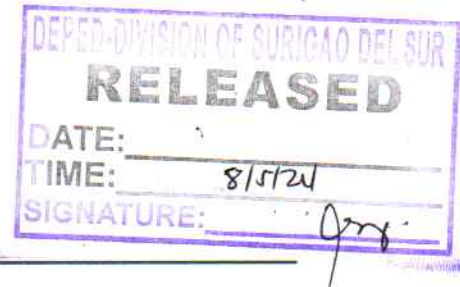




Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR



Office of the Schools Division Superintendent

July 29, 2024

Division MEMORANDUM
No. 324, s. 2024

**ORIENTATION-WORKSHOP ON DRRM FOR ADMINISTRATIVE OFFICER II CUM
PREPARATION AND SUBMISSION OF eSF7**

To : PSDSs/DICs
School Heads (Elementary & Secondary)
Administrative Officer II
All Other Concerned

1. To ensure compliance to DO 2, s. 2024, or the "Immediate Removal of Administrative Tasks of Public School Teachers", there will be a face-to-face Orientation-Workshop on DRRM for Administrative Officer II cum Preparation and Submission of eSF7. This activity shall be held in two batches:
Batch 1 (Lingig to San Agustin) – August 20-21, 2024
Batch 2 (Marihatag to Carrascal) – August 22-23, 2024
Participants for the said activity are School Administrative Officer II. Venue will be posted later.
2. The purpose of the activity are as follows:
 - a. Ensure integration of DRR functions in the eSF7;
 - b. Appreciate eSF7 as a tool in reviewing equal distribution of teaching loads; and
 - c. Ensure 100% submission of eSF7 by the schools
3. Participants are encouraged to utilize their MS Office 365 accounts to ensure smooth conduct of the workshop. Participants are also expected to bring the following: Laptop, Extension Wire, Modem/ Alternate Internet Source and Approved School Program/ Class Program.

Additionally, the following data which are essential for the completion of eSF 7 are also needed:

- a. SY 2024-2025 Enrollment
- b. No. of Instructional Classrooms
- c. Personnel Data:
 - i. Tax Identification Numbers (TIN)
 - ii. Degree Finished
 - iii. Major of Specialization, and Minor (if any)
 - iv. Post-Graduate Finished
 - v. Religion
 - vi. Ethnic Group



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- vii. Birth Date
 - viii. Date of First Day of Service
 - ix. Date of First Day of Service in the current station
 - x. National ID Number (if available)
 - xi. Eligibility
4. List of Participants and the Program Matrix are attached in this memo. For schools without AO IIs, the specified prerequisites in item 3 will be managed by their counterparts, AO IIs, within the same district.
5. Please be guided accordingly.

LORENZO O. MACASCOL, PhD, CESO V
Schools Division Superintendent

Encl.: As stated

Reference:

DepEd Memorandum No. 2024-PS-OD-003

To be indicated in the Perpetual Index

under the following subjects:

School Checking of Forms

LIS

EOSY

JBD// ORIENTATION-WORKSHOP ON DRRM FOR ADMINISTRATIVE OFFICER II CUM PREPARATION AND SUBMISSION OF eSF7

324 / July 24, 2024



Republic of the Philippines
Department of Education
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SCHOOLS DIVISION OF SURIGAO DEL SUR

