



Republic of the Philippines
Department of Education
CARAGA REGION

APRIL 30, 2026

REGIONAL MEMORANDUM

No. 0390, s. 2026

To: Schools Division Superintendents
All Others Concerned

REGIONAL MONITORING OF SELECTED REGIONAL OFFICE PERSONNEL
DURING THE DOLE NATIONWIDE JOB FAIR

1. In line with the Department's commitment to strengthen partnerships and support employment initiatives, selected personnel from the Regional Office shall conduct monitoring during the **Department of Labor and Employment (DOLE) Nationwide Job Fair on May 01, 2026**.
2. This activity aims to observe and document the conduct of the job fair, strengthen collaboration with partner agencies and stakeholders, and gather relevant data and best practices that may support future partnership and employment-related initiatives of the Department.
3. The identified Regional Office personnel listed in **Enclosure 1** are directed to proceed to their assigned venues and perform their respective monitoring functions. They shall ensure proper documentation, including photo documentation, narrative reports, and other relevant records.
4. Schools Division Offices (SDOs) shall ensure the real-time publication of articles and updates related to the activity through their official Facebook pages. These posts shall likewise be shared with the Regional Office for reposting on the official Regional Office Facebook page.
5. The Curriculum Implementation Division (CID) Chief shall accomplish the Accomplishment Report and forward it to the Curriculum and Learning Management Division (CLMD), through Celsa M. Cataluña, Education Program Supervisor, within three (3) days after the conduct of the activity.
6. Personnel from the Regional Office and SDO who shall render services beyond regular working hours, including weekends and holidays, shall be entitled to Compensatory Time-Off (CTO) or overtime pay, subject to existing government accounting and auditing rules and regulations, as well as Civil Service Commission and Department of Budget and Management policies:
 - a. Non-teaching personnel may avail of CTO or claim overtime pay, subject to prior authorization and availability of funds;



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- b. Teaching personnel shall be granted CTO, in accordance with existing policies;
 - c. The grant of CTO or overtime pay shall be duly certified by the immediate supervisor and approved by the authorized official.
7. Travel expenses and other incidental expenses of the participants shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.
8. For information and dissemination.

MARIA INES C. ASUNCION

Director IV
Regional Director 

ESSD/jats
04/29/2026

(Enclosure No 1 to Regional Memorandum _____, s. 2026)

List of Regional Office Personnel

NO.	NAME	POSITION	DIVISION	ASSIGNED VENUE
1.	Edmund D. Mendoza	ESSD Chief	ESSD	Robinsons Mall, Butuan City
2.	Adrilene Mae J. Castaños	PDO IV	ESSD	
3.	Jairha Anne T. Sususco	TA I	ESSD	
4.	Maripaz Magno	EPS	CLMD	Surigao City Cultural Center, Surigao del Norte
5.	Maria Consuelo Jamera	EPS	CLMD	
6.	Maria Ruth Edradan	EPS	CLMD	
7.	Gladys Asis	EPS	CLMD	Evacuation Center, Barangay 4, San Francisco, Agusan del Sur
8.	Virginia Seña	EPS	QAD	
9.	Emmanuel Saga	EPS	QAD	
10.	Lou Ann Acosta	EPS	FTAD	Vicente Pimentel Sr. Memorial Gymnasium, Tandag City, Surigao del Sur
11.	Isidra Moral	EPS	QAD	Barangay Gym, Mahayahay, San Jose, Dinagat Islands
12.	Marygold Silao	EPS	QAD	
13.	Celsa Cataluña	EPS	CLMD	