



**RELEASED**  
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BY: \_\_\_\_\_

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

**04 July 2023**

**DIVISION MEMORANDUM**

SGOD-2023-092

**SKELETON WORKFORCE AT THE SCHOOLS DIVISION OFFICE  
DURING THE 2023 SDO MID-YEAR PERFORMANCE REVIEW**

To: Schoolheads of the Identified Personnel  
All Others Concerned

- With reference to Office Memorandum SGOD-2023-031 dated 23 June 2023, the Schools Division Office (SDO) based personnel will have their Mid-year Performance Review on July 6, 2023, at Venue 88 Hotel and Events Place, General Santos City.
- To ensure the continuity of essential office operations, the Human Resource Development Section has identified the following field-based personnel to serve as the **SDO's skeleton workforce** on the said date:

<b>Skeleton Workforce</b>	<b>Office Assignment</b>
<b>Office of the Schools Division Superintendent (OSDS)</b>	
1. Ralf Jayvene Alaba	OSDS Proper
2. Michelle Ann Delos Reyes	Office of the Assistant Schools Division Superintendent
3. Jestoni Sales	Legal Unit
4. Jonamel Cheyserr Fernandez	Information and Communications Technology Unit
5. Kenneth Jay Cavan	Administrative Services Section
6. Ariestela Suralta	Personnel Unit
7. Regine Remoroza	Cash Unit
8. Mary Joy Alquiza	Records Unit
9. May Rose Maputol	Property and Supply Unit
10. Jay-ar Mabini	Payroll Services Unit
11. Jieson Genilla	Procurement Unit
12. Mary Claire Sope	Accounting Unit
13. Ismael Villaluz	Budget Unit
<b>School Governance and Operations Division (SGOD)</b>	
1. Jemielyn Lariosa	SGOD Proper Youth Formation Section
2. Flordelys Balanga	Social Mobilization and Networking Section School Management Monitoring and Evaluation Section
3. Wenna Rose Ea	School Health Section
4. Jay Ralph Malinao	Education Facilities Section
5. Arnold Sumulong	Planning and Research Section

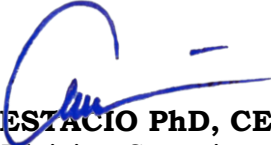




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6. Aimie Baticbatic	Human Resource Development Section
<b>Curriculum Implementation Division (CID)</b>	
1. Roshelle Apud	CID Proper
	Learning Resource Management Section
	Instructional Management Section
	District Instructional Supervision Section
2. Arnold Sumulong	Alternative Learning System Section

- Travel and other incidental expenses of the identified personnel are chargeable against local funds subject to the usual accounting and auditing rules and regulations.
- For inquiries, contact Marites D. Lara at 09206716050.
- For your information and guidance.

  
**RUTH L. ESTACIO PhD, CESO VI**  
Schools Division Superintendent

Encl.: None.

Ref.: As stated.

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

BUREAUS AND OFFICES  
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