



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

SGORIRJE-00266

03 January 2024

DIVISION MEMORANDUM
SGO-2024-002

Capacity Building / Training for Non-Teaching Personnel on News Writing

TO : OIC – Asst. Schools Division Superintendent
Chief Education Supervisors – SGOD & CID
Unit Heads
All Others Concerned

1. In reference to **DepEd Order No. 32, s. 2011** entitled “*Policies and Guidelines on Training and Development (T&D) Programs and Activities*” states that capability building shall be provided to the personnel across levels based on the competency / needs assessment to enhance and improve knowledge and skills to facilitate individual achievements in the organization.
2. Relative to this, the Schools Division Office of Lucena City shall conduct the **Capacity Building / Training for Non-Teaching Personnel on News Writing** to be held on **January 19, 2024**, from **8:00am to 5:00pm** at **M. I. Sevilla's Resort**, Brgy. Domoit, Lucena City.
3. Attached are the list of participants, resource speakers and members of the technical working group for your reference.
4. Should there be queries or other concerns pertaining to the said activity, you may contact **Mr. Rolan B. Catapang** or **Ms. Barbara Jane E. Barron**, Human Resource Development Specialists at telephone numbers **(042) 421-4161, 421-4162** or **421-5137** loc. 234.
5. Immediate dissemination of this Memorandum is desired.

SUSAN DL. ORIBIANA
Schools Division Superintendent

RBC-DM- Capacity Building / Training for Non-Teaching Personnel on News Writing
002/03 December 2024



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MATRIX OF ACTIVITY

TITLE OF ACTIVITY: Capacity Building / Training for Non-Teaching Personnel on News Writing

DATE OF ACTIVITY: January 19, 2024

TIME	TOPIC / ACTIVITY	PERSON RESPONSIBLE
7:00-8:00am	Arrival and Registration Breakfast	Barbara Jane E. Barron <i>EPS II – HRD</i>
8:01-8:30am	OPENING PROGRAM - Philippine National Anthem - Opening Prayer - SDO Lucena Hymn - Acknowledgement of Participants - Welcome Remarks - Inspirational Message - Rationale, Objectives & Matrix	AVP AVP AVP Barbara Jane E. Barron <i>EPS II – HRD</i> Phillip B. Gallendez <i>OIC- ASDS</i> Susan DL. Oribiana <i>Schools Division Superintendent</i> Rolan B. Catapang <i>SEPS – HRD</i>
8:30-9:30am	• Overview of News Writing	Dr. May Grace D. Salazar <i>Master Teacher I, Cotta NHS</i>
9:30-10:30am	• Writing the Lead	
10:30-11:00am	HEALTH BREAK	
11:00-12:00nn	• Workshop	Dr. May Grace D. Salazar <i>Master Teacher I, Cotta NHS</i>
12:00-1:00pm	LUNCH BREAK	
1:00-1:30pm	• Critiquing	Dr. May Grace D. Salazar <i>Master Teacher I, Cotta NHS</i>
1:31-2:30pm	• Writing the Body	
2:31-3:30pm	• Workshop	
3:31-4:00pm	HEALTH BREAK	
3:01-4:00pm	• Critiquing	Dr. May Grace D. Salazar <i>Master Teacher I, Cotta NHS</i>
4:01-5:00 pm	• Writing the Headline	
	• Closing Remarks	Dr. Epifania F. Carandang <i>Chief Education Supervisor, SGOD</i>

Pascual C. La Rosa Jr.
Master of Ceremony

LIST OF PARTICIPANTS

TITLE OF ACTIVITY: Capacity Building / Training for Non-Teaching Personnel on News Writing

