



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

01 Dec 2025

DIVISION MEMORANDUM

SGOD-2025-257

CAPACITY BUILDING FOR NON-TEACHING PERSONNEL OF ALABEL DISTRICTS
ON THE WINS ONLINE MONITORING SYSTEM ENCODING AND UPLOADING
IN THE LEARNER INFORMATION SYSTEM PLATFORM

To: Assistant Schools Division Superintendent
Public Schools District Supervisors Concerned
Public Elementary and Secondary School Principals Concerned

1. Please be informed that there will be a **Capacity Building for Non-Teaching Personnel of Alabel Districts on the WINS Online Monitoring System Encoding and Uploading in the Learner Information System Platform**. The said activity will be held at Grand Palmera Hotel, General Santos City on December 5, 2025.
2. The capacity building aims to:
 - a. orient the participants on the actual uploading of the monitoring tool in the Learner Information System Platform;
 - b. demonstrate the correct encoding of the data on the monitoring tool; and
 - c. address challenges that will arise during the encoding and uploading of data.
3. See the following enclosures for more details:

Enclosure No. 1: Activity Matrix
Enclosure No. 2: List of Participants
4. A registration of One Thousand Pesos (P1,000.00) will be collected per participant to cover the costs for supplies, food, and venue. The registration fee, travel, and other incidental expenses of the participants shall be charged against the school MOOE, subject to the usual accounting and auditing rules and regulations.
5. For inquiries, contact Ms. Rovelyn L. Paghubasan at 09452749676 and Mr. Ferdinand S. Simon at 0955-425-9131.
6. Immediate dissemination of this Memorandum is desired.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent



Republic of the Philippines
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Encl.: As stated

Reference: N o n e

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

TRAINING PROGRAMS

Adriano A. Daligdig/SGOD/MLA – capacity building for non-teaching personnel of alabel districts on the wins
online monitoring system encoding and uploading in the learner information
system platform

1220/December 1, 2025



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

(Enclosure No. 1 to DM-SGOD-2025-000)

**CAPACITY BUILDING FOR NON-TEACHING PERSONNEL OF ALABEL DISTRICTS
ON THE WINS ONLINE MONITORING SYSTEM ENCODING AND UPLOADING
IN THE LEARNER INFORMATION SYSTEM PLATFORM**

Grand Palmera Hotel, General Santos City
December 5, 2025 | 8:00 a.m. to 5:00 p.m.

ACTIVITY MATRIX

Schedule	Activity	Responsible Person
8:00 a.m. - 8:30 a.m.	Registration	Secretariat
8:31 a.m. - 9:30 a.m.	Preliminaries Welcome Remarks Statement of Purpose	AVP Irene Macabangin, AO2 Joey Ocampo, AO2
9:31 a.m. - 10:00 a.m.	Overview of the WINS- LIS Platform	Roshane Panictican, ADAS3
10:01 a.m. - 11:00 a.m.	Capacity Development in Accomplishing the WINS Monitoring Tool	Joey Ocampo, AO2 Jonathan Agreda, AO2 Gebee Arc Bacus, AO2
11:01 a.m. - 12:00 p.m.	Encoding of data on the Monitoring tool	Participants
12:01 p.m. - 1:00 p.m.	Lunch Break	
1:01 p.m. - 3:30 p.m.	Uploading of the Accomplished Monitoring Tool in the OMS	Participants
3:31 p.m. - 5:00 p.m.	Closing Program and Awarding	Facilitators
5:01 p.m. onward	Home Sweet Home	



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(Enclosure No. 2 to DM-SGOD-2025-000)

CAPACITY BUILDING FOR NON-TEACHING PERSONNEL OF ALABEL DISTRICTS
ON THE WINS ONLINE MONITORING SYSTEM ENCODING AND UPLOADING
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Grand Palmera Hotel, General Santos City

December 5, 2025 | 8:00 a.m. to 5:00 p.m.

LIST OF PARTICIPANTS

No.	Name	Position
1.	Rovelyn L. Paghubasan	Administrative Officer II
2.	Joylene T. Lalisan	Administrative Assistant III
3.	Helen Grace D. Deguito	Administrative Officer II
4.	Norhanie S. Gilza	Administrative Officer II
5.	Merlyn N. Narsico	Administrative Assistant III
6.	Elren L. Balabat	Administrative Officer II
7.	Joey S. Ocampo	Administrative Officer II
8.	Cristina Cameros Celis	Registrar 1
9.	Renalyn Amago	Administrative Assistant III
10.	Loina Lynn L. Sali	Administrative Officer II
11.	Wilben Duhaylungsod	Administrative Assistant III
12.	Novie Jane S. Rano	Administrative Officer II
13.	Donna Rizza C. Prena	Administrative Assistant III
14.	Noreen C. Sacramento	Administrative Officer II
15.	Jonathan B. Agreda	Administrative Officer II
16.	Ruby Jane M. Abad	Administrative Assistant II
17.	Raquel C. Pada	Administrative Officer II
18.	Angelina J. Jugalbot	Administrative Assistant II
19.	Irene E. Macabangin	Administrative Officer II
20.	Merich G. Villafranca	Administrative Assistant II
21.	Jomari Jesus D. Paler	Administrative Officer II
22.	Paola A. Gatdula	Administrative Assistant II
23.	Adelyn Cabuga	Administrative Assistant II
24.	Ruth S. Quia	Administrative Officer II
25.	Nasheva S. Karim	Administrative Assistant II
26.	Lory S. Paraico	Administrative Officer II
27.	Judy Ann R. Balucas	Administrative Assistant III
28.	MARY CLAIRE SOPE	Administrative Officer II
29.	Rosalie Panictican	Administrative Assistant III
30.	Kathy Glade M. Corilla	Administrative Officer II
31.	Ralf Jayvene C. Alaba	Administrative Officer II
32.	Grethel T. Miranda	Administrative Officer II
33.	Kenneth Jay Cavan	Administrative Officer II
34.	Elmer Cenas	Administrative Assistant III



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No.	Name	Position
35.	Lizel Emerald T. Gamboa	Administrative Officer II
36.	Diana Ross Bojos	Administrative Assistant III
37.	Gebee Arc Bacus	Administrative Officer II
38.	Jayson Omay	Administrative Assistant II
39.	Relyn Hopeda	Administrative Officer II
40.	William Boniao	Administrative Assistant II
41.	Rena Kreza Ayop	Administrative Officer II
42.	Ferlyn Balucas	Administrative Assistant II
43.	Justine Faye Tagala	Administrative Officer II
44.	Regine Remoroza	Administrative Officer II
45.	Jonamel Cheyserr Fernandez	Administrative Officer II
46.	Angele Mae Taduran	Administrative Assistant II
47.	Klint John Letigio	Administrative Officer II
48.	Harrison Bendo	Administrative Officer II
49.	Adrian Jan Vibar	Administrative Assistant II
50.	Cherry Mae Bugarin	Administrative Officer II
51.	Evelyn Ginez	Administrative Assistant II
52.	Jimielyn Lariosa	Administrative Officer II
53.	Jeffrey Gabo	Administrative Assistant II
54.	Jeanica Unajan	Administrative Officer II
55.	Abdulrahman Abdulhamid	Administrative Assistant II

PROGRAM MANAGEMENT TEAM

Role	Name	Position
Activity Manager	Rovelyn L. Paghubasan	Administrative Officer II
Documenter	Jomarie Jesus Palar	Administrative Officer II
Venue Preparation	Irene Macabangin	Administrative Officer II
Secretariat	Norhanie S. Gilza Helen Grace Deguito	Administrative Officer II
Technical in-charge	Klint John Letigio	Administrative Officer II

BUDGETARY REQUIREMENTS

Particulars	No. of Pax/unit	No. of days	Cost per pax/unit	Total Cost
Meals and Snacks with Venue	55	1	P1,000	P55,000.00
Total				P55,000.00