**ORIENTATION-WORKSHOP ON DRRM FOR ADMINISTRATIVE OFFICER II CUM
 PREPARATION AND SUBMISSION OF eSF7**

LIST OF PARTICIPANTS

No.	Name	District	Batch Schedule
1.	Audrey Rose D. Briones	Lingig I	Batch 1
2.	Nikki Anne D. Abiner	Lingig I	Batch 1
3.	Yza Mae G. Naduaran	Lingig I	Batch 1
4.	Rowena B. Bag-Ao	Lingig I	Batch 1
5.	Therese Diove Glea M. Rubi	Lingig I	Batch 1
6.	Rose Mae Jane E. Asna	Lingig II	Batch 1
7.	Arven C. Arayani	Lingig II	Batch 1
8.	Mingle V. Arayan	Lingig II	Batch 1
9.	Sheryl S. Abuyen	Lingig II	Batch 1
10.	Lloyd M. Luna	Lingig II	Batch 1
11.	Felben P. Omamalin	Lingig II	Batch 1
12.	Felben P. Omamalin	Lingig II	Batch 1
13.	Emmanuel T. Go	Lingig II	Batch 1
14.	Melodie A. Malimit	Lingig II	Batch 1
15.	Cendy C. Tan	Lingig II	Batch 1
16.	Leo P. Evangelio	Lingig II	Batch 1
17.	Flory John G. Guinguing	Lingig II	Batch 1
18.	Amalia A. Delos Santos	Lingig III	Batch 1
19.	Glorycel R. Linaza	Lingig III	Batch 1
20.	Josie Cristie L. Badang	Lingig III	Batch 1
21.	Alcef Dollano	Lingig III	Batch 1
22.	Alvin Julius Dollano	Lingig III	Batch 1
23.	Cherilyn A. Tan	Hinatuan North	Batch 1
24.	Cherry R. Altizo	Hinatuan North	Batch 1
25.	Jay Maureen S. Villanueva	Hinatuan North	Batch 1
26.	Rhonamae T. Diendo	Hinatuan North	Batch 1
27.	Jackilyn R. Samar	Hinatuan North	Batch 1
28.	Jean Carmel C. Realista	Hinatuan North	Batch 1
29.	Mothea R. Manligoy	Hinatuan North	Batch 1
30.	Maricel O. Villarta	Hinatuan North	Batch 1
31.	Andy B. Cuadra	Hinatuan North	Batch 1
32.	Ronnel V. Anib	Hinatuan South	Batch 1
33.	Deorin M. Linao	Hinatuan South	Batch 1
34.	Mary Grace P. Asistores	Hinatuan South	Batch 1
35.	Maria Teresa D. Murio	Hinatuan South	Batch 1
36.	Ariane S. Lakag-Dingal	Hinatuan South	Batch 1
37.	Lovely A. Niñal	Hinatuan South	Batch 1
38.	Jochen Q. Martizano	Hinatuan West	Batch 1
39.	Cynthialyn L. Mallo	Hinatuan West	Batch 1
40.	Lindy I. Lauriza	Hinatuan West	Batch 1
41.	Nathalie Grace M. Aguilar	Hinatuan West	Batch 1
42.	Shianen E. Cuajao	Hinatuan West	Batch 1
43.	Homer A. Coralat	Hinatuan West	Batch 1



