



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

Office of Schools Division
Superintendent

21 Apr 2025

DIVISION MEMORANDUM

OSDS No. **054** 2025

2025 2nd MONTHLY MEETING CUM LEARNING ACTION CELL FOR FIELD
ADMINISTRATIVE OFFICER II

To: Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
Field Administrative Officer II
All Others Concerned

1. In the interest of ensuring continuous professional development and the effective delivery of administrative services, all clustered / school Administrative Officers II of this Division are hereby directed to attend the 2nd Monthly Meeting cum Learning Action Cell (LAC) Session on the dates and times indicated below. The sessions will be held at the **Division Conference Hall**, Schools Division Office of South Cotabato, Alunan Avenue, City of Koronadal.

2. The orientation shall start at 8:00 a.m. for the morning session and 1:00 PM for the afternoon session on the following batch and schedule:

Batch and Municipality	Schedule
Batch 1 Banga & Lake Sebu	May 6, 2025 Afternoon
Batch 2 Norala, Surallah & Tampakan	May 6, 2025 Morning
Batch 3 Tboli & Tupi	May 7, 2025 Afternoon
Batch 4 Polomolok, Sto. Nino & Tantaran	May 7, 2025 Morning

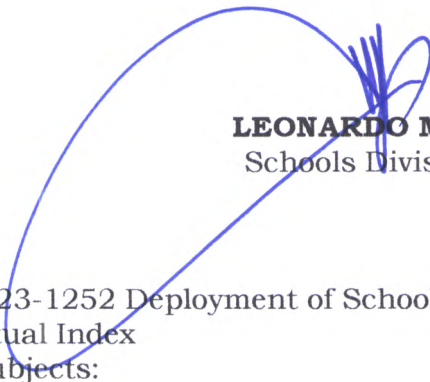
3. The following agenda are expected to be discussed during the session:

- DO 009, s. 2025 - Amendment to DepEd Order No. 009, s. 2024 (Implementing Guidelines on the School Calendar and Activities for the School Year 2024-2025);
- DM 032, s. 2025 – Guidelines on Public School Teachers' Proportional Vacation Pay for School Year 2024-2025;
- Joint Circular No. 1, S. 2012 - Rules and Regulations on the Grant of Step Increment/s Due to Meritorious Performance and Step Increment Due to Length of Service;
- Preparation and proper evaluation of Service Records;
- Common issues and challenges encountered at the school level;
- Sharing of best practices and innovative solutions; and
- Open forum and consultation.



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4. Participants are advised to bring their laptops and necessary accessories such as extension wires to facilitate hands-on activities in the discussions and LAC session.
5. Please see Enclosure No. 1 for the list of participants.
6. Transportation and other incidental expenses of the participants shall be chargeable against school MOOE and/or other local funds subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of this memorandum is directed.


LEONARDO M. BALALA, CESO V
Schools Division Superintendent

Encl.: None

Reference: DM-OUHROD-2023-1252 Deployment of School-based AO2
To be indicated in the Perpetual Index
under the following subjects:

MEETING

ORIENTATION

SJLDR/DM- 2025 2nd monthly meeting cum learning action cell for field
administrative officer 2
0000/April 21, 2025



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Enclosure No. 1 to Division Memorandum OSDS No. **054**s. 2025

