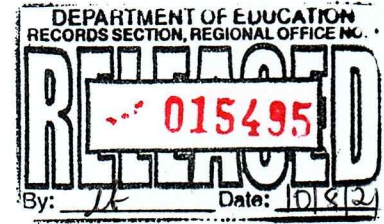




Republic of the Philippines
Department of Education
REGION I



Office of the Regional Director

OCT 08 2021

REGIONAL MEMORANDUM
No. 1149, s. 2021

IN-HOUSE TRAINING ON 2017 RULES ON ADMINISTRATIVE CASES IN THE CIVIL SERVICE (RACCS) AND LEAVE ADMINISTRATION COURSE (LACE)

To: Schools Division Superintendents

1. The Department of Education, in partnership with the Civil Service Commission Regional Office I, is conducting an in-house training on **Rules on Administrative Cases in the Civil Service (RACCS) and Leave Administration Course (LACE)** for the identified non-teaching personnel on various dates.

2. The attendance and active participation of the participants (see attached list) all throughout the two (2) sessions shall be closely monitored by the Human Resource Development Division (HRDD).

3. The course will promptly start at 8:00 AM. Participants are advised to be at the Zoom platform by 7:45 AM during the scheduled sessions.

4. For all the sessions, participants are to use Zoom application through the link which will be provided by HRDD to HR SEPS and EPS a day before the training schedule.

5. Participants are further reminded not to share the link to anyone as only the participants whose names are in the official list shall be admitted into the meeting room. Double accounts or devices shall not be allowed.

6. Participants are to use this format as their zoom name when entering the meeting room for easy identification:
First Name Last Name – Agency/Office (ex. Juan Dela Cruz – CSCRO1)

7. Any other names (e.g. brand names of mobile phone/laptop) will not be admitted. It is encouraged that participants use laptop/desktop during the sessions; phones and tablets have less functionalities.

8. All participants are required to comply ALL training requirements (Pre-Test, Post Test, L&D Evaluation and other acceptable Outputs per Session) and submit on the designated deadline and platforms.

9. The CSCRO1 shall issue Certificate of Completion (with credit of eight

DepEd Region 1: Built on character; empowered by competence.



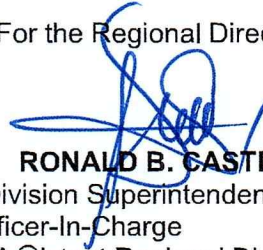
Flores St., Catbangan, City of San Fernando, La Union
(072) 607-8137 / 682-2324
region1@deped.gov.ph | Website: www.depedro1.com



technical training hours) will be given only to those who have been present during the entire Course and ALL training requirements have been complied with.

10. For wide dissemination and immediate action.

For the Regional Director:



RONALD B. CASTILLO
Schools Division Superintendent
Officer-In-Charge
Office of the Assistant Regional Director

Reference: None

Encl: As stated

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

LEARNING AND DEVELOPMENT

TRAINING

HRDD/jmv/RM_In-House Training with CSC
October 5, 2021

Attachment 1

2017 Rules in Administrative Cases in the Civil Service

Batch 1 (October 11 – 12, 2021 – 8:00-12:00)

1	Catherine V. DORIA	Administrative Officer II	Alaminos City
2	Rosalie R. SARMIENTO	Administrative Officer V	Alaminos City
3	Bella MOLINA	Administrative Officer IV	Candon City
4	Laurence Brandon GALIMBA	Administrative Aide VI	Candon City
5	Jennette A. SISON	Administrative Officer IV	Dagupan City
6	Fredelyn C. OASAN	Administrative Officer II	Ilocos Norte
7	Mary Grace M. MALASIG	Administrative Officer II	Ilocos Norte
8	Regina A. PERDIDO	Administrative Officer II	Ilocos Norte
9	Peter Paul B. NAVALTA	Administrative Officer II	Ilocos Sur
10	Dawn Marie Angeli BACURNAY	Administrative Officer II	La Union
11	Esmeralda O. MAINGGANG	Administrative Officer II	La Union
12	John Philip BOADO	ITO	La Union
13	Julius Bryam O. DELA CRUZ	Administrative Officer II	La Union
14	Mary Ann FLORENDO	Administrative Officer II	La Union
15	Minerva R. MARTINEZ	Administrative Officer II	La Union
16	Rexan S. MILAN	Administrative Officer II	La Union
17	George Emman MANUEL	Administrative Officer V	Laoag City
18	Andro E. ABALOS	Administrative Officer II	Pangasinan I
19	Brenda J. CRUZ	Administrative Officer II	Pangasinan I
20	Darwin A. DE JESUS	Administrative Assistant III	Pangasinan I
21	Elvira C. ESCAÑO	Administrative Officer II	Pangasinan I
22	Jardine B. CAASI	Administrative Officer II	Pangasinan I
23	Joshua Philip R. FELIPE	Administrative Officer II	Pangasinan I
24	Julius D. CARPIO	Administrative Officer II	Pangasinan I
25	Maricel E. UNTALAN	Administrative Officer II	Pangasinan I
26	Marissa M. LAOANG	Administrative Officer II	Pangasinan I
27	Metos CACATIAN	Administrative Officer II	Pangasinan I
28	Remedios C. QUINONES	Administrative Officer II	Pangasinan I
29	Wyn-Love Natino CAAMPUED	Administrative Officer II	Pangasinan I
30	Alfe L. TRISINIO	Administrative Assistant II	Pangasinan II
31	Angelo Q. TAMBADOC	Administrative Assistant II	Pangasinan II
32	Arcadio B. BELTRAN	Principal III	Pangasinan II
33	Ermie R. GARCIA	Principal III	Pangasinan II
34	Frederick V. AGAYO	Principal III	Pangasinan II
35	Mildred C. ESPIRITU	PSDS	Pangasinan II
36	Nelda D. PIRA	Principal III	Pangasinan II
37	Olive G VENTURA	Administrative Assistant II	Pangasinan II
38	Pristine May L. SIHON	Administrative Officer II	Pangasinan II
39	Rhea R MACANAS	Accountant I	Pangasinan II
40	Rochelle L. MACAM	Administrative Assistant II	Pangasinan II
41	Romelie B. GACAYAN	Principal I	Pangasinan II

