



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

April 5, 2024

MEMORANDUM

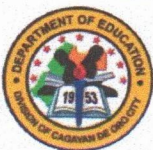
No. 57 s.2024

**INITIAL ORIENTATION ON DIGITALIZATION OF SERVICE CREDITS FOR
SECONDARY SCHOOLS**

TO: Secondary School Heads
All Others Concerned
This Division

1. In view of the digitalization of processes in the Division Office, the **Initial Orientation on Digitalization of Service Credits** for the second batch shall be conducted on April 18, 2024 at 9:00 a.m. at the Division Office, Division Conference Room.
2. The participants to this activity are non-teaching personnel in-charge in the preparation of Form 7 in the schools. Please see attached detailed list for reference.
3. Participants must bring their own laptop and extension wire to facilitate the processing of service credits.
4. In adherence to Equal Employment Opportunity Principle (EEOP) inclusive and fair treatment is accorded to all participants regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
5. Compliance and dissemination of this memorandum is directed.

ROY ANGELO E. GAZO
Schools Division Superintendent



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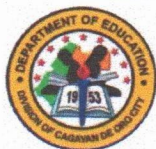
Office of the Schools Division Superintendent

List of Participants

1	AGUSAN NATIONAL HIGH SCHOOL	21	KAUSWAGAN NATIONAL HIGH SCHOOL
2	ANGELES SISTERS NATIONAL HIGH SCHOOL	22	LAPASAN NATIONAL HIGH SCHOOL
3	**BUGO NHS and BALUBAL NATIONAL HIGH SCHOOL	23	**LUMBIA NATIONAL HIGH SCHOOL and Pagalungan NHS
4	BALULANG NATIONAL HIGH SCHOOL	24	MACABALAN NATIONAL HIGH SCHOOL
5	BAYABAS NATIONAL HIGH SCHOOL	25	MACASANDIG NATIONAL HIGH SCHOOL
6	*BESIGAN NATIONAL HIGH SCHOOL	26	**MAMBUAYA NATIONAL HIGH SCHOOL and Bayanga NHS
7	BONBON NATIONAL HIGH SCHOOL	27	*MAN-AI NATIONAL HIGH SCHOOL
8	**BULUA NATIONAL HIGH SCHOOL and Patag NHS	28	PAGALUNGAN NATIONAL HIGH SCHOOL
9	CAGAYAN DE ORO NHS - JUNIOR HIGH SCHOOL	29	PAGATPAT NATIONAL HIGH SCHOOL
10	CAGAYAN DE ORO NHS - SENIOR HIGH SCHOOL	30	**PEDRO "OLOY" N. ROA, SR. HIGH SCHOOL and Baikingon Annex
11	CAMAMAN-AN NATIONAL HIGH SCHOOL	31	PUERTO NATIONAL HIGH SCHOOL
12	CANITOA NATIONAL HIGH SCHOOL	32	PUNTOD NATIONAL HIGH SCHOOL
13	CARMEN NATIONAL HIGH SCHOOL	33	SAN SIMON NATIONAL HIGH SCHOOL
14	CUGMAN NATIONAL HIGH SCHOOL	34	TABLON NATIONAL HIGH SCHOOL
15	DANSOLIHON NATIONAL HIGH SCHOOL	35	TAGLIMAO NATIONAL HIGH SCHOOL
16	FS CATANICO NATIONAL HIGH SCHOOL	36	TAGPANGI NATIONAL HIGH SCHOOL
17	GUSA NATIONAL HIGH SCHOOL	37	TIGNAPOLOAN NATIONAL HIGH SCHOOL
18	GUSA REGIONAL SCIENCE HIGH SCHOOL-X	38	TUBURAN NATIONAL HIGH SCHOOL
19	INDAHAG NATIONAL HIGH SCHOOL	39	*TUBURAN NATIONAL HIGH SCHOOL-PIGSAG-AN ANNEX
20	IPONAN NATIONAL HIGH SCHOOL	40	TUMPAGON NATIONAL HIGH SCHOOL

Technical Working Group:

1. Risa Bea Socorro M. Borres – AO V
2. Marilou F. Navaja – AO IV
3. Nida D. Mandawe – SPST I
4. Evangeline B. Lozada – AO II
5. Efren B. Facun – AO II
6. Mary Katherine P. Palamine- ADAS II
7. Joanne A. Dela Rosa – ADA IV



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