**2025 2nd MONTHLY MEETING CUM LEARNING ACTION CELL FOR FIELD
ADMINISTRATIVE OFFICER II**

NO	NAME	DISTRICT
1	ASTROLOGO, LINDA SERVANEZ	Banga East
2	BOLIVAR, MA. LOUISA PILLADO	Banga East
3	CADUNGO, ROSALIE CARTAGENA	Banga East
4	LAMA, ANTONETTE THRESTINE BRIGILDO	Banga East
5	NAFARRETE, DYRENE MAE BALADHAY	Banga East
6	PLAUTA, CRISTINE NIEVARES	Banga East
7	SANDIGAN, KHAZIM BALICUCOS	Banga East
8	TOLONDO, FLOR ANGELIE MARTIRIZAR	Banga East
9	TOLOSA, KRISTENE FAITH ALLERA	Banga East
10	CASICAS, ANGELIE SOMBREA	Banga North
11	DAGURO, DEBBIE DIANE GO	Banga North
12	DAROY, SHIELA MAE GOLBEQUE	Banga North
13	FACURA, CHERUBIM PUZON	Banga North
14	LORENO, SHEILA MARIE ALDUEZA	Banga North
15	MAGULING, EDENSON PATADON	Banga North
16	REYES, NATIVITY VANESSA UY	Banga North
17	RUPISAN, JEAN PADILLA	Banga North
18	TAN, QUENNIE ROSE ESTACION	Banga North
19	TESTA, CRISTINE JOROLAN	Banga North
20	WONG, SHIRWEN SALO	Banga North
21	YAP, IAN VON JABIAN	Banga North
22	ABAGAT, DOREEN DUPA	Banga South
23	CABRERA, GRACE BAGAYAS	Banga South
24	CASINTO, IVY GALUPAR	Banga South
25	CASPILLO, MARK LESTER VILLA	Banga South
26	CERCADO, APRIL ROSE ESTOCADO	Banga South
27	DEGRACIA, LEANDRE MARC MESA	Banga South
28	DIESTRO, FRANCIS EGAMINO	Banga South
29	ESCORIA, CRISPIN BACULNA	Banga South
30	ESCORIA, SHEILA MAE JUELE	Banga South
31	ILAO, ROCHEL JAN CASTRE	Banga South
32	MANABE, MELVIN ROY DELA CHINA	Banga South
33	QUIROS, GISELLE DANGAUTAN	Banga South
34	REYES, SHEREE ANN AMOLORIA	Banga South
35	SALVADOR, JHOANNE ABAGAT	Banga South



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36	SOLOMON, EDA JANE BERNAS	Banga South
37	ABING, KATHRYNE GRACE OGABANG	Lake Sebu East
38	ALISEN, SALJORINE LLANDA	Lake Sebu East
39	BAINTO, VAL ANTHONY LACANDAZO	Lake Sebu East
40	BAÑADOS, ARCHIE YAGAO	Lake Sebu East
41	BERMUNDO, ALVIN TORRES	Lake Sebu East
42	BOCTIL, MICHELLE ANN GALLATO	Lake Sebu East
43	CERBO, MISHELLE BARTOLOME	Lake Sebu East
44	COPREROS, MARLYN PEROY	Lake Sebu East
45	DELA GENTE, MICHELLE FORRO	Lake Sebu East
46	DRAPIZA, ELVIS BARASOLIA	Lake Sebu East
47	ESPAÑOLA, MAY JOY FERNANDEZ	Lake Sebu East
48	FAELANGCA, JANICE AGUIRRE	Lake Sebu East
49	FERNANDEZ, KARL PAOLO DALISAY	Lake Sebu East
50	QUIMSING, MARIBEL LAMERA	Lake Sebu East
51	SIMTIM, APRIL ROSE ARPA	Lake Sebu East
52	TARDO, ARCELLE JOIE MENDOZA	Lake Sebu East
53	ALICIO, ADRIFE CORPUZ	Lake Sebu West
54	ALO, CHARM SINDY ARREGLADO	Lake Sebu West
55	BARCELLANO, JELLA GUBALANI	Lake Sebu West
56	BRAVANTE, GARRY FARNAZO	Lake Sebu West
57	BRAZIL, EMIL JOHN CATEDRAL	Lake Sebu West
58	CASTILLON, AIZEL CELESTE	Lake Sebu West
59	DE JOSE , PRINCESS DEXIE OFONG	Lake Sebu West
60	ENESTOIS, RHEGILYN LAGURA	Lake Sebu West
61	FELLER, JUNIE MAE CADUNGOG	Lake Sebu West
62	KULAN, JIMBOY ULAW	Lake Sebu West
63	MANGALAY, JERRY BUENAFE	Lake Sebu West
64	MIRANDA, MARY JOY FEO	Lake Sebu West
65	PILAPIL, JUNFE AL MARK MACALAM	Lake Sebu West
66	PORRAS, REGINE GALLO	Lake Sebu West
67	TERUEL, JEAN LEE OGENA	Lake Sebu West
68	TRESBE, ANA MAE RICAPUERTO	Lake Sebu West
69	ABAYON, CECILLE RONDEZ	Norala
70	ADORACION, SHERYMAE PALETE	Norala
71	ALQUIZAR, BONA FE SODOSO	Norala
72	ARADANAS, LORELYN ALIS	Norala
73	ARCIAGA, MIKE SILOTARIO	Norala
74	ARNAIZ, CHERRY MAE MIGUEL	Norala
75	ARNAIZ, MA NESSA LAGSUB	Norala
76	BORJA, JASMIN BELLE RIZANO	Norala



