



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

---

**02 Feb 2024**

**DIVISION MEMORANDUM**

OSDS-2024-025

SUBMISSION OF PERFORMANCE OF TARGETS OF  
NEWLY HIRED NON-TEACHING PERSONNEL

To: District Supervisors/Principals-In-Charge  
Principals/School Heads/Teachers-In-Charge  
Public Elementary & Secondary Schools  
Newly Hired Non-Teaching Personnel  
All Others Concerned  
This Division

1. Stated in Section 14 under Rule V of the Omnibus Rules on Appointment and Other Human Resource Actions that original appointees in the career service with permanent status of appointment shall undergo probationary period for a thorough assessment of his/her performance and character. The duration of probationary period is generally six (6) months or depending on the duration of the probationary period as required by the position.
2. Relative to this, all newly hired non-teaching personnel for the month of January are required to submit the hard copy of their performance targets and work output standards signed by the newly hired non-teaching personnel and their respective school heads on February 12, 2024 to the Division Performance Management (DPMT) Secretariat at the Personnel Unit.
3. The newly hired non-teaching personnel after six (6) months, shall submit to the personnel unit the performance management outputs such as the Individual Performance Commitment Review Form (IPCRF), Journal of Accomplishments (JOA) and Performance Monitoring and Coaching Form duly signed by their rater and approving authority that will be the basis in evaluating their performance as probational employees.
4. The School Heads of the Newly Hired Non-Teaching Personnel and DMPT shall:
  - a. regularly gather feedback on the appointee's performance, and conduct feedback sessions to determine appropriate interventions to improve the appointee's performance;
  - b. evaluate at least twice during the probationary period and within every three (3) months as required by the position; and
  - c. shall review their performance and be conducted within 10 days before the end of every rating period during the probationary period.



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

---

5. Further, promoted personnel to the Administrative Officer II and Project Development Officer positions are likewise required to submit their IPCRF reflecting their new KRA for monitoring purposes.
6. Attached is the list of newly-hired and promoted non-teaching personnel.
7. Should there be any concerns regarding this matter, contact **Mrs. Rehane P. Sambuto**, Administrative Officer IV-Personnel Unit, at mobile phone number: 0938-554-0626.
8. Widest dissemination of this Memorandum is desired.

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

Encl.: List of newly hired non-teaching personnel

Reference: As stated

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

FORMS  
REPORTS

RPS/OSDS-PU/MLA – submission of performance of targets of newly hired non-teaching personnel  
0169/February 2, 2024



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

**(Enclosure to DM-OSDS-2024-025)**

LIST OF NEWLY HIRED NON-TEACHING PERSONNEL

<b>No.</b>	<b>Name</b>	<b>Position</b>
1.	Taboada, Jodilyn Hara	Administrative Assistant II (Disbursing Officer II)
2.	Abad, Ruby Jane Mino	Administrative Assistant II (Disbursing Officer II)
3.	Buganas, Christopher Varron	Administrative Assistant II (Disbursing Officer II)
4.	Wagas, Cherry Mae Daugdaug	Administrative Assistant II (Disbursing Officer II)
5.	Montealto, Krenz Patrick Arreza	Administrative Assistant II (Disbursing Officer II)
6.	Panes, April Love Flotildes	Administrative Assistant III (Senior Bookkeeper)
7.	Pangolima, Norfa Pangolima	Administrative Officer II (Human Resource Management Officer I)
8.	Dequiña, Javier Caballes	Administrative Officer II (Human Resource Management Officer I)
9.	Abellanos, Michael Chato	Administrative Officer II (Human Resource Management Officer I)
10.	Gino, Brenlie Alimpolos	Administrative Officer II (Human Resource Management Officer I)
11.	Abrea, Charlie Albelar	Administrative Officer II (Human Resource Management Officer I)
12.	Cabradilla, Helar Grace	Administrative Officer II (Human Resource Management Officer I)
13.	Agor, Mary Rose Lijarso	Administrative Officer II (Human Resource Management Officer I)
14.	Samoya, Rangelyn Lutiva	Administrative Officer II (Human Resource Management Officer I)
15.	Alido, Cristine Gay Ripdos	Administrative Officer II (Human Resource Management Officer I)



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

16.	Andrada, Suthzee Palmes	Administrative Officer II (Human Resource Management Officer I)
17.	Lugod, Melanie Joy Antivola	Administrative Officer II (Human Resource Management Officer I)
18.	Elorta, Ryan Reggie C.	Administrative Officer II (Human Resource Management Officer I)
19.	Tagala, Justine Faye Lecito	Administrative Officer II (Human Resource Management Officer I)
20.	Cordero, Joy Jean Roxas	Administrative Officer II (Human Resource Management Officer I)
21.	Cuenca, Jerahdeeb Salapa	Administrative Officer II (Human Resource Management Officer I)
22.	Rebucias, Andreve John Laya	Administrative Officer II (Human Resource Management Officer I)
23.	Uy, Kristoffer Sean Distor	Administrative Officer II (Human Resource Management Officer I)
24.	Vidal, Noemi Doctor	Administrative Officer II (Human Resource Management Officer I)
25.	Betia, Cheryl Tadena	Administrative Officer II (Human Resource Management Officer I)
26.	Cabrido, John Christy Tolentino	Administrative Officer II (Human Resource Management Officer I)
27.	Aboc, Shara Christine	Administrative Officer II (Human Resource Management Officer I)
28.	Laranjo, Jolibee Magno	Administrative Officer II (Human Resource Management Officer I)
29.	Callo, Macreal Dave C.	Administrative Officer II (Human Resource Management Officer I)
30.	Valdez, Rodie Rey Doctor	Administrative Officer II (Human Resource Management Officer I)
31.	Espina, Reggie Pamplona	Administrative Officer II (Human Resource Management



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

		Officer I)
32.	Sali, Ralph Maslog	Administrative Officer II (Human Resource Management Officer I)
33.	Cellona, Haryne Jay Tangaro	Administrative Officer II (Human Resource Management Officer I)
34.	Brigole, Pretty Aloquin	Administrative Officer II (Human Resource Management Officer I)
35.	Dela Gente, Rey-Marlene Rubio	Administrative Officer II (Human Resource Management Officer I)
36.	Sunggahid, Kate Ollerie A.	Administrative Officer II (Human Resource Management Officer I)
37.	Eggat, Wendy Nebres	Administrative Officer II (Human Resource Management Officer I)
38.	Potorio, Rachel Policarpio	Administrative Officer II (Human Resource Management Officer I)
39.	Vigafria, Redentor Cedeño	Project Development Officer I
40.	Omalza, Juvill Cariño	Project Development Officer I
41.	Dumalag, Joanna Gran	Project Development Officer I
42.	Loyao, Rowell Arceta	Project Development Officer I
43.	Balbuena, Kimberlie Madelo	Project Development Officer I
44.	Peralta, Ceasar Ryan Bustria	Project Development Officer I
45.	Alconera, Friz Dew Herrada	Project Development Officer I
46.	Marayan, Mae Vour Neen Bucog	Project Development Officer I