIDRON	KAKAWATE NHS	ADAS II	F
26	RUBY ANNE F. HERRERA	MARANGAL NHS	ADAS II	F
27	JAY JAY PAUL B. CALUCAG	SCNHS	ADAS II	M
28	FILOMENA G. LINQUICO	MINUYAN NHS	ADAS II	F
29	JO-ANNE F. NUYDA	CNHS	ADAS II	F
30	MARILOU F. GERONIMO	SMNHS	ADAS II	F
31	RAVENAL G. ROBES	SPNHS	ADAS II	M
32	GLAIZA P. ALEJANDRO	OSDS	ADAS II	F
33	ELVIRA E. MANUEL	SJDMNTS	ADAS II	F
34	RYAN R. ROLDAN	SJDM Heights	ADAS II	M
35	EVANGELINE T. BUCAG	MHHHS	ADAS II	F
36	MYLENE R. DACANAY	CSJDM SCIENCE HS	ADAS II	F
37	BLESILDA G. BENJAMIN	KAYPIAN NHS	ADAS II	F
38	REGGIE C. RAGUDO	TVNHS	ADAS II	M
39	KRISSELLE I. AGAPITO	OSDS	ADAS III	F
40	MAXIMA L. BIGLANG-AWA	OSDS	ADAS III	F
41	NENETTE M. GOMEZ	OSDS	ADAS III	F
42	LALAIN SP. BARTOLOME	OSDS	ADAS II	F
43	REGENALD D. SERRANO	OSDS	ADAS I	M
44	ADELYNNE JOIE M. BIJASA	SGOD	NURSE II	F
45	MELSAN R. DAZA	SGOD	NURSE II	F



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46	MARY LEI R. BATAN	SGOD ✓	NURSE II	F
47	RAYMUNDO G. VILLENA	SGOD ✓	NURSE II	M
48	ABDUL RASHEED L. DAQUIZ	SGOD ✓	NURSE II	M
49	CARTER L. MANGAHAS	OSDS ✓	AA VI	M
50	JONIE MAY S. FRANCISCO	OSDS ✓	AA VI	F
51	ROSARIO D. ROMANO	OSDS ✓	AA VI	F
52	ELUISA L. ICANG	OSDS ✓	AA VI	F
53	KARREN L. DAQUIZ	OSDS ✓	AA VI	F
54	MARIA MERCEDES M. BIJASA	OSDS ✓	AA VI	F
55	LAARNIE I. CATAHAN	CID	AA VI	F
56	FRANISSA G. SANDOVAL	ALS	MOBILE TEACHER	F
57	MERRIDITH B. BALDERRAMA	ALS	MOBILE TEACHER	F
58	KRSNA C. REBULADO	STO. CRISTO NHS	TEACHER I/ RESOURCE SPEAKER	F
59	ANNE CYNTHIA B. ELIZARES	SJDMHS	TEACHER III/ RESOURCE SPEAKER	F
60	ROCHELLE B. SALAZAR	KNHS	TEACHER I/ RESOURCE SPEAKER	F
61	ARTHUR F. FRANCISCO	OSDS	ITO/ RESOURCE SPEAKER	M

PROFESSIONAL DEVELOPMENT AND ENHANCEMENT SKILLS SEMINAR (PDESS) MATRIX OF ACTIVITIES

Time	Training Dates		
	Feb.27	Feb.28	Mar. 1
6:00-7:15 AM	Arrival / Registration of Participants		
7:16-7:40 AM			
7:41-8:00 AM	Opening Program	MOL- Groups 1 and 2 Mini- Opening	MOL-Groups 3 and 4
8:00-10:00 AM	Personal Branding and Personal Networking (My worth, my contribution in the workplace) Lailani N. Sevilla, MTII -Lagro NHS	Working well with different leaders Robesa R. Hilario- SEPS SMME	Producing Effective Written Outputs,AVPs Dan Mark Nieto-Asst. Chief, PIO-SJDMC
10:00-10:15 AM	Health Break		
10:16 AM -12:00 PM	Workplace Etiquette and Manners Engr. Danilo A. Casas, PIII- PFNHS	Verbalizing Relevant Ideas Anne Cynthia Elizares, TIII SJDMNHS Workshop 2	Workshop 4
12:01-1:00 PM	Lunch		
1:00-3:00 PM	Building Relationships: Situations speak TERESITA MATEO	Working well with our 'colleagues' (WORD and EXCEL EXPLORATION) Krsna Rebulado, Teacher I- SCHNS	On Becoming a good public servant: Despite Odds Renato L. Ignacio, SEPS Planning and Research
3:01-3:15 PM	Health Break		
3:16-5:00 PM	Creating First Impression: Responding to work urgency Rochelle Salazar, SHS Teacher-KNHS Workshop 1	Arthur F. Francisco (Application of WORD and EXCEL) Workshop 3	Closing Program