

Republic of the Philippines Department of Concation

REGIONAL MEMORANDUM 000035

ADDENDUM AND CORRIGENDUM TO DEPED MEMORANDUM DM-OUHROD-2023-1405 (CHANGE OF SCHEDULE OF THE 20TH NATIONAL CONVENTION AND SEMINAR-WORKSHOP)

Schools Division Superintendents To

- 1. This refers to the attached Memorandum DM-OUHROD-2023-1405 titled Invitation to the $20^{\rm th}$ National Convention and Seminar-Workshop organized by the National Organization of Professional Teachers, Inc. (NOPTI) at Baguio Teachers Camp Baguio City.
- 2. In This connection, please be informed that the activity will be rescheduled from November 24-26, 2023 to January 25-27, 2024, to be held at the same venue.
- For queries, please directly contact the NOPTI through email address nopti.99@gmail.com
- For information and guidance. 4.

GILBERT T. SADSAD Regional Director





Republika ng Pilipinas

Kagawaran ng Edukasyon

REHIYON V
TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

January 17, 2024

Assistant Schools Division Superintendent To: Chiefs, CID and SGOD Public Elementary and Secondary School Heads All Others Concerned

For information and guidance.

SUSAN S. COLLANO CESO V Schools Division Superintendent

DM 31, s. 2019 Rider Rev. 01













Republic of the Philippines Department of Education REGION V - BICOL

OS Jan Regulation Chou

REGIONAL MEMORANDUM No. s. 2024

000035

ADDENDUM AND CORRIGENDUM TO DEPED MEMORANDUM DM-OUHROD-2023-1405 (CHANGE OF SCHEDULE OF THE 20TH NATIONAL CONVENTION AND SEMINAR-WORKSHOP)

To : Schools Division Superintendents

- 1. This refers to the attached Memorandum DM-OUHROD-2023-1405 titled Invitation to the 20th National Convention and Seminar-Workshop organized by the National Organization of Professional Teachers, Inc. (NOPTI) at Baguio Teachers Camp Baguio City.
- 2. In This connection, please be informed that the activity will be rescheduled from November 24-26, 2023 to January 25-27, 2024, to be held at the same venue.
- 3. For queries, please directly contact the NOPTI through email address nopti.99@gmail.com
- For information and guidance.

GILBERT T. SADSAD
Regional Director

2 3 1 2 2 1 1 0 1 8 JAN 2024

HRDD-SMN-MVT 01/08/2024







Regional Center Site, Rawis, Legazpi City 4500

9 0969 516 9555

region5@deped.gov.ph

DEPED V BICOL REGION

Sent:

From: Office of the Undersecretary for Human Resource and Organizational Development

(OUHROD) <usec.hrod@deped.gov.ph>

Friday, 24 November 2023 1:02 pm To: DEPED I ILOCOS REGION; DEPED II CAGAYAN VALLEY; DEPED III CENTRAL LUZON;

DEPED REGION IV-A CALABARZON; MIMAROPA REGION; DEPED V BICOL REGION; DepEd VI Western Visayas; DepEd Region VII Central Visayas; REGION VIII EASTERN VISAYAS; DEPED IX ZAMBOANGA PENINSULA; DEPED X NORTHERN MINDANAO; DEPED XI DAVAO REGION; DEPED XII SOCCSKSARGEN; DEPED REGION XIII

CARAGA; DEPED CORDILLERA ADMINISTRATIVE REGION; DEPED NATIONAL

CAPITAL REGION

Cc: nopti.99@gmail.com; MARIBEL GUMANGAN; usec.hrod@deped.gov.phn; Sharon

Ayala; Sonia Sobremisana; Rachel Malate; Bureau of Human Resources and Organizational Development Office of the Director; Resty Osias; Mario Bermudez; Wilfredo Cabral; Employee Welfare Division; Ralph Louis Quejada; Bea Yumang;

Francis Allen Dela Cruz

Subject: [DM-OUHROD-2023-1800] CORRIGENDUM ON THE CHANGE OF SCHEDULE FOR

THE CONDUCT OF THE 20TH NATIONAL CONVENTION AND SEMINAR-

WORKSHOP ORGANIZED BY THE NATIONAL ORGANIZATION OF PROFESSIONAL

TEACHERS, INC. (NOPTI)

