



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

01 Dec 2025

DIVISION MEMORANDUM
OSDS-2025-182

**ORIENTATION ON PERSONNEL WELFARE AND
BENEFITS FOR NEWLY HIRED TEACHERS**

To: School Heads of the Identified Teachers
All Others Concerned
This Division

1. The Administrative Services Section through its Personnel Unit will conduct an in-person **Orientation on Personnel Welfare and Benefits for Newly hired Teachers** on December 10, 2025, from 8:00 am to 12:00 pm (Batch 1) and from 1:00 pm to 5:00 pm (Batch 2) at SDO Conference Room, Alabel, Sarangani Province.
2. This Orientation aims to provide guidance to newly hired employees on the policies and procedures of the division office and to enable them to get a better understanding of government employees' welfare and benefits.
3. Attached are the list of participants and the matrix of activities for easy reference. Newly hired teachers who are not part of this orientation will be scheduled for a separate session. Moreover, the school heads of the identified teachers are requested to ensure that no other school activities are hampered during the orientation.
4. Travelling and other incidental expenses of the attendees shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
5. For inquiries, contact Mr. Roel D. Balbareno at 09773941073.
6. Widest dissemination of this Memorandum is desired.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent



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Encl.: As stated

Reference: N o n e

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

ORIENTATIONS

Roel D. Balbareno/OSDS/MLA – orientation on personnel welfare and benefits for newly hired teachers
1229/December 1, 2025



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**ORIENTATION ON PERSONNEL WELFARE
AND BENEFITS FOR THE NEWLY- HIRED TEACHERS**

December 10, 2025

Program of Activities

Time	Activities	Speaker/Facilitator
7:45 – 8:00	Registration	Secretariat
8:00 – 8:15	Preliminaries	AVP
8:15 – 8:30	Welcome Remarks	Irma May G. Dinasas, AO V
	Introduction of Participants and Statement of Objectives	
	Message	Atty. Nelyn B. Frinal CESO VI Assistant Schools Division Superintendent
		Ruth L. Estacio PhD, CESO V Schools Division Superintendent
8:30 – 9:30	Personnel Policies	Alex Quinopa, ADAS III
9:30 – 10:30	Leave Policies	Maejel Alimama, ADAS III
10:30 – 11:45	Orientation on Benefits	Glenn J. Gula, AO II
11:45-12:00	Closing Remarks	Roel D. Balbareno, AO IV



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LIST OF PARTICIPANTS

No	Surname	First Name	Name Extension (Jr. / III)	Middle Name	School Assignment
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Batch 1

1	AGUSTENIS	RYNAZELLE MARIE	N/A	N/A	PAIT IS
2	ANGONIA	RONALYN	N/A	MANGOLE	UPPER LUMABAT IS
3	APAL	MAHER	N/A	MIRANDA	JLC NTS
4	BERNADAS	MAX RAYMOND	N/A	EME	TINUNGKAAN ES
5	BUSTAMANTE	ROEY JHON	N/A	PANIS	MAGULING NHS
6	CABINA	BEVERLY	N/A	YUGAN	LAGINAN INTEGRATED SCHOOL
7	CALAMAGAN	LUZHEL	N/A	BASOL	LUMIGO IS
8	CALANAO	CHERRY KRIS	N/A	LLABORE	CAMEN WATA BAGI NHS
9	CANGO	JEFFERSON	N/A	ENGCO	EDRO MALAYO IS
10	CASTILLO	RIO CHRISTINE	N/A	LAPIZ	ALABEL CISC
11	DEMOLAR	MICHELLE	N/A	PACAO-IN	MATINGAO IS
12	DIALUNA	LOVELY	N/A	IRAN	DALID ES
13	DUEÑAS	JOHN RAY	N/A	DACANAY	KALTUAD IS
14	DULLETE	ANTHONY	N/A	BALANON	BANATE IP SCHOOL
15	FELONGO	RONA JOY	N/A	HERMO	NABOL NHS
16	GOCOTANO	ERNEST JOHN	N/A	ABELGAS	MAHAYG ES
17	HEREDIANO	DANTE	JR.	WATIN	DLAMA ES
18	ISUGA	TREMARK GREG	N/A	ALABA	KIBAC IS
19	JAYME	CHERRY ANN	N/A	SAMIJON	MALKAHI ES
20	KAKA	DEVINE GRACE	N/A	ANGKAY	BONGO INTEGRATED SCHOOL
21	KUAYA	RAIFAH	N/A	HARID	DOLORES YATOY MILLIONA IS
22	LAGUARDIA	CAREEN JOY	N/A	BARCENA	MALAPATAN NHS
23	LAGUTANG	PINKY ROSE	N/A	CASI	KLING CLC-SITIO LANA O IPS
24	LAMBUAN	CARLO JAMES	N/A	LABE	GREEN VALLEY IS
25	LENDIO	JANE IRISH	N/A	RICA PALZA	ANSHS
26	MACATIMBOL	JEAN	N/A	ZAMORA	MIASONG IS
27	MAGYAN	SHENIE	N/A	MANANGCA	NIAN IS
28	MASALON	ELLA GRACE	N/A	MARIANO	BATUTULING IS
29	MORANOS	JOHN REN	N/A	CENON	HADJI MUSA IS
30	MORIAL	JIGGER	N/A	LORENZO	COLON NHS
31	PASAWILAN	BASIRUDIN	N/A	EDZA	LIKON ES
32	PATAYAN	MARIBETH	N/A	N/A	MALANDAG NHS
33	PATULILIC	DAISY MAY	N/A	TAHUDAN	COLUMBIO IS
34	PEPITO	MARIA JESSA	N/A	MACAPAZ	PANGYAN ES
35	PONCARDAS	GLANIEDGENE	N/A	BAING	ALS-GLANSAT
36	PONTILAR	RETCHER	N/A	CORTEZ	BANLAS IS
37	PONTILAR	NOVIE CATES	N/A	BUTAWAN	MALATABON ES
38	RAMIREZ	RYAN	N/A	SANDIGAN	DATU PANGOLIMA IS
39	RAYMUNDO	MAE ANN	N/A	OBARRA	LEOPOLDO P. DACERA SR. IS
40	ROMERO	SHIRLY MAE	N/A	DELA PEÑA	TUANADATUES ES

