



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

14 May 2026

DIVISION MEMORANDUM
SGOD-2026-100

**WORKSHOP ON MICROSOFT EXCEL ESSENTIALS
FOR FINANCE PROFESSIONALS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads Concerned

1. In line with the continuous capacity-building and professional development of non-teaching personnel, the Schools Governance Operations Division – Human Resource Development Section will conduct a two (2) days live-out Workshop on Microsoft Excel Essentials for Finance Professionals on May 19–20, 2026, at the Royal Hotel, General Santos City.
2. The activity aims to enhance the participants’ knowledge and skills in utilizing Microsoft Excel functions and tools relevant to financial management, budgeting, reporting, data organization, and other office-related financial operations.
3. Participants in this workshop are the identified non-teaching personnel involved in finance, accounting, budgeting, administrative support, and related functions. They are advised to bring a laptop and an extension wire during the activity. All participants to the training are likewise require to register in this link <https://bit.ly/ProjectSPARK>.
4. A Pre-work activity for the Program Management Team will be conducted on May 18, 2026, at 1:00 PM at the SDO Conference Room, Alabel, Sarangani Province.
5. See enclosed Activity Matrix and List of Participants.
6. Expenses relative to the conduct of this activity shall be charged against available local funds, subject to the usual government accounting and auditing rules and regulations.
7. For inquiries, contact Rehane P. Sambuto at mobile number 09385540626 and Madina P. Loguoman at mobile number 09193702488.
8. For the information, guidance, and compliance of all concerned.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent



Address: Capitol Compound, Maribulan, Alabel, Sarangani Province
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Encl.: As stated

Reference: N o n e

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

INFORMATION TECHNOLOGY
TRAINING PROGRAMS
SEMINARS
WORKSHOPS

Adriano A. Daligdig/SGOD/MLA – workshop on advance microsoft excel for finance professionals
0342/May 14, 2026



Address: Capitol Compound, Maribulan, Alabel, Sarangani Province
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Workshop on Advance Microsoft Excel for Finance Professionals
Activity Matrix

May 19-20, 2026

Participants: AOs and ADASs

Time	Topic/s	Person In-charge
8:00-9:00	Registration and Pre-Test	
	Phil. National Anthem	AVP
	Prayer	AVP
	Regional Hymn	AVP
	Sarangani Hymn	AVP
	Presentation of Participants and Program Management Team	Jestoni Sales, EPS II-M&E
	Welcome Message	Ma. Shirley M. Cardinal, Chief SGOD
	Message	Ruth L. Estacio, Ph.D, CESO V Atty. Nelyn B. Frinal, CESO VI
	Program Rationale	Madina P. Loguioman, ESPII-HRDS
	Training House Rules and Activity Matrix	Rehanee P. Sambuto, SEPS-HRDS
9:00-12:00	Essential Formulas and Functions in Microsoft Excel	Roy J. Detoyato, ITO-ICTU
12:00-1:00	Lunch Break	
1:00-4:00	Managing and Organizing Data Using Microsoft Excel	Ariel C. Lalisan, P1
4:00-5:00	Ways Forward	<i>Participants</i>
	Online Evaluation	
8:00-8:30	Management of Learning - Attendance -Previous Session Recap -Singing of Makabayan Song -Energizer	
8:30-10:00	Workshop 1-Microsoft Excel	Participants
10:00-11:00	Presentation of Output	Participants
11:00-12:00	Workplace Application Planning	Madina P. Loguioman EPSII-HRDS
12:00-1:00	Lunch Break	
1:00-3:00	Workshop on WAP	Participants
3:00-5:00	Closing Program	Host
	Ways Forward	
	Online Evaluation	