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77	CABALLERO, MELCAR FEBRE	Norala
78	CAPANGYARIHAN, GEDAN BIONGCO	Norala
79	COCJIN, QUEENIE LORENZO	Norala
80	DELA TORRE, MARK RYAN ORQUIA	Norala
81	DOLOR, JELLY NABARTE	Norala
82	ERA, JOHANNA MARIE CORALES	Norala
83	FUTOLAN, NETCHEL TARUMA	Norala
84	GALO, MA. CHRISTINE CABALLERO	Norala
85	LAPIDEZ, CHERRIE BABON	Norala
86	LOSARIA, BRYAN DECRITALES	Norala
87	OSITA, KAREN GRACE BARBER	Norala
88	PELIGRO, JAPHET LLOYD RATES	Norala
89	RODERO, MEL CHELE CABALLERO	Norala
90	SEMIHO, BEBELYN FAULVE	Norala
91	TRABADO, MARY JOY BENITO	Norala
92	ABERCA, MARIBEL TEDIONG	Polomolok East
93	BRIÑOSA, NORMIE JUN CONLU	Polomolok East
94	BUSGANO, SHIELA MARIE MACABENTA	Polomolok East
95	CASIPLE, ROXANNE CADUNGO	Polomolok East
96	DILON, ROSALYN MENSON	Polomolok East
97	JITOTOWANI, LEILANIE SORIANO	Polomolok East
98	MAGOLLADO, HAZEL SALMITE	Polomolok East
99	OMADLE, LUZVIMINDA SERVIENTO	Polomolok East
100	PACIFICO, ALIAH GILLE PALOMO	Polomolok East
101	PESCASIOSA, CHERRY CULA	Polomolok East
102	PIQUERO, LOLITO MEJIAS	Polomolok East
103	RAMOS, BIANCA PAULA DELFIN	Polomolok East
104	RIMPOS, MARYLOU JAMIO	Polomolok East
105	TRABADO, MELANIO JOSEPH III ELANGGA	Polomolok East
106	AGRAVANTE, JANICE GACUTAN	Polomolok West
107	AMAD, MARIVIC TABUCURAN	Polomolok West
108	BALINO, MARIZEL BARROSO	Polomolok West
109	BIBOSO, GERALDINE SOBERANO	Polomolok West
110	DAGUPLO, FRECILIA BUYAO	Polomolok West
111	DIODINA, RACHEL MARJORIE SOGUILON	Polomolok West
112	MAJADUCON, MA. ELENA CANLAS	Polomolok West
113	MALIDA, MOONYEEN SABAC	Polomolok West
114	MELITON, ROMEO JR. VIADO	Polomolok West
115	MENDOZA, MARIA THERESA ALIVIO	Polomolok West
116	MUCHO JR, OSCAR PEPITO	Polomolok West
117	RECTO, ALMIRA DAVID	Polomolok West