Attachments: DM-OUHROD-2023-1800 CORRIGENDUM ON THE CHANGE OF SCHED 20th

NOPTI.pdf; Request for Corrigendum_NOPTI 20th Convention.pdf; DEPED MEMO_

20TH CONVENTION.pdf

Dear All:

This is in reference to DM-OUHROD-2023-1405 titled Invitation to the 20th National Convention and Seminar Workshop. The said activity is organized by the National Organization of Professional Teachers, Inc. (NOPTI) and was originally scheduled for November 24 to 26, 2023, at Baguio Teachers' Camp.

Due to some unavoidable circumstances, the Convention is rescheduled for January 25 to 27, 2024, to be held at the same venue.

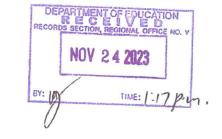
Should there be additional inquiries, please directly contact the NOPTI Secretariat through the email address nopti.99@gmail.com.

Thank you.



Office of the Undersecretary for Human Resource and Organizational Development (OUHROD) Tel. No.: (02)8633-7206 | Telefax No.: (02) 8631-8494 **DEPARTMENT OF EDUCATION** DepEd Complex, Meralco Ave., Pasig City 1600 www.deped.gov.ph

23122110 1 8 JAN 2024 T





Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM DM-OUHROD-2023-1800

TO

: Regional Directors

Schools Division Superintendent

All Others Concerned

FROM

WILFREDO E. CABRAL

Regional Director

Officer-in-Charge, Office of the Undersecretary Human Resource and Organizational Development

ATTY. REVSEE A. ESCOBEDO Undersecretary for Operations

SUBJECT

: CORRIGENDUM ON THE CHANGE OF SCHEDULE FOR THE CONDUCT OF THE 20TH NATIONAL CONVENTION AND SEMINAR-WORKSHOP ORGANIZED BY THE NATIONAL ORGANIZATION OF PROFESSIONAL TEACHERS, INC. (NOPTI)

DATE

: 17 November 2023

This is in reference to DM-OUHROD-2023-1405 titled *Invitation to the 20th National Convention and Seminar Workshop*. The said activity is organized by the National Organization of Professional Teachers, Inc. (NOPTI) and was originally scheduled for November 24 to 26, 2023, at Baguio Teachers' Camp.

Due to some unavoidable circumstances, the Convention is rescheduled for **January 25 to 27, 2024**, to be held at the same venue.

Should there be additional inquiries, please directly contact the NOPTI Secretariat through the email address nopti.99@gmail.com.

Thank you.

23122110 18 JAN 2024

[BHROD-EWD] Quejada]



Republic of the Philippines

回epartment of Education REGION VII - CENTRAL VISAYAS DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

Office of the Schools Division Superintendent

October 3, 2023

DIVISION MEMORANDUM NO: 4t2 s. 2023

INVITATION TO THE 20^{TH} NATIONAL CONVENTION AND SEMINAR-WORKSHOP

TO: Chief, CID and SGOD

All Public Elementary and Secondary Principals
All Others Concerned

- This Office hereby disseminates Regional Memorandum No. 722 s. 2023 and DepEd Memorandum DM-OUHROD -2023 1405 dated September 22, 2023, from Gloria Jumamil-Mercado Undersecretary for Human Resource and Organizational Development titled: "Invitation to the 20th National Convention and Seminar -Workshop", contents of which are self -explanatory, for the information of all concerned.
- 2. For more details, please see attached Communication.
- 3. For dissemination.