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No.	Name	District	Batch Schedule
44.	Annaliza B. Lad	Hinatuan West	Batch 1
45.	Rachel V. Bantolinao	Hinatuan West	Batch 1
46.	Jhonrie A. Sanvictores	Tagbina I	Batch 1
47.	Julie Ann P. Talisaysay	Tagbina I	Batch 1
48.	Vanissa Lindo	Tagbina I	Batch 1
49.	Treshia Mae C. Bulaso	Tagbina I	Batch 1
50.	Israel B. Mercado Jr.	Tagbina I	Batch 1
51.	Cheril H. Canote	Tagbina I	Batch 1
52.	Annie E. Carsido	Tagbina I	Batch 1
53.	Sweeney C. Alejado	Tagbina I	Batch 1
54.	Ellen G. Puracan	Tagbina I	Batch 1
55.	Jelly C. Dalman	Tagbina I	Batch 1
56.	Edgardo Jr. B. Jagupit	Tagbina I	Batch 1
57.	Lorena M. Brazil	Tagbina I	Batch 1
58.	Ian B. Lampad	Tagbina I	Batch 1
59.	Jenibel C. Lobo	Tagbina I	Batch 1
60.	Concepcion Q. Tagud	Tagbina II	Batch 1
61.	Mary Rose Ann S. Mahinay	Tagbina II	Batch 1
62.	Ric-Ric A. Raper	Tagbina II	Batch 1
63.	Irish G. Asis	Tagbina II	Batch 1
64.	Johnhel B. Pineda	Tagbina II	Batch 1
65.	Janice J. Dagasaan	Tagbina II	Batch 1
66.	Imie P. Tulang	Tagbina II	Batch 1
67.	Jimmy L. Lesoy	Tagbina II	Batch 1
68.	Rona C. Romero	Tagbina II	Batch 1
69.	Linie V. Cuadrasal	Tagbina II	Batch 1
70.	Leizel A. Clor	Tagbina II	Batch 1
71.	Jecel Monti-El	Barobo I	Batch 1
72.	Jemboy C. Martin	Barobo I	Batch 1
73.	Russil R. Ruaza	Barobo I	Batch 1
74.	Exequiel Jr. B. Cuizon	Barobo I	Batch 1
75.	Junelah L. Moreno	Barobo I	Batch 1
76.	Sarah Mignon O. Jabiguero	Barobo I	Batch 1
77.	Melanie B. Adlawan	Barobo I	Batch 1
78.	Ansel Grey C. Mangga	Barobo I	Batch 1
79.	Ariel S. Lobo	Barobo I	Batch 1
80.	Jeamia J. Isaga	Barobo II	Batch 1
81.	Ferdinand L. Orillanida	Barobo II	Batch 1
82.	Mae Cel A. Lisayan	Barobo II	Batch 1
83.	Melody C. Mercader	Barobo II	Batch 1
84.	Marlovie V. Pormiento	Barobo II	Batch 1
85.	Merasol L. Miralles	Barobo II	Batch 1
86.	Lesly A. Galvez	Barobo II	Batch 1
87.	Carmena M. Tubay	Barobo II	Batch 1
88.	Reslyn M. Caballero	Barobo II	Batch 1
89.	Rubie B. Lacorte	Liang	Batch 1
90.	Jomarie Yanag Gawat	Liang	Batch 1
91.	Rachalle M. Martizano	Liang	Batch 1
92.	Janise S. Bruzon	Liang	Batch 1
93.	Rex C. Bulatin	Liang	Batch 1



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No.	Name	District	Batch Schedule
94.	Erleen P. Alcantara	Liangá	Batch 1
95.	Apple Mae A. Valle	Liangá	Batch 1
96.	Engrid R. Eltagonde	Liangá	Batch 1
97.	Elma C. Antoniano	Liangá	Batch 1
98.	Daniel A. Caño	Liangá	Batch 1
99.	Mary Grace S. Caño	Liangá	Batch 1
100.	Benjie M. Navarro	Liangá	Batch 1
101.	Vania Vanessa M. Abraham	Liangá	Batch 1
102.	Connie Dagsa	San Agustin	Batch 1
103.	Jancy U. Liwagon	San Agustin	Batch 1
104.	Psykie C. Corvera	San Agustin	Batch 1
105.	Saira G. Corvera	San Agustin	Batch 1
106.	Arlyn C. Gealogo	San Agustin	Batch 1
107.	Mary Grace A. Navaja	San Agustin	Batch 1
108.	Emie Angeli N. Amarilla	San Agustin	Batch 1
109.	Cristine S. Telen	San Agustin	Batch 1
110.	Raulito C. Arbiol	San Agustin	Batch 1
111.	Gena A. Terante	Marihatag	Batch 2
112.	Charity D. Diamante	Marihatag	Batch 2
113.	Carolyn S. Mosca	Marihatag	Batch 2
114.	Robert M. Breviescas	Marihatag	Batch 2
115.	Giovanni A. Hinampas	Marihatag	Batch 2
116.	Leah Mae T. Pontillo	Marihatag	Batch 2
117.	Melbert A. Melo	Marihatag	Batch 2
118.	Yolanda B. Curada	Marihatag	Batch 2
119.	Melissa C. Gallardo	Cagwait	Batch 2
120.	Vanessa B. Lomoljo	Cagwait	Batch 2
121.	Yvonne Faye R. Dumanon	Cagwait	Batch 2
122.	Gazelle Grapes S. Ronquillo	Cagwait	Batch 2
123.	Blesie S. Bahatan	Cagwait	Batch 2
124.	Mary Ann I. Rodriguez	Cagwait	Batch 2
125.	May Jane R. Elago	Cagwait	Batch 2
126.	Yul Drazen D. Destajo	Cagwait	Batch 2
127.	Jenevy Anthony	Cagwait	Batch 2
128.	Cyd T. Perez	Cagwait	Batch 2
129.	Jasper S. Campado	Cagwait	Batch 2
130.	Rap F. Martinez	Bayabas	Batch 2
131.	Rea D. Mangata	Bayabas	Batch 2
132.	Maries Tishe S. De Honor	Bayabas	Batch 2
133.	Melba A. Mangata	Bayabas	Batch 2
134.	Michelle S. Bahatan	Bayabas	Batch 2
135.	Emerlita J. Curambao	San Miguel I	Batch 2
136.	Genelvie F. Cubero	San Miguel I	Batch 2
137.	Eva L. Abacajan	San Miguel I	Batch 2
138.	Daisy Jane D. Jamora	San Miguel I	Batch 2
139.	Richele V. Malaque	San Miguel I	Batch 2
140.	Orlyn T. Anino	San Miguel I	Batch 2
141.	Andrew P. Lumanta	San Miguel I	Batch 2
142.	Dave T. Salve	San Miguel I	Batch 2
143.	Robert A. Cruz	San Miguel II	Batch 2