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118	RUFINO, AILEEN GRACE TEKER	Polomolok West
119	SUA, DELNA TRINA GRACE LAZAGA	Polomolok West
120	ALAGAO, SHERL-EVE JOLO	Sto. Niño
121	ANTONIO, GRACIELL NERI	Sto. Niño
122	CELENDRO, LOVERLEN TRESBE	Sto. Niño
123	DELA CRUZ, KRISTINE EVE PERIDA	Sto. Niño
124	MANTAWIL, MAE JANE CELDA	Sto. Niño
125	MIRANDA, JOAN FALCIS	Sto. Niño
126	PAMPLONA, RACHELLE JOY ESTRELLA	Sto. Niño
127	RECIDORO, LEAH MAÑOSA	Sto. Niño
128	BROSOTO, LORAINÉ BONILLA	Surallah Central
129	CORNELIO, MATJYL CHRIS HARNERO	Surallah Central
130	GEANGA, NOLELYN DE GUZMAN	Surallah Central
131	SUMUGAT, MA. LYDIA FORRO	Surallah Central
132	TEMPLONUEVO, GELLI ESTEVES	Surallah Central
133	TODOC, SHARMAINE QUIMSING	Surallah Central
134	VALENZUELA, QUEENIE MAY JOAQUIN	Surallah Central
135	VEGAFRIA, RICHELLE OMALLAO	Surallah Central
136	ANOCHE, VINCE FLORES	Surallah North
137	CATUBIG, CARLA JOY JOVERO	Surallah North
138	COFLEROS, KRISTINE MAY GENEZA	Surallah North
139	DEAÑO, LEAH DAGUM	Surallah North
140	LANDICHO, MELANIE VILBAR	Surallah North
141	MARFIL, FERDINAND LILIS	Surallah North
142	OGAYCO, GIPER BANDERADO	Surallah North
143	SUMONSOL, ALI MAMALUBA	Surallah North
144	TAMALA, MYLENE DIRECTO	Surallah North
145	ANGELES, ARLIE CHECA	Surallah South
146	CATUBAY, SHIELA MAE MARTOS	Surallah South
147	FELICIA, LEONY SARIO	Surallah South
148	IBÁÑEZ, JOY TINGSON	Surallah South
149	JUNSAY, MARY ANNE KERRY FACURA	Surallah South
150	RADA, MAE ANGELI SUMAGAYSAY	Surallah South
151	ROQUE, MICHELLE EMBOLTORIO	Surallah South
152	ACLAO, RODLY JOY CANTA	Tampakan
153	ANGOT, NOVA GERLEY GABRIEL	Tampakan
154	BERNASOR, ROWENA CUEVAS	Tampakan
155	BIGNAYAN, ANGELIQUE GLOR ESQUILLO	Tampakan
156	BUDIONGAN, ALTA GAY YANG	Tampakan
157	CAINAP, MARIA ANTONETTE PARCASIO	Tampakan
158	CORNEJA JR, REMEGIO ESTANDARTE	Tampakan



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159	DISCA, KRICEE LEIGH SEGUI	Tampakan
160	ESPERO, LIRIO PESCUOLA	Tampakan
161	FEREN, ROXANE BACALING	Tampakan
162	LAÑADA, ARIANNE VELINARIO	Tampakan
163	LAVILLES, CHARMAGNE FRANCELISO	Tampakan
164	MONTANO, IRIS INFANTADO	Tampakan
165	PALMES, IRISH MAY CASTRE	Tampakan
166	PORQUEZ, KRISTIAN FE CABAYLO	Tampakan
167	SALES, VIRGIE SEGUIBAN	Tampakan
168	SEÑO, APRIL ROSE INFANTADO	Tampakan
169	SUYOD, CHARINA POLLOSO	Tampakan
170	TAGARDA, TIFFANY MAE EPINO	Tampakan
171	TORREJOS, SICEL AGAPAY	Tampakan
172	VILLARUEL, HANELYN SIVA	Tampakan
173	BANTUGAN, MOHAIDA RAJAHBUAYAN	Tantangan
174	BOLDIOS, RAIZA MAE ESIMOS	Tantangan
175	CLAVERIA, EVELYN CATULONG	Tantangan
176	CORACHO, MA THERESA BARTOCILLO	Tantangan
177	DAMGO, VIRGEARL EAVE TORCINO	Tantangan
178	DARROCA, CHARLEMAGNE CARILO	Tantangan
179	DELOS REYES, AMY ANN ESTHER DELA CRUZ	Tantangan
180	DELOS REYES, SANDY JADE LAGOS	Tantangan
181	DERLA, ERNA LYNNE LADAO	Tantangan
182	ESCOTIDO, GLAZLE JUELE	Tantangan
183	FALCIS, LUNA VILLARIAS	Tantangan
184	FULGENCIO, MANILYN MAE MAGANA	Tantangan
185	ILDEFONSO, RHEA MAE SANTIAGO	Tantangan
186	LACONSE, ARNEL QUALING	Tantangan
187	LEDDA, LYDISA DIAMANTE	Tantangan
188	LEDDA, LYZA MYRA AGSAMOSAM	Tantangan
189	LOZADA, RAINELDA INFANTE	Tantangan
190	MACATIMBOL, NURAN NISSAH ABBAS	Tantangan
191	MONTANCES, CARLINA II CARISMA	Tantangan
192	PATOSA, CHERRY MAE AGAPAY	Tantangan
193	PEÑAFORT, SALVACION GOMEZ	Tantangan
194	PRIO, MELODEE GRACE VILLEGAS	Tantangan
195	RAMOS, MARILYN PELARCO	Tantangan
196	SAMBU TUAN, MONIRON TAMPUGAO	Tantangan
197	SOLIVEN, KRYS LEANDRE DELA CRUZ	Tantangan
198	SURITA, JOHN AGUINALDO	Tantangan
199	TENEBRO, JOHN LLOYD ESTEMBER	Tantangan