WILFREDA D. BONGALOS PhD, CESO Y Schools Division Superintendent

> 2 3 1 2 2 1 1 0 1 8 JAN 2024

WDB/EQA/SGOD/MMC/fct







Address: H. Zamora St., Dampas, Tagbilaran City, Bohol Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177 (038)427-6718; (038)544-2147

Email Address: tagbilarancity.division@deped.gov.ph



Republic of the Philippines Department of Education REGION VII - CENTRAL VISAYAS

DEPED TAGBILARAN CITY DIVISION SIT TOP FICE DOWNLOADED

Office of the Regional Director

REGIONAL MEMORANDUM

No. 722 , s. 2023

INVITATION TO THE 20TH NATIONAL CONVENTION AND SEMINAR - WORKSHOP

Schools Division Superintendents Assistant Schools Division Superintendents All Others Concerned

- Attached is DepEd Memorandum DM OUHROD 2023 1405 dated September 22, 2023, from Gloria Jumamil - Mercado, Undersecreatry for Human Resource and Organizational Development and Revsee A. Escobedo, Undersecretary for Operations titled "Invitation to the 20th National Convention and Seminar -Workshop", contents of which are self - explanatory, for the information of all concerned.
- The communication is attached for further reference. 2.
- For dissemination.

SALUSTIANO T. JIMENEZ JD, EdD, CESO V Director IV Regional Director

> 23122110 1 8 JAN 2024 '

STJ. FVA, HRDD/MGB/rsy





Doña M. Gaisano St., Sudlon, Lahug, Cebu City Telephone Number: 639457623193 local 700





region7.deped.gov.ph



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM DM-OUHROD-2023-1405

Regional Directors

School Division Superintendents

All Others Concerned

FROM

GLORIA JUMANIL-MERCADO | Undersecretary for Human Resource and Organizational Development

REVSEE A. ESCOBEDO Undersecretary for Operations

SUBJECT

INVITATION TO THE 20TH NATIONAL CONVENTION AND

SEMINAR-WORKSHOP

DATE

: 22 September 2023

The National Organization of Professional Teachers, Inc., (NOPTI) will hold the 20th National Convention and Seminar-Workshop with the theme "NOPTIans: Responsive to Education 2030 Framework for Sustainable Development Goals through DepEd MATATAG Agenda." The event will be held on November 24-26, 2023, at the Baguio Teachers' Camp.

Elementary and Secondary Teachers, School Heads, and Supervisors affiliated with the Department of Education may opt to attend the said activity provided that their participation will not hamper the conduct of classes in schools. The use of DepEd funds shall be subject to the approval of their respective approving authorities. The same is also contingent upon its availability, and adherence to the usual accounting and auditing rules and regulations.

Should you have further inquiries, please email the Secretariat at nopti.9%a gmail.com.

(BHROD-EWD: Quejuda)

Boom 102, Bizal Bulding, DepEd Compiles, Moralco Ave., Pasig City 1600 Fedgmente Rev., (1-032) 86337206, (1602) 86314494, (1-032) 86316349 Emai Address: usec.htod@depEd_gov.ph | Website; www.depEd_gov.ph

23122110 1 8 JAN 2024"

. . . 1 %



National Organization of Professional Teachers Inc. (NOPTI)

S.E.C Registration NO. A199904237 c/o Capt. Albert Aguilar National High School cor. Balikatan Road, Bryy, BE International, Lus Pinas City (CP Nos: 09175184414/09564759269)

National Executive Board (2019-2022)

Asuncion C. Agullar

Dr. Maria Celia Junio -Fernandez Vice- President, Luzon-Pangasinan

Rodriguez V. Bagana Corporate Secretary

Maribel A. Gumangan Press Relations Officer

Glenn O. Ducta

Chairman, Board of Auditors

Dr. Ma. Digna B. Bauzon Member, Board of Auditors

Dr. Efren R. Parilla

Mercedes E. Tito

Wifmore C. Moredo Executive Director

Board Members

Fablo V. Saulo Makati City

Dr. Rommel C. Bautista Region IV-A

Rosallto N. Palatan Makati City

Roel V. Carpio Sr.

Dipolog City

Flordeliza C. Soria Office Secretary

September 11, 2023

HON. SARA Z. DUTERTE Secretary, Department of Education DepEd Central Office Meralco Ave., Pasig City

Thru:

ATTY. MICHAEL WESLEY TO BOATMENT OF EDUCATION Undersecretary and Chief of Staffice OF