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No.	Name	District	Batch Schedule
144.	Recel A. Novo	San Miguel II	Batch 2
145.	Lovely Pearl G. Mananquil	San Miguel II	Batch 2
146.	Frederic T. Laggui	San Miguel III	Batch 2
147.	Abiguil E. Ocliazo	San Miguel III	Batch 2
148.	Marilou A. Cordova	San Miguel III	Batch 2
149.	Iresh G. Vecino	San Miguel III	Batch 2
150.	Gabriel S. Banluta	San Miguel III	Batch 2
151.	Annie Mae B. Jalbuena	San Miguel III	Batch 2
152.	Joraly V. Lubrico	San Miguel III	Batch 2
153.	Jessica A. Perez	San Miguel III	Batch 2
154.	Shiela Mae A. Palmera	Tago I	Batch 2
155.	Ranirose P. Cotares	Tago I	Batch 2
156.	Shella B. Abiera	Tago I	Batch 2
157.	Elmar Jane F. Villar	Tago I	Batch 2
158.	Ronald G. Dumpa	Tago I	Batch 2
159.	Almar Lozada	Tago I	Batch 2
160.	Clint Edjay C. Luminarias	Tago I	Batch 2
161.	Mary Grace C. Luengas	Tago I	Batch 2
162.	Christine Rose C. Cabana	Tago I	Batch 2
163.	Charisse B. Lozada	Tago II	Batch 2
164.	Jelaida C. Burlas	Tago II	Batch 2
165.	Evelyn P. Escabal	Tago II	Batch 2
166.	Lorena C. Gambalan	Tago II	Batch 2
167.	Sarah T. Bausin	Tago II	Batch 2
168.	Jelord R. Vicente	Tago II	Batch 2
169.	Alfredo M. Novo, Jr.	Tago II	Batch 2
170.	Aiza R. Montero	Tago II	Batch 2
171.	Mitchel A. Galvizo	Tago II	Batch 2
172.	Madelo, Melissa Esplana	Cortes	Batch 2
173.	Historia, Mylene Doblás	Cortes	Batch 2
174.	Vallescas, Ermalyn Galela	Cortes	Batch 2
175.	Dedios, Mary Grace Lagura	Cortes	Batch 2
176.	Lazon, Agnes Magbanua	Cortes	Batch 2
177.	Singcol, Riza Devie Mendez	Cortes	Batch 2
178.	Pasco, Bill Ajos	Cortes	Batch 2
179.	Mendez, Olivia	Cortes	Batch 2
180.	Almar L. Tering	Lanuza	Batch 2
181.	Jomart John Paolo L. Luna	Lanuza	Batch 2
182.	Madelle A. Tinonga	Lanuza	Batch 2
183.	Jasmine G. Roz	Lanuza	Batch 2
184.	Flordelyn M. Orrilaneda	Lanuza	Batch 2
185.	Marites B. Pamad	Lanuza	Batch 2
186.	Regie Mendez	Lanuza	Batch 2
187.	Collen Cate Rosil	Lanuza	Batch 2
188.	Vanessa Mae B. Ruena	Carmen	Batch 2
189.	Caryl A. Orozco	Carmen	Batch 2
190.	Rosely P. Bataluna	Carmen	Batch 2
191.	Charlie R. Lomoljo	Carmen	Batch 2
192.	Reyamel Aca-Ac	Carmen	Batch 2
193.	Dexter G. Uriarte	Madrid	Batch 2