Batch 2

41	ROSA	JORDAN	N/A	MAMALIAS	KANYUGAN ES
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42	ROSELL	JULS	N/A	AMATO	CALFUNGAL ES
43	RUBIA	FRANCISCO	III	UBONGEN	KIAMBA NATIONAL HIGH SCHOOL
44	SAAVEDRA	JELLIE MAY	N/A	LANON	LEBE IS
45	SABERON	PSYCHE QUEEN DOROTHY	N/A	GALLO	JAMES L. CHIONGBIAN
46	SALATAN	NORPA	N/A	SAMA	KIAMBA NHS
47	SALWAY	MECIL	N/A	NONGOD	TINUNGKAAN ES
48	SAMAL	MOHAIMEN	N/A	ISHMAEL	ALS- MAASIM 3 DISTRICT
49	SAMBILAD	MARY FE	N/A	TILLO	BLAT INTEGRATED SCHOOL
50	SARDAN	VANGIE	N/A	FEROLINO	SEGAPU ESGAFU IS
51	SAYSON	JOYCE	N/A	DAYGON	LANGARAN IS
52	SEBUKO	ALFREDO	JR.	TAGUPA	E ALEGADO IS
53	SEGAFU	KIMBERLY	N/A	TANGO	ALNA IPS
54	SEMILLA	LUCK THEA	N/A	OLAVERE	PRUDENCIO MARIANO SR. IS
55	SIMBLANTE	STEPHANIE	N/A	ROSA	GLAN CENTRAL INTEGRATED SCHOOL
56	SOLIS	GRETCHEN	N/A	MEJIA	DATAL ANGGAS IS
57	TABUNAWAY	MIRANNA	N/A	NAVARRO	UPO ANNEX, MAITUM
58	TAKYAWAN	JEMARIE	N/A	LABNAWAN	PANAMIN IS
59	TALAUOGON	VERONICA	N/A	ABEQUIBEL	PINOL ELEMENTARY SCHOOL
60	TAMAYOD	SHIELLA	N/A	YAMA	VALERIA B. LOPEZ IS
61	TAMINE	PETER PAUL AARON	N/A	ABBOC	ROQUE ADARNA
62	TAMPIPI	JASMIN	N/A	JOSE	BANGKAL IS
63	TANGBAWAN	NESSA	N/A	BEGASA	JWB ADORACION ES
64	TANGGA	ANGELICA	N/A	LUMA	E. ALEGADO EXTENSION
65	TAPIS	JESSAMAE	N/A	CABATINGAN	LANGARAN IS
66	TE	DIANE	N/A	CASTILLO	MAYAGO ES
67	TESORO	IRISH CLAIRE	N/A	DINOPOL	HAPPY WALLEY IS
68	TIO	SHEBA	N/A	TAMISA	DANAO IS
69	TIO	RUBILYN	N/A	BALTOC	NIAN IS
70	TRASMONTA	APRIL JOY	N/A	WAMILDA	SEGAFU ESGAPO IS
71	TUMANDAN	APRILYN	N/A	MASALON	MALAPATAN NHS
72	TUWA	REBECCA	N/A	LIBANON	ULO LATIAN IS
73	TUWA	MAYGELYN	N/A	DANWATA	KISOY NHS
74	VELASCO	PEARLY GEM	N/A	MARAON	SEGAFU ESGAPO IS
75	VENANCIO	JERIC	N/A	BINATON	BASAK ELEMENTARY SCHOOL
76	VILLA	RAZIEL MAE	N/A	KAPINA	KIAMBA NHS
77	VILLAMOR	JUNIE	N/A	BORJA	TALUS NHS
78	VILLARICO	JEFREY	N/A	ASENTISTA	COLON NATIONAL HIGH SCHOOL
79	WAHAB	HAIREEN NISA	N/A	DIANGA	MALAPATAN NHS
80	YANGON	JOVERA	N/A	TAMBA	DEL HILADO ES