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List of Participants

	NAME	POSITION
1	BAAL, SARAH JANE ANECITO	ADMINISTRATIVE OFFICER II
2	BAAL, SHEILA MAY POBLADOR	ADMINISTRATIVE OFFICER II
3	BALDO, QUENNIE ROSE MERIDA	ADMINISTRATIVE OFFICER II
4	BANASTON, MARIDEL RENACIA	ADMINISTRATIVE OFFICER II
5	BAUTISTA, HANNA MAE DUAN	ADMINISTRATIVE OFFICER II
6	BELVESTRE, RON ANGEL JABAGAT	ADMINISTRATIVE OFFICER II
7	CADAPAN, CRISTINE DOLETIN	ADMINISTRATIVE OFFICER II
8	COPREROS, CHRYS ELAINNE PERPETUAN	ADMINISTRATIVE OFFICER II
9	DE GUZMAN, JEANNIE ESBERTO	ADMINISTRATIVE OFFICER II
10	DEL ROSARIO, ALVIN BALIBALISA	ADMINISTRATIVE OFFICER II
11	DEL ROSARIO, JOMER GENOSA	ADMINISTRATIVE OFFICER II
12	ELORTA, RYAN REGGIE CELLONA	ADMINISTRATIVE OFFICER II
13	GILBERO, FREDERICK JOHN CANOY	ADMINISTRATIVE OFFICER II
14	GRAFIA, IAN KIM MANTUA	ADMINISTRATIVE OFFICER II
15	MANLANGIT, ERNESTO III ILAGAN	ADMINISTRATIVE OFFICER II
16	MENDOZA, JEMARIE UY	ADMINISTRATIVE OFFICER II
17	MONEVA, JOEY SALUT	ADMINISTRATIVE OFFICER II
18	MONTEALTO, KRENZ PATRICK ARREZA	ADMINISTRATIVE OFFICER II
19	PANDIAN, JIMJIM FOK	ADMINISTRATIVE OFFICER II
20	PEDROSO, RIO JANE PEREZ	ADMINISTRATIVE OFFICER II
21	RODRIGUEZ, ERIC KARLS CULPA	ADMINISTRATIVE OFFICER II
22	ROTEL, NOVIE GRACE CARCILLAR	ADMINISTRATIVE OFFICER II
23	SABAL, CHRISTINE MAE DAPITO	ADMINISTRATIVE OFFICER II
24	SAQUILABON, AIMON CLAR	ADMINISTRATIVE OFFICER II
25	SARBIDA, FRANCIS MAE NILLAS	ADMINISTRATIVE OFFICER II
26	SOBERANO, HANA NAVALTA	ADMINISTRATIVE OFFICER II
27	UGSIMAR, VALLERY FATS ASILO	ADMINISTRATIVE OFFICER II
28	VILLAMOR, ROLAND BIÑAN	ADMINISTRATIVE OFFICER II
29	ALMOITE, AYA MAE RUBIATO	ADMINISTRATIVE ASSISTANT III
30	ANGONIA, BENEDICTO TILO	ADMINISTRATIVE ASSISTANT III
31	BANDA , ALEXANDER DIANDA	ADMINISTRATIVE ASSISTANT III
32	CANTILLER , MARIELLE QUINO	ADMINISTRATIVE ASSISTANT III
33	CARMELOTES, JESSIE GADIA	ADMINISTRATIVE ASSISTANT III
34	CLAPIS, RACHEL MAE RECOPERTO	ADMINISTRATIVE ASSISTANT III
35	ESPERAT, RIZZA MAE TENORIO	ADMINISTRATIVE ASSISTANT III
36	HONGCO, MARIE DIWATIN	ADMINISTRATIVE ASSISTANT III
37	HUBAC, MELANIE ALISON	ADMINISTRATIVE ASSISTANT III
38	MONTE DE RAMOS, IVY GRACE SALLOMAN	ADMINISTRATIVE ASSISTANT III





