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Republic of the Philippines  
**Department of Education**  
Region 1

**SCHOOLS DIVISION OF CITY OF SAN FERNANDO (LA UNION)**

**DIVISION MEMORANDUM**

DM No. 33, s. 2025

FEB 28 2025

TO: Assistant Schools Division Superintendent  
Section/Unit Heads  
Concerned Non-Teaching Personnel  
All Others Concerned

FROM: **OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

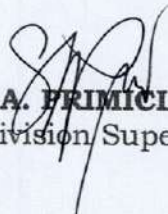
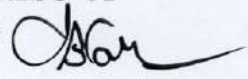
SUBJECT: **EMPLOYEES' ORIENTATION**

Date: **February 27, 2025**

**PARTICULARS**

1. There will be an Employees' Orientation of the Division and School-based Job Order, Casual and Contract of Service on **February 28, 2025 at 8:30** in the morning at the **School Reading Hub, San Fernando South Central Integrated School**.

- Agenda are as follows:
  - Vision, Mission and Quality Policy
  - Organizational Structure
  - Status of Employment
  - Compensation and Allowances
  - Duties and Functions
- Participants of the said meeting are the School-based and Division Office Job Order, Casual and Contract of Service.
- This memorandum serves as the Authority to Travel of the participants.
- For your information, guidance and compliance.

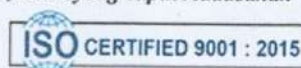
  
**SHEILA MARIE A. FRIMICIAS, EdD, CESO VI**  
Schools Division Superintendent 



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*"Sa Matatag na Panuntunan, Serbisyong Tapat Maaasahan"*

Document Code: \_\_\_\_\_  
Reference No. : \_\_\_\_\_



LIST OF PARTICIPANTS

- |     |                              |                                    |
|-----|------------------------------|------------------------------------|
| 1.  | Abasolo, Adel G.             | La Union National High School      |
| 2.  | Arceo, Junathan E.           | SF North Central School            |
| 3.  | Aprecio, Dwayne Ferdinand N. | Ilocanos Elementary School         |
| 4.  | Borja, Joseph U.             | SF National Vocational High School |
| 5.  | Deligero, Benedict C.        | SF South Central School            |
| 6.  | Español, Raphael Reden D.    | Schools Division Office            |
| 7.  | Guray, Kevin S.              | Schools Division Office            |
| 8.  | Laudencia, Mark Raymond P.   | Lingsat Integrated School          |
| 9.  | Laurena, Joselito C.         | Catbangan Central School           |
| 10. | Mabasok, Jhonaira M.         | SF South Central School            |
| 11. | Rivera, Marlon N.            | Santiago Elementary School         |
| 12. | Sese, Jaime M.               | Schools Division Office            |
| 13. | Cacap, Gerald B.             | Schools Division Office            |
| 14. | Villareal, Mars Gillian T.   | Schools Division Office            |
| 15. | Galvez, Rodrigo Jr. D.       | Schools Division Office            |
| 16. | Ningala, Vivian G.           | Schools Division Office            |
| 17. | Malong, Jason N.             | Schools Division Office            |
| 18. | Castillo, Richard D.         | Schools Division Office            |
| 19. | De Leon, Florencio P.        | Schools Division Office            |