DATE OF ACTIVITY: January 19, 2024

NO.	NAME	SEX	DESIGNATION	OFFICE / SCHOOL
1	Ana Karmela S. Amante-Vergara	F	Attorney III	Legal
2	Cristina B. Rogelio	F	IT Officer I	ICT
3	Rhea A. Gallano-Mojica	F	Accountant III	Accounting
4	Maria Katherine A. Panganiban	F	AOV - Budget Officer III	Budget
5	Benjie C. Rivera	M	AO V – Admin. Services	Admin.
6	Maria Eleanor A. Pinza	F	AOIV / Cashier	Cash
7	Aloysius D. Cabana	M	AOIV / Supply Officer	Supply
8	Erwin M. Montes	M	AOIV / Records Officer	Records
9	Rochelle P. Tolentino	F	AOIV / Personnel Officer	Personnel
10	Glenna M. Habito	F	Administrative Officer II	Personnel
11	Marjon T. de Castro	M	Administrative Officer II	OSDS
12	Noel Rey T. Estuita	M	PDO II	CID
13	Sayre M. Dialola	F	Librarian II	CID
14	Mylene R. Dapol	F	EPS II – ALS	CID
15	Christine Joy C. Mayuga	F	EPS II – ALS	CID
16	Joam M. Alcantara	M	Education Facilities	SGOD
17	Preciosa Marie T. Alba	F	PDO II	SGOD
18	Donna L. Malasarte	F	PDO I	SGOD
19	Rosebelle F. Castrillo	F	PDO I	SGOD
20	Don Rey C. Cariaga	M	Medical Officer III	SGOD
21	Armida Y. Castro	F	Dentist II	SGOD
22	Sheila Mae A. Ursolino	F	Dentist II	SGOD
23	Yvan Jonas A. Tolentino	M	Nurse II	SGOD
24	Patrick Miguel T. Palacio	M	Nurse II	SGOD
25	Carlo Joseph V. Castillo	M	Nurse II	SGOD
26	Julie Carmel U. La Rosa	F	Nurse II	SGOD
27	Harvey T. Natividad	M	Nurse II	SGOD
28	Marck Andro E. Bernabe	M	Planning Officer III	SGOD
29	Pascual C. La Rosa, Jr.	M	SEPS, SM (M&E)	SGOD
30	Rolan B. Catapang	M	SEPS, HRD	SGOD
31	Belen M. Andal	F	SEPS, SMN	SGOD
32	Karen Jane P. Montero	F	EPS II, SM (M&E)	SGOD
33	Barbara Jane E. Barron	F	EPS II, HRD	SGOD
34	Laiza P. Villamater	F	EPS II, SMN	SGOD
35	May Grace D. Salazar	F	Resource Speaker	Cotta NHS

PROGRAM MANAGEMENT TEAM

NO.	NAME	SEX	DESIGNATION	OFFICE / SCHOOL
36	Susan DL. Oribiana	F	SDS	OSDS
37	Phillip B. Gallendez	M	OIC-ASDS	OSDS
38	Epifania F. Carandang	F	Chief Education Supervisor	SGOD
39	Josephine T. Natividad	F	Chief Education Supervisor	CID
40	Benjie C. Rivera	M	AO V – Admin. Services	Admin.

Documentation and Monitoring & Evaluation:

NO.	NAME	SEX	DESIGNATION	OFFICE / SCHOOL
41	Karen Jane P. Montero	F	EPS II- SM (M&E)	SGOD
42	Pascual C. La Rosa Jr.	M	SEPS-SM (M&E)	SGOD

Class / Program Managers:

NO.	NAME	SEX	DESIGNATION	OFFICE / SCHOOL
43	Barbara Jane E. Barron	F	EPS II-HRD	SGOD
44	Rolan B. Catapang	M	SEPS-HRD	SGOD

IT Assistant:

NO.	NAME	SEX	DESIGNATION	OFFICE / SCHOOL
45	Edwin L. Dairo	M	Administrative Aide	SGOD

Nurses On-Duty:

NO.	NAME	SEX	DESIGNATION	OFFICE / SCHOOL
46	Carlo Joseph V. Castillo	M	Nurse II	SGOD-SHN