



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

① /s/

04 January 2024

**DIVISION MEMORANDUM**  
OSD-2024-003

**REVIEW OF PERSONNEL UNIT PROCESS MANUAL**

**TO :** OIC – Asst. Schools Division Superintendent  
Chief Education Supervisors – SGOD & CID  
Unit Heads  
Public Elementary and Secondary School Heads  
All Others Concerned

1. To ensure the continuous quality service of Personnel Unit, the latter is set to review the Personnel Unit's Process Manual on January 19, 2024 8:00am – 5:00pm at SDO Conference Room, SDO Lucena City.
2. Below are the participants of the said activity:

NO.	NAME	SEX	DESIGNATION	OFFICE / SCHOOL
1	Susan DL. Oribiana	F	Schools Division Superintendent	OSDS
2	Phillip B. Gallendez	M	OIC-Assistant Schools Division Superintendent	OSDS
3	Benjie C. Rivera	M	Administrative Officer V	Admin Unit
4	Rochelle P. Tolentino	F	Administrative Officer IV	Personnel Unit
5	Glenna M. Habito	F	Administrative Officer II	Personnel Unit
6	Moises Carmelo A. Fisico	M	Administrative Assistant III	Personnel Unit
7	Eunice D. King	F	Administrative Assistant III	Personnel Unit
8	Maridel S. Bibit	F	Administrative Assistant III	Personnel Unit
9	Jasper M. Martinez	M	Administrative Assistant III	Personnel Unit
10	Floriza C. Indenible	F	Administrative Assistant III	Personnel Unit



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11	Ma. Leonora T. Andojar	F	Administrative Assistant III	Personnel Unit
12	Maria Chrisandrea Eloie E. Quiroz	F	Administrative Aide VI	Personnel Unit
13	Mary Grace A. Llamado	F	Administrative Aide	Personnel Unit
14	Suzanna S. Lalisan	F	Utility	OSDS

3. Immediate dissemination of this Memorandum is desired.

  
**SUSAN B. ORIBIANA**  
 Schools Division Superintendent 

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