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No.	Name	District	Batch Schedule
194.	Vivian B. Plaza	Madrid	Batch 2
195.	Adelina G. Cosmiano	Madrid	Batch 2
196.	Carl Jether Lupas	Madrid	Batch 2
197.	Alnieboy M. Guardalupe	Madrid	Batch 2
198.	Madelyn S. Dela Cuesta	Madrid	Batch 2
199.	Lyann M. Ascarez	Madrid	Batch 2
200.	Leyra Lyn U. Manilag	Madrid	Batch 2
201.	Gruyal, Jezah Bille Luego	Cantilan	Batch 2
202.	Mahinay, Ian Casano	Cantilan	Batch 2
203.	Villarta, Agnes Calog	Cantilan	Batch 2
204.	Anib, Jr., Manuel Villanueva	Cantilan	Batch 2
205.	Lustiva, Melina Loue Arreza	Cantilan	Batch 2
206.	Dela Pena, Noreen Angcla	Cantilan	Batch 2
207.	Rada, Jessie Ann Cosmiano	Cantilan	Batch 2
208.	Alyssa Coletto	Cantilan	Batch 2
209.	Guillen, Lieu Gee Keeshia Casano	Cantilan	Batch 2
210.	Salem, Mary Rose Peligria	Cantilan	Batch 2
211.	Laurento, Grace Mendania	Cantilan	Batch 2
212.	Sullano, Christian Arienza	Cantilan	Batch 2
213.	Minguillan, Jessa Faye Guillarte	Cantilan	Batch 2
214.	Orzaes, Jhony Boyonas	Cantilan	Batch 2
215.	Charlie P. Blasquez	Carrascal	Batch 2
216.	Irish Me P. Ambray	Carrascal	Batch 2
217.	Anna Therese E. Almeda	Carrascal	Batch 2
218.	Honeyberth G. Dumalagan	Carrascal	Batch 2
219.	Alice L. Ang	Carrascal	Batch 2
220.	Julibeth P. Viray	Carrascal	Batch 2
221.	Ivy Crestine C. Balbin	Carrascal	Batch 2
222.	Ma. Jeany Marjory C. Liquido	Carrascal	Batch 2
223.	Grace Villa C. Butulan	Carrascal	Batch 2
224.	Armie S. Yparraguirre	Carrascal	Batch 2



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**ORIENTATION-WORKSHOP ON DRRM FOR ADMINISTRATIVE OFFICER II CUM
PREPARATION AND SUBMISSION OF eSF7**

PROGRAM MATRIX

Time & Date	Activities
Day 1 8:30 – 9:30 am	Preliminaries - Nationalistic Song/Philippine National Anthem - Ecumenical Prayer - Acknowledgement of Participants - Opening Remarks - Statement of Purpose - Inspirational Message - House Rules
9:30 – 10:30 am	- Integrating DRRM in Schools Melchor O. Catcha, PDO I (Div. DRR Coordinator)
10:30 – 12:00 pm	- General Provisions and Guidelines of DM 52, s. 2023 - eSF7 Tool Implementation - Open Forum JOVIXSON B. DALURA, Planning Officer III
Lunch Break	
1:00 – 6:00 pm	WORKSHOP PROPER
Day 2 8:00 – 4:30 pm	Continuation of eSF7 Workshop
4:30 – 5:00 pm	Closing Program