



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF CALBAYOG CITY

July 3, 2025

DIVISION MEMORANDUM

No. 303, s. 2025

ORIENTATION OF THE SCHOOL-BASED ADMINISTRATIVE OFFICER II ON THE PERSONNEL PROCESSES USING THE ONLINE PLATFORM

TO : Division Chiefs
Public Schools District Supervisors
Public Elementary & Secondary School Heads
School Administrative Officer II
Administrative Section/Unit Heads
All Concerned

1. This Office hereby informs all School-Based Administrative Officer II that there will be a presentation of the **Personnel Process Flow using the Online Platform** on July 4, 2025 @9:00am in Calbayog City National High School SHS Conference Room.
2. The objectives of this activity are the following:
 - ☐ To present the streamlined personnel processes via the online platform
 - ☐ To orient stakeholders on digital procedures for transparency and efficiency
3. Enclosed herewith are the names of the School-Based Administrative Officer II participants.
4. This memorandum will serve as the Travel Authority.
5. Immediate dissemination and strict compliance with this Memorandum are directed.



for: *[Signature]*
MARGARITO A. CADAYONA, JR. PhD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
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M.S.O # 0219



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SCHOOL-BASED ADMINISTRATIVE OFFICER II			
1	Aiza L. Balawing	41	Lorraine Baylon Calong
2	Alejandro Y. Cagomoc	42	Lyka Andrea Rivera
3	AMIEL PRESADO	43	Lytton Ortiz
4	Anna Marie V. Refe	44	MA. CAROLYN ABGAO
5	Bernard Nick Alinabon	45	Ma. Delma Mateo
6	Carla Marie S. Sabañao	46	Ma. Edelaine A. Sanchez
7	Charles Ivan Donnel Sequio	47	Ma. Joan Lentejas Tocayon
8	Dave Mark Celum	48	Ma. Kristine Tomenes
9	Dell Christine Villocero Aniban	49	Ma. Rachel Chavez
10	Dristel Abanilla	50	Mae Angelica Comota
11	Duane Tristan Santiago Callosa	51	Marilyn Villanueva
12	Gemma G. Pampanga	52	Marchel Picardal
14	Genelyn C. Mancol	53	Maria Marites Arangorin Cailo
15	Geraldine Madrigal	54	Mariel Abayon
16	Giovannie O. Desquitado	55	Marien Maghacot
17	Hermie Francisco Alcera	56	Marjun R. Magistrado
18	Ida S. Villan	57	Mary Grace Cailo
19	Ivy M. Lentejas	58	MARY GRACE GARCIA
20	Jason Peñalosa	59	Mary Jane Toribio Bulan
21	Jay Carlo Prudenciado	60	Mary Noelle Docong
22	Jehra Mae S. Dagami	61	May Saldaña-Cestona
23	Jennifer Carig Zamora	62	Mylyn Santiso Cano
24	JOAN PANIS	63	NAOMI T. BANGCALE
25	Jobbel Belano	64	Nelson Cababat
26	Joel A. Gensis	65	Rachel Thyla Logero
27	John Roy B. Talahiban	66	Randy T. Muñoz
	Jomarton Ladag	67	Ravir N. Castillo
28	Jonathan Capalis	68	Rhea Moraca
29	Joricel Camarines	69	Rica Monique Durmiendo Mancol
30	Joseph Amita	70	Richelle L. Medrina
31	Jucelyn L. Bacalso	71	Rizalyn M. Marcial
32	Jurilyn B. Pajarilla	72	Rocelle Charisma R. Dianito
33	Kaye B. Mejica	73	Ronnel Clarido
34	Klaus Morcelos	74	Roxanne J. Rosales
35	Kristabel Cabral-Notarte	75	Sarah Jean Cabantac
36	Kristine Guades	76	Sharon Mancol Gozalbo
37	Leah D. Balane	77	Therence James Prudenciado
38	Leviresa G. Barniso	78	Ulra Catalan
39	Lindsay Jules Yauder	79	Warlito Delmiguez Sabanao
40	Lloyd Martin Marcial		