



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

22 Jul 2025

DIVISION MEMORANDUM
OSDS-2025-100

**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 August 1, 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

Encl.: As stated
Reference: N o n e
To be indicated in the Perpetual Index



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under the following subjects:

ORIENTATION

RDB/OSDS/MLA – orientation on personnel welfare and benefits for newly hired teachers
0641/July 22, 2025



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

August 1,2025

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	Roel D. Balbareno, AO IV
9:30 – 10:30	Leave Policies	Rashia Dina Sayadi, ADAS III/Joanna G. Dumalag, PDO I
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

NAME OF APPOINTEES					SCHOOL
No.	Last Name	First Name	Name Extension (Jr. / III)	Middle Name	
Batch 1					
August 1, 2025 (8:00 am -12:00 pm)					
1	ABUSAMA	NOFFA MAE	N/A	SANDOCAN	ANICETO C. LOPEZ NHS
2	ALAYON	JEZAR	N/A	DELIMA	KIDENGEN ES
3	ALCORIZA	JENESA MAE	N/A	OGONG	LANAO KAPANGLAO IS
4	ALGABRE	JONA MAE	N/A	P	DALAMUAN
5	ALIS	GRACEILYN	N/A	BANTILAN	LUDIN LOGAN IP S
6	ALLANIC	JOMAR	N/A	CATIMBANG	ALABEL CISC
7	AMELISTA	ROVIE JANE	N/A	TANOPO	NAIDAS T. OPONG E
8	ANGOS	AIMEA ROSE	N/A	SALWAY	NAIDAS T. OPONG ES- BANLAS EXTENSION
9	ANTOQUE	MARY GRACE	N/A	MEPRANUM	LANGARAN ES
10	AYAO	ARLENE	N/A	TUWA	KISOY NHS
11	BAG	SATURFANIE GRACE	N/A	CLEMENIA	PANAMBALAN
12	BAGANA	JUSTINE MAE	N/A	OLITA	GSAT
13	BANSIL	NORAINA	N/A	MASUKAT	PINOL ES
14	BARRIENTOS	MARJORIE	N/A	REMEGIO	LIKON ES
15	BLATANG	JOJO	N/A	PENDING	LAO ES
16	BONTONG	ELMER	JR.	SARBIDA	SITIO LANA O IP SCHOOL
17	BORJA	MARIEN	N/A	DEDICATORIA	CALFUNGAL ELEMENTARY SCHOOL
18	BRIOL	SHAIRA DIYA	N/A	COLIPANO	TAMBAN NHS
19	BULAT-AG	JADENERE	N/A	CABRERA	KYUMAD IS
20	BUSTAMANTE	ROEY JOHN	N/A	PANIS	MAGULING NATIONAL HIGH SCHOOL
21	CABALUNA	KENT JAMES	N/A	CANQUE	E. ALEGADO IS
22	CABAROBAS	ALVIE JEAN	N/A	QUISAGAN	SALIMAMA INTEGRATED SCHOOL
23	CABRERA	MA. VICTORIA	N/A	CAÑOTAL	JLC NTS
24	CADIZ	JEZZ RAE L JEROLD	N/A	LAHAMA	KALTUAD INTEGRATED SCHOOL
25	CALANAO	CHERRY KRIS	N/A	LLABORE	CAMEN WATA BAGI NHS
26	CAÑA	CHARITY	N/A	BERCERO	LANAO KAPANGLAO
27	CASTAÑARES	JAEGER	N/A	MONINO	ARCAL ELEMENTARY SCHOOL
28	CELLONA	LALAIN E	N/A	BARTULABA	E. ALEGADO IS
29	COLANO	KISLYN	N/A	SAMA	SALAKIT NHS



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30	COLITA	DAYANARA	N/A	TAMPOY	LIKON ELEMENTARY SCHOOL
31	DALAMA	AURELIO	N/A	ZEMATO	PANAMIN IS
32	DANWATA	DELILAH	N/A	VICENTE	KIANGKOS ES
33	DAROYA	CHRISTIAN DAHNUEL	N/A	AGBANLOG	BONGO IS
34	DE TOMAS	ELJEAN	N/A	VILLANUEVA	ALS-MALUNGON 3
35	DIALE	GUILLER	N/A	SAN	KIAHE IS
36	DUBLIN	LEA LUZ	N/A	MALIT	DATU MANAGKA ES
37	EBRAHIM	ROHANNIE	N/A	DANI	EDRO M ALAYO IS
38	EMBANG	ALI	N/A	DAMBONG	WALI IS
39	ENGCONG	NOR-AINIE	N/A	MIRANDA	FALEL KESBUNG IP SCHOOL
40	ENORSUA	JESSICA	N/A	CALMABONG	NIYAS M. MENTAL IP S