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200	VILLEGAS, EVELYN CARISMA	Tantangan
201	BACALING, ALDRIN DE ASIS	Tboli East
202	BANDALAN, ST. ARNOLD BONGON	Tboli East
203	BANTANG, APRIL ROSE BIBOSO	Tboli East
204	BIOCO, LARRYBOY SAGARAL	Tboli East
205	BURLAZA, KRIZZLE JEANNE SALARZA	Tboli East
206	EDSIL, MUSLIMA TUANADATU	Tboli East
207	GERMO, RAY DEXTER MONTEFRIO	Tboli East
208	HAMBOY, MARK JOSEPH FLORES	Tboli East
209	MIANO, MELANIE (NO MN)	Tboli East
210	NARISMA, APRIL JOY MAGDAEL	Tboli East
211	NOGALO, RONALD BAUTISTA	Tboli East
212	PALARAO, RONNEL SEGOVIA	Tboli East
213	PERALTA, DANIEL LUCERO	Tboli East
214	SAMSON, AIRYN SUCION	Tboli East
215	UMIPIG, ROLDAN PASCUA	Tboli East
216	ALELIGAY, KRISTEL MAE ROQUERO	Tboli West
217	BADILLES, MARK ANTHONY DE ASIS	Tboli West
218	BALANGA-AN, JENNY LECTA	Tboli West
219	EDING, LORLYN VIANN CONCEPCION	Tboli West
220	FADO, DEO JAY ADULACION	Tboli West
221	IGNACIO, GWENDELYN PADERNILLA	Tboli West
222	LIM, LAWRENCE MICHAEL JUN VILLANUEVA	Tboli West
223	LUMBAY, EMMANUEL BLABAD	Tboli West
224	MAGAN, ROSALIE CATALUNA	Tboli West
225	MENDOZA, MA. MAY APILADO	Tboli West
226	MOLLILA, JOHN FRANCES BEJIDOR	Tboli West
227	ORACION, ANGELO MARTINEZ	Tboli West
228	OZARRAGA, GUADA GUNTANG	Tboli West
229	PEREZ, MARK JOSEPH VICENTE	Tboli West
230	PIOQUINTO, KRIZZA LIE GESTOSANI	Tboli West
231	SUMANGHID, NICKER BATILO	Tboli West
232	SUSARNO, LOURENZE ELAM	Tboli West
233	TABORA, GAY CARLA JEAN BONGHE	Tboli West
234	VILLAROSA, SHYNE ROSE PORQUILLO	Tboli West
235	AMPATUAN, NUR ALI KENIS	Tupi North
236	ARDENIO, LYNLEY GABAC	Tupi North
237	CALAUQUE, WYNA OLANO	Tupi North
238	CARMELO, JOHN ALVIN GARCIA	Tupi North
239	DEOCADEZ, CHERIE ANN RENTUMA	Tupi North
240	GELLA, KEITH JALECO	Tupi North



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241	GUANGA, JANRY LILAM	Tupi North
242	IGNACIO, REYNALDO PATRICIO	Tupi North
243	SALADA, JASMIN ROSALES	Tupi North
244	SUCAYAN, ANNA LIZA LIGUAN	Tupi North
245	TIRADO, ROVILIE FALCUNITIN	Tupi North
246	ALOLOSAN, APRIL ANGELI VILLANUEVA	Tupi South
247	CABALLERO, JERIC ROY GALLENERO	Tupi South
248	CASPE, MA. JOSSIE TIFFANY PUEBLO	Tupi South
249	DE LA CRUZ, ADELBERT TUPINO	Tupi South
250	GALANO, CHARLENE GATINAO	Tupi South
251	GARFERIO, MONALISA ALDEMA	Tupi South
252	HUBERO, OMAR KEVIN NA	Tupi South
253	JORDAN, LIEZEL SOLILAPSI	Tupi South
254	LA GUARDIA, DESI NIÑO BERNARDINO	Tupi South
255	LAROCO, CATHERINE LORENZO	Tupi South
256	LOZADA, CHERRY TAN	Tupi South
257	MALONES, DEXTER IAN LARIDA	Tupi South
258	MANZANO, SUSAN CABANBAN	Tupi South
259	NUÑEZ, ROSEMARY SALES	Tupi South
260	VARGASA, MERIAM TABLON	Tupi South