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39	SANICO, SWEETZIE BERGIS	ADMINISTRATIVE ASSISTANT III
40	SILVA, MARIZ ABARO	ADMINISTRATIVE ASSISTANT III
41	SOLOREN , VANESSA ABELLANA	ADMINISTRATIVE ASSISTANT III
42	SOTILLO, KRIZZA TRANSMIL	ADMINISTRATIVE ASSISTANT III
43	YURAG , LC LORRAINE ALGARME	ADMINISTRATIVE ASSISTANT III
44	ABAD, RUBY JANE MINO	ADMINISTRATIVE ASSISTANT II
45	ABDULHAMID, ABDULRAHMAN INGKONG	ADMINISTRATIVE ASSISTANT II
46	ALFORQUE, MARIAN VIE ALFAR	ADMINISTRATIVE ASSISTANT II
47	ALFORQUE, MARIAN VIE ALFAR	ADMINISTRATIVE ASSISTANT II
48	ALLANIC, JASPER JOHN BACUS	ADMINISTRATIVE ASSISTANT II
49	AYUNAN, NORINA KAY	ADMINISTRATIVE ASSISTANT II
50	BALDO , PRINCESS MAE MERIDA	ADMINISTRATIVE ASSISTANT II
51	BAÑAS, NOEL ANTHONY DAQUIPIL	ADMINISTRATIVE ASSISTANT II
52	BARADE, JEMMA DUMDUM	ADMINISTRATIVE ASSISTANT II
53	BERGADO, LIEZLE JANE ANTONIO	ADMINISTRATIVE ASSISTANT II
54	BIVAS , ROMEL TOMIBLAN	ADMINISTRATIVE ASSISTANT II
55	BOJOS, PRINCESS DAWN ROSALES	ADMINISTRATIVE ASSISTANT II
56	BOQUE, ALBERT LESTER ALCANTARA	ADMINISTRATIVE ASSISTANT II
57	BUGANAS, CHRISTOPHER VARRON	ADMINISTRATIVE ASSISTANT II
58	BUSTAMANTE, RAYMARK LAMBOT	ADMINISTRATIVE ASSISTANT II
59	CABRADILLA, DENNIS SIAROT	ADMINISTRATIVE ASSISTANT II
60	CARO, KAREEN DE ASIS	ADMINISTRATIVE ASSISTANT II
61	CHAN, DONNA RIZZA RODRIGUEZ	ADMINISTRATIVE ASSISTANT II
62	COSARES, ARN SMITH PAGALAN	ADMINISTRATIVE ASSISTANT II
63	DAHAN, MAY CARDINAL	ADMINISTRATIVE ASSISTANT II
64	DANIE, JERIC DINAHIVA	ADMINISTRATIVE ASSISTANT II
65	DAYANAN, JOHN MARK EMMANUEL	ADMINISTRATIVE ASSISTANT II
66	DE-ALA, MERIAM MONARCA	ADMINISTRATIVE ASSISTANT II
67	DECIERDO, ANGELIE BABARAN	ADMINISTRATIVE ASSISTANT II
68	DELOS REYES, LEONORA DELFIN	ADMINISTRATIVE ASSISTANT II
69	DEVOCION, ELLA BLANCA JUAYANG	ADMINISTRATIVE ASSISTANT II
70	GABO, JEFFREY DE LEON	ADMINISTRATIVE ASSISTANT II
71	GANDULAN, APRIL ARELLANO	ADMINISTRATIVE ASSISTANT II
72	GARAY, SHERYL MAE LUNIO	ADMINISTRATIVE ASSISTANT II
73	GENES,ANGELITO DULACA	ADMINISTRATIVE ASSISTANT II
74	GENTILES, MARIA ELLEN ESTRERA	ADMINISTRATIVE ASSISTANT II
75	GILBERO, SUNRICK BRILLANTES	ADMINISTRATIVE ASSISTANT II
76	LABUSON, NICO CASTILLO	ADMINISTRATIVE ASSISTANT II
77	LALISAN, ROVIE ROSAS	ADMINISTRATIVE ASSISTANT II
78	MAH, WILMA LABA	ADMINISTRATIVE ASSISTANT II
79	MASLOG, ZILFA SINGCOL	ADMINISTRATIVE ASSISTANT II