42	Veronica D. MARAÑA	Administrative Aide VI	Pangasinan II
43	Chinnie S. NICOLAS	Administrative Officer II	San Carlos City
44	Julien Bernard GONZALES	Administrative Officer IV	San Carlos City
45	Mayette S. MALICDEM	Administrative Officer II	San Carlos City
46	Riza C. AQUINO	Registrar I	San Carlos City
47	Ruth Anniever Lynn O. NICOLAS	Administrative Aide VI	San Carlos City
48	Atty. Paul Allan P. CALACHAN	Legal Officer III	Urdaneta City
49	Maria Richelle L. ELEVAZO	Administrative Assistant II	Urdaneta City
50	Maria Bernadette R. SARMIENTO	Administrative Officer IV	Vigan City

Batch 2 (October 13 – 14, 2021 – 8:00-12:00)

1	Freddie B. PERALTA	Administrative Officer IV	Alaminos City
2	Engr. Edwin V. TANGONAN	Legal Assistant Designate	Batac City
3	Dianalou Isabel CALINDAS	Administrative Officer IV	Candon City
4	Romeo CACHUELA	Cashier I	Candon City
5	Myrel Angelica N. LOPEZ	Administrative Officer V	Dagupan City
6	Jaymar D. MATEO	Administrative Officer II	Ilocos Norte
7	Mency A. TURQUEZA	Administrative Officer IV	Ilocos Norte
8	Arlene A. ROLA	Administrative Officer IV	Ilocos Sur
9	Annabel DULATRE	Administrative Assistant II	La Union
10	Digna E. ELLANA	Administrative Officer II	La Union
11	Florizalete CABANBAN	Administrative Officer II	La Union
12	Jose Rhetor REYES	Administrative Officer IV	La Union
13	Laarni NUESCA	Administrative Assistant III	La Union
14	Mary Ann SABADO	Administrative Assistant II	La Union
15	Nikki O. PORAS	Administrative Assistant II	La Union
16	Roxanna Jea D. LICAYAN	Administrative Officer II	La Union
17	Rowel QUILALA	Legal Designate	Laoag City
18	Arle F. NORBERTE	Administrative Officer II	Pangasinan I
19	Carlito E. ROSETE	Administrative Officer IV	Pangasinan I
20	Dearly U. LUTAS	Administrative Officer II	Pangasinan I
21	Gerome Ian C. PANTALEON	Administrative Officer II	Pangasinan I
22	Jenica C. OCAMPO	Administrative Officer II	Pangasinan I
23	Juan Romeo G. ADVIENTO	Administrative Officer II	Pangasinan I
24	Kowreen B. MACAM	Administrative Officer II	Pangasinan I
25	Maricel S. TANDOC	Administrative Officer II	Pangasinan I
26	Mary Grace B. LASQUITE	Administrative Officer II	Pangasinan I
27	Michael G. DEL RIO	Administrative Officer II	Pangasinan I
28	Rogiebelle GOMEZ	Administrative Officer II	Pangasinan I
29	Agapito T. BALLESTEROS	Head Teacher III	Pangasinan II
30	Aloha P. MOLINA	Head Teacher III	Pangasinan II
31	Annabelle M. PAREL	EPS	Pangasinan II
32	Arianne Mae A. ROBOZA	Administrative Officer II	Pangasinan II
33	Estrella R. DIAMSAY	Principal II	Pangasinan II
34	Gerlita P. CARIÑO	Head Teacher III	Pangasinan II
35	Michelle C. SISON	Administrative Officer II	Pangasinan II
36	Minerva A. ALMUETE	Administrative Assistant II	Pangasinan II

37	Nelly D. MICUA	Head Teacher III	Pangasinan II
38	Pamela Denisse L. JAVIER	Administrative Assistant II	Pangasinan II
39	Ramon V. ESTRADA	OIC Principal	Pangasinan II
40	Rhodora A. SALES	Head Teacher III	Pangasinan II
41	Rodel F. GACUSAN	Head Teacher I	Pangasinan II
42	Servilita R. CABAHUG	Principal IV	Pangasinan II
43	Angelo C. ABALOS	Administrative Officer II	San Carlos City
44	Joselito E. BAUTISTA	Administrative Officer II	San Carlos City
45	Liwawa D. SIAPNO	Attorney III	San Carlos City
46	Nelson V. PERALTA	Administrative Officer V	San Carlos City
47	Russel L. ANTONIO	Administrative Officer II	San Carlos City
48	Sheila Marie C. GUNDAYAO	Administrative Officer II	San Carlos City
49	Emma M. BARROGA	Administrative Officer II	Urdueta City
50	Venus S. MANZANO	Administrative Officer II	Urdueta City