



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

DIVISION MEMORANDUM

No. 433, s.2024

HOLISTIC DEVELOPMENT FOR SDO VIGAN CITY PERSONNEL: CULTIVATING EXCELLENCE THROUGH SELF-MASTERY IN THE 21st CENTURY

TO: Assistant Schools Division Superintendent
Chief Education Supervisor – SGOD
Public Elementary and Secondary School Heads

1. **Republic Act No. 10533** (Enhanced Basic Education Act of 2013) and **Republic Act No. 9155** (Governance of Basic Education Act of 2001) include provisions that emphasize the need for sustained efforts to support the professional growth and development of all teaching and non-teaching personnel towards higher levels of efficiency and effectiveness in rendering basic education services.
2. In line with this, the Schools Division Office of Vigan City shall conduct the **Holistic Development for SDO Vigan City Personnel: Cultivating Excellence through Self-Mastery in the 21st Century** at the **Hotelinda Suites, Vigan City, Ilocos Sur** on **December 10-11, 2024, 8:00 AM**.
3. The training objectives are the following:
 - a. effectively apply HR skills, including workforce management and onboarding processes, to ensure the seamless integration of new employees and contribute to the overall operational efficiency of their respective sections;
 - b. demonstrate improved communication abilities, effective self-management techniques, and proficient use of ICT tools to foster transparency, collaboration, and efficient task execution in the workplace;
 - c. exhibit enhanced professionalism and ethical behavior, alongside a deeper understanding of youth formation skills, enabling them to respond more effectively to the needs of students and uphold organizational values in all their tasks; and
 - d. develop and implement a mindfulness program utilizing the Whole-Brain Approach to improve employee well-being by at least 20% as measured by pre-and post-assessments.
4. The participants to this activity are the Program Management Team and Non-Teaching Personnel from the field and SDO.
5. Participants are enjoined to bring their own laptop, pocket wi-fi, and extension cord to be used during the activity.
6. Participants are advised to arrange the necessary substitution of work and other duties so that there will be no interruption in the workplace and during the training proper.
7. The following documents are attached for reference:
 - a. Program of Activities
 - b. List of Participants
 - c. Composition of the Program Management Team
8. For information, guidance and wide dissemination.

VILMA D. EDA, CESO V
Schools Division Superintendent



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LIST OF PARTICIPANTS

SDO PROPER PERSONNEL

NO	NAME OF PERSONNEL	POSITION	OFFICE
1	GASMEN, CHRISTOPHER MICHAEL TORRES	ACCOUNTANT III	SDO
2	SUERO, DENNIS LLANES	ADMINISTRATIVE AIDE I	SDO
3	PASCUA, NESTOR RAGSAC	ADMINISTRATIVE AIDE IV	SDO
4	RABOY, MARK JASON TIPON	ADMINISTRATIVE AIDE VI	SDO
5	ALVIAR, NENITA	ADMINISTRATIVE AIDE VI	SDO
6	CU, JONAS AMOROSO	ADMINISTRATIVE AIDE VI	SDO
7	ITCHON, ANGELENE RESPICIO	ADMINISTRATIVE AIDE VI	SDO
8	SINOGO, VANESSA URBANO	ADMINISTRATIVE AIDE VI	SDO
9	PORTUGAL, BRYAN	ADMINISTRATIVE ASSISTANT I	SDO
10	CERENO, KAREN AMONGOL	ADMINISTRATIVE ASSISTANT II	SDO
11	LLANES, REYMALIN TABIL	ADMINISTRATIVE ASSISTANT II	SDO
12	ANCHETA, LLOYD PIMENTEL	ADMINISTRATIVE ASSISTANT III	SDO
13	ARCE, NICOLE ESTRADA	ADMINISTRATIVE ASSISTANT III	SDO
14	AURELLADO, TED CLIEXZLE COSTALES	ADMINISTRATIVE ASSISTANT III	SDO
15	CU, KAREN	ADMINISTRATIVE ASSISTANT III	SDO
16	FORMOSO, GRACE DOMINGO	ADMINISTRATIVE ASSISTANT III	SDO
17	LAMPOTE, GEMALYN PUPA	ADMINISTRATIVE ASSISTANT III	SDO
18	NAVARRO, JESS MESSIAH A.	ADMINISTRATIVE ASSISTANT III	SDO
19	PAETA, ADELMAR	ADMINISTRATIVE ASSISTANT III	SDO
20	PAZ, MILAGROS	ADMINISTRATIVE ASSISTANT III	SDO
21	PE BENITO, CLARENCE	ADMINISTRATIVE ASSISTANT III	SDO
22	PILA, WINSTON PADRON	ADMINISTRATIVE ASSISTANT III	SDO
23	PURISIMA, NEIL ONEMIG ANDIA	ADMINISTRATIVE ASSISTANT III	SDO
24	ROSALES, VINCENT JUDE QUINTO	ADMINISTRATIVE ASSISTANT III	SDO
25	TABUSO, DENMARK	ADMINISTRATIVE ASSISTANT III	SDO
26	FLORES, FERDINAND FELICITAS	ADMINISTRATIVE OFFICER II	SDO
27	RAPACON, MAC LUBERT RAFANAN	DENTIST II	SDO
28	DE MESA, CHRISSELLE R.	EDUCATION PROGRAM SPECIALIST II	SDO
29	BARRIENTOS, ALLAN QUISOR	LIBRARIAN II	SDO
30	AGATI, LAURIE ANGELA MARTINEZ	NURSE II	SDO
31	QUIOCHO, ALDRICH BILGERA	PROJECT DEVELOPMENT OFFICER II	SDO
32	MARTINEZ, APHRODITE HOPE	PROJECT DEVELOPMENT OFFICER II	SDO
33	GARMA, CHERRY JOY DISCAYA	SENIOR EDUCATION PROGRAM SPECIALIST	SDO



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SCHOOL-BASED PERSONNEL

NO	NAME OF PERSONNEL	POSITION	SCHOOL
34	RECLUSADO, GLOIDA DEL CASTILLO	ADMINISTRATIVE OFFICER II	APES
35	DASUGO, MARCOS PAJARILLO	ADMINISTRATIVE AIDE I	BMSE
36	PACPACO, LEILA CUSTODIA	ADMINISTRATIVE ASSISTANT II	BMSW
37	ADRIATICO, JANNE ARMIE DOQUINAL	ADMINISTRATIVE ASSISTANT III	BMSW
38	RABBON, LAILANIE LIWAN	ADMINISTRATIVE OFFICER II	BMSW
39	TABERNA, MA. ANGELICA ATINAJA	ADMINISTRATIVE OFFICER II	BPES
40	PIANO, JESSA MAE ANDRES	ADMINISTRATIVE OFFICER II	CAMES
41	ARCE, KATRINE ANNE RAGSAC	ADMINISTRATIVE OFFICER II	CAPEES
42	RICOTOSO, MARK LINN TABUYO	PROJECT DEVELOPMENT OFFICER I	CAPEES
43	BATIN, EMELITO JOAQUIN	ACCOUNTANT I	ISNHS-JHS
44	GARCIA, REDENTOR BUEN	ADMINISTRATIVE AIDE I	ISNHS-JHS
45	GIRON, JOHANNA CORAZON VERZOSA	ADMINISTRATIVE AIDE I	ISNHS-JHS
46	LLANES, EDUARDO TAYABA	ADMINISTRATIVE AIDE I	ISNHS-JHS
47	PAJARILLO, VIC PAREL	ADMINISTRATIVE AIDE I	ISNHS-JHS
48	RAMIREZ, MARVIN PLETE	ADMINISTRATIVE AIDE I	ISNHS-JHS
49	ABIGANIA, VINKY ABLOG	ADMINISTRATIVE AIDE III	ISNHS-JHS
50	AVILA, JEREMY RAYMUND TOBIAS	ADMINISTRATIVE AIDE IV	ISNHS-JHS
51	BERZOLA, KATHLEEN MAE BAGGAO	ADMINISTRATIVE AIDE IV	ISNHS-JHS
52	CRISTE, ARVIN ONG	ADMINISTRATIVE AIDE IV	ISNHS-JHS
53	MOLINA, DEUS JOHN QUARTO	ADMINISTRATIVE AIDE IV	ISNHS-JHS
54	ROSARIO, RICKY JOSE RAPANUT	ADMINISTRATIVE AIDE IV	ISNHS-JHS
55	FORMOSO, PAULINE DETICIO	ADMINISTRATIVE ASSISTANT II	ISNHS-JHS
56	FRANDO, JONATHAN REMIGIO	ADMINISTRATIVE ASSISTANT II	ISNHS-JHS
57	AGCAMARAN, OLIVER JR. PACPACO	ADMINISTRATIVE OFFICER I	ISNHS-JHS
58	TUGADE, FELICIDAD FLORES	ADMINISTRATIVE OFFICER I	ISNHS-JHS
59	SINOGO, MARK ALLEN CASTAÑEDA	ADMINISTRATIVE OFFICER IV	ISNHS-JHS
60	CADUCIO, RAYMUNDO BENIOLA	COMMUNICATIONS EQUIPMENT OPERATOR III	ISNHS-JHS
61	ANTIPORDA, CHARMAINE TAUNAN	NURSE I	ISNHS-JHS
62	PADRE, FREDALYN SALDUA	SCHOOL LIBRARIAN III	ISNHS-JHS
63	BRAVO, MARC CHRISTOPHER APILADO	SECURITY GUARD I	ISNHS-JHS
64	GIRON, ANTONIO JR. TENORIO	SECURITY GUARD I	ISNHS-JHS
65	PALO, RENNEL PAGALANAN	SECURITY GUARD I	ISNHS-JHS
66	AQUINO, JOJO PILAR	SECURITY GUARD II	ISNHS-JHS
67	AGATI, RONNIE ALIBIN	WATCHMAN I	ISNHS-JHS
68	ALIBIN, RUBEN RAGASA	WATCHMAN I	ISNHS-JHS
69	ALLAGADAN, MARIA SUSANA BALALLO	ADMINISTRATIVE ASSISTANT II	ISNHS-SHS
70	MELANDRES, JENNIE QUIOCHO	ADMINISTRATIVE ASSISTANT II	ISNHS-SHS
71	PAGATPAT, MELANIE GRACE OCTAVIANO	ADMINISTRATIVE ASSISTANT II	ISNHS-SHS



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NO	NAME OF PERSONNEL	POSITION	SCHOOL
72	TABBOGA, FAYE ANGELIQUE BELTRAN	ADMINISTRATIVE OFFICER II	ISNHS-SHS
73	BAJA, ERICHA SUERO	NURSE II	ISNHS-SHS
74	ULARTE, JEZIEL ARAGOZA	REGISTRAR I	ISNHS-SHS
75	CATURA, KRYSTEL ELAINE MARIE UNCIANO	ADMINISTRATIVE OFFICER II	JSES
76	RAMOS, MA. CRISTINA EMELY PANDORO	ADMINISTRATIVE OFFICER II	MES
77	ANICAS, EDWIN ISAGA	ADMINISTRATIVE AIDE I	NES
78	ALINIO, CHARMAINE GONZALES	ADMINISTRATIVE ASSISTANT II	NES
79	MARTINEZ, LEALYN E.	ADMINISTRATIVE ASSISTANT III	NES
80	QUARIO, REGINAL AUREL	ADMINISTRATIVE OFFICER II	NES
81	CASTAÑEDA, GAUDENCIO CABALBAL	ADMINISTRATIVE AIDE I	RPES
82	AGUIMBAG, DENNIS AGUERAN	ADMINISTRATIVE OFFICER II	RPES
83	RAGIL, ROMMEL FLORES	ADMINISTRATIVE AIDE I	SJES
84	RIGOS, JESSICA DALIDA	ADMINISTRATIVE OFFICER II	SPBES
85	NEBAB, ALMA INAMORATA ALCONCEL	PROJECT DEVELOPMENT OFFICER I	TES
86	CABUYADAO, ARTURO MARIÑAS	ADMINISTRATIVE AIDE I	VCS
87	AZADA, ANALYN ROSE SAGAYNO	ADMINISTRATIVE ASSISTANT III	VCS
88	SEGUI, NAIRA ABIGAIL TANGALIN	ADMINISTRATIVE OFFICER II	VCS
89	CORPUZ, MARIE GRACE LAMARCA	ADMINISTRATIVE ASSISTANT II	VNHSE
90	SAEM, JOMAR AGAM	ADMINISTRATIVE ASSISTANT II	VNHSE
91	ALUDINO, JOCELYN MORALES	ADMINISTRATIVE ASSISTANT III	VNHSE
92	PAJO, ALEXANDER AMANO	ADMINISTRATIVE OFFICER II	VNHSE
93	LLANES, SHEILA GENEVEVE ANCHETA	ADMINISTRATIVE ASSISTANT II	VNHSW
94	RAFANAN, JANINE AUSTINE	ADMINISTRATIVE OFFICER II	VNHSW

PROGRAM MANAGEMENT TEAM

NO	NAME OF PERSONNEL	POSITION	OFFICE
95	VILMA D. EDA, CESO V	Consultant	OSDS
96	ANNIE D. PAGDILAO, EdD, CESO VI	Consultant	OSDS
97	RODRIGO Q. REYES JR.	Program Manager	SGOD
98	GRACE F. CASTAÑEDA	QAME-In-Charge	SGOD
99	MARIA KORYNNE P. TABORDA	Welfare Officer	SGOD
100	AURELYN F. FIELDAD	Documenter/Secretariat	SGOD



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PROGRAM MATRIX

- I. Title of Training:
Holistic Development for SDO Vigan City Personnel: Cultivating Excellence through Self-Mastery in the 21st Century
- II. Date of Implementation: **December 10 – 11, 2024**
- III. Venue: **Hotelinda Suites, Vigan City, Ilocos Sur**

Time	Activity
Day 1	
7:30 – 8:00	Registration
8:00 – 8:30	Opening Program
	National Anthem AVP
	Prayer AVP
	Opening Remarks Annie D. Pagdilao, EdD, CESO VI Asst. Schools Division Superintendent
	Acknowledgement of Participants Moderator
	Message Vilma D. Eda, CESO V Schools Division Superintendent
	Statement of Purpose Marie Christine L. Natividad Chief Education Supervisor, CID
8:30 – 10:00	Whole-Brain Thinking and Learning • Neuroscience Foundation of Learning and Behaviour
10:00 – 10:30	HEALTH BREAK
10:30 – 12:00	Whole-Brain Thinking and Learning • Principles of Mind-Body-Spirit Connection
12:00 – 1:00	LUNCH BREAK
1:00 – 3:00	Whole-Brain Thinking and Learning • Quadrant Brain Test (HBDI Test)
3:00 – 3:30	HEALTH BREAK
3:30 – 5:00	Whole-Brain Thinking and Learning • Cultivating the Right View
Day 2	
8:00 – 9:30	Learning to Feel, Learning to Intuit • The Emotional Competence Framework
9:30 – 10:00	HEALTH BREAK
10:00 – 12:00	Learning to Feel, Learning to Intuit • Managing Relationships
12:00 – 1:00	LUNCH BREAK
1:00 – 3:00	Learning to Feel, Learning to Intuit • What is Mindfulness? Mindfulness Exercises • Accessing the Higher Self: Meditation for Healing and Wellness
3:00 – 3:30	HEALTH BREAK
3:30 – 5:00	Closing Program
	Nationalistic Song AVP
	Prayer AVP
	Training Impressions Selected Participants
	Ways Forward Susiemar M. Rapisura Education Program Supervisor, SGOD
	Closing Remarks Rodrigo Q. Reyes Jr. Chief Education Supervisor, SGOD
Moderator: Aurelyn F. Fieldad Education Program Specialist II	



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