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81	NACIONAL, MARIENYL KAMANGOY	ADMINISTRATIVE ASSISTANT II
82	NEREZ, JERSON GUMERA	ADMINISTRATIVE ASSISTANT II
83	OGONG, JESSAMIE BERNABE	ADMINISTRATIVE ASSISTANT II
84	OROCIO, MA. SHERIL CARENA	ADMINISTRATIVE ASSISTANT II
85	PADERNAL, EARL JOSHUA VEGAFRIA	ADMINISTRATIVE ASSISTANT II
86	PADRE-I, KRYSSA MAE VALDEVIESO	ADMINISTRATIVE ASSISTANT II
87	PAGCAY, FELY RHOSE SARMIENTO	ADMINISTRATIVE ASSISTANT II
88	PANGOLIMA, ALAWE PANGOLIMA	ADMINISTRATIVE ASSISTANT II
89	PATIRI, JOBULANDO DARENO	ADMINISTRATIVE ASSISTANT II
90	PEREZ, NICON GUANCO	ADMINISTRATIVE ASSISTANT II
91	PETEROS, CYRELLE KLENT PINONGPONG	ADMINISTRATIVE ASSISTANT II
92	POSTRADO, LUCILA TANO	ADMINISTRATIVE ASSISTANT II
93	QUEZON, CATHERINE DUAZO	ADMINISTRATIVE ASSISTANT II
94	ROMBO, IMEE GRACE BISAYA	ADMINISTRATIVE ASSISTANT II
95	ROTEL, GIZELLE CHARM PASAMANERO	ADMINISTRATIVE ASSISTANT II
96	RUBIO, PABLO JR. LAPITAN	ADMINISTRATIVE ASSISTANT II
97	SALAS, GLACEL BEBS ARRIETA	ADMINISTRATIVE ASSISTANT II
98	SEMINE, JOVELYN MAJADUCON	ADMINISTRATIVE ASSISTANT II
99	SULTAN, OMAR JAY MANALO	ADMINISTRATIVE ASSISTANT II
100	SUMANDAY, CORNADO DIAMBULANG	ADMINISTRATIVE ASSISTANT II
101	SUNIO, JERALANE CANOY	ADMINISTRATIVE ASSISTANT II
102	TABANIAG, PRISCILLA MARIE ALLER	ADMINISTRATIVE ASSISTANT II
103	TABOADA, JODILYN HARA	ADMINISTRATIVE ASSISTANT II
104	TADURAN, ANGELE MAE ALABA	ADMINISTRATIVE ASSISTANT II
105	TALLE, KEVIN GLENN CUENCA	ADMINISTRATIVE ASSISTANT II
106	TANGCONG, PHOEBE KITZ MARTIN	ADMINISTRATIVE ASSISTANT II
107	TARATARA, ROGER TORRECAMPO	ADMINISTRATIVE ASSISTANT II
108	UGSIMAR, JOER JAY ASILO	ADMINISTRATIVE ASSISTANT II
109	VENUS, MARY JANE ABELLANA	ADMINISTRATIVE ASSISTANT II
110	VIGAFRIA, PETER RUDOLPH CEDEÑO	ADMINISTRATIVE ASSISTANT II
111	WAGAS, CHERRY MAE DAUGDAUG	ADMINISTRATIVE ASSISTANT II
112	ZAULDA, IVYMAY BARLUADO	ADMINISTRATIVE ASSISTANT II
113	MIRANDA, GRETHEL	ADMINISTRATIVE OFFICER II /PMT
114	LARIOS, JEMEILYN C.	ADMINISTRATIVE OFFICER II /PMT
115	PALER, ANGELLE MAE P.	ADMINISTRATIVE OFFICER II /PMT
116	CRUZ, AIZA S.	ADAS II/Hotel Accommodation In-charge
117	DELA GENTE, REY-MARLENE RUBIO	ADMINISTRATIVE OFFICER II/ICT In-charge
	Program Management Team	





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118	MA. SHIRLEY M. CARDINAL	Chief-Education Program Supervisor-SGOD
119	DALIGDIG, ADRIANO S.	Education Program Supervisor-SGOD
120	SAMBUTO, REHANEE P.	SEPS-HRDS Program Management Lead
121	LOGUIOMAN, MADINA P.	EPSII-HRDS Program Management Co-Lead
122	SALES, JESTONI C.	SEPS-M&E Officer
123	NACIGENES, MATEO R.	Nurse
124	DETOYATO, ROY S.	ITO-ICTU/Resource Person
125	LALISAN, ARIEL S.	Principal I/Resource Person
126	AGREDA, JONATHAN	Administrative Officer II/Photo Documentation In-charge
127	NACION, RUEL	Online Registration In-charge/SPARK