Batch 2

August 1, 2025 (1:00 PM to 5:00 PM)

41	ENTERO	NURSISA	N/A	TIMBASAL	PAMAMIN IS
42	GADSDEN	VANEZA	N/A	MARANDANTE	KABLACAN IS
43	GERAFUSO	NATHA URSULA	N/A	CASTAÑARES	GLAN CENTRAL ISC
44	GONZALES	LOUIE JOHN	N/A	ROQUERO	BANGKAL IS
45	GRAVILLO	JESSA MAE	N/A	TOLEDO	KIANGKOS ES
46	HAILEN	FREDA	N/A	IBRAHIM	ROGAYA BADJUNAID IS
47	HAYLE	SHARRIAH	N/A	JAPAR	DATU MOLOD IS
48	HERMANO	JOSEL	N/A	ALIL	TANAO BANTILAN TAO NHS
49	JULIAN	CLARICE JOY	N/A	DIVINAGRACIA	MALALAG NHS UPO ANNEX
50	KUDARAT	FATMA	N/A	RICARE	VICENTE FUENTES FATIMA ANNE X
51	LABIS	ELLEN	N/A	LAPITAN	ALS- GLAN 2
52	LABNAWAN	DARWIN	N/A	EMPA	CAMEN WATA BAGI NHS
53	LAGBANG	NIKKO JOHN	N/A	TOKO	NABOL NHS
54	LAGUMBAY	RENE	N/A	BASA	DEL NERI ES
55	LARAÑO	ROLIFE	N/A	CABALLERO	CALONKAMING IS
56	LAUREL	ROBIE JANE	N/A	ELORTA	TANGAN IS
57	LIBUSADA	QUEEN MARIEL	N/A	SACARE	FALEL KESBUNG IP SCHOOL
58	LIGOYLIGOY	JOEL	N/A	MORALES	ANICETO C. LOPEZ NHS
59	MALINAO	JINKY	N/A	MARAJAY	BASAK ES
60	MALUMPONG	JENPLE	N/A	SALINDA	SITIO LANA O IP SCHOOL
61	MARTINEZ	ANGELICA	N/A	BALABA	ALS- MALUNGON 1
62	MASALON	ELLA GRACE	N/A	MARIANO	BATUTULING INTEGRATED SCHOOL
63	MATONDO	CHERYL	N/A	LIM	KANYUGAN ES
64	MELECIO	GRACE MAE	N/A	SINGCOY	MATLUSI EXTENSION MALAPATAN
65	MENDOZA	SHENNA	N/A	ALTOBAR	LANGKUAS INTEGRATED SCHOOL
66	NAON	JENNEROSE	N/A	BAD	PACO ES



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67	NAVALES	LOVELY JEAN	N/A	JADUCAN	BLAT IS
68	NAVARETTE	IVAN	N/A	LANDELIS	LUIS CASIPLE IS
69	NAYA	JOANNE	N/A	MATUGUINA	ALABEL NSHS
70	ONEZ	AIZA	N/A	CATACUTAN	KIBALA ES
71	ORTIZ	RICHIE	N/A	ROSA	GLAN CENTRAL ISC
72	PADERNAL	ZALJEAN	N/A	PADRONE	MALUNGON NHS
73	PADIOS	KYLE ARVIN	N/A	SILAYA	TANGALI IS
74	PAGHUBASAN	JOSE BOBBY	JR.	MISSION	ELENA M. MIPAÑA NHS
75	PALAGEMLAN	LEO	N/A	MINTAL	LAMLANIGL ES
76	PALAO	MARY JOY	N/A	ALDANESE	ALABEL CENTRAL INTEGRATED SPED CENTER
77	PALAWAN	AIZA	N/A	BACONA	PITAK ES
78	PALMA	RIZA JOY	N/A	TARATARA	E. ALEGADO IS
79	PANDAMON	LETECIA	N/A	MADANGA	ULO TUBAY ES
80	PAPASIN	JERALYN	N/A	DOREN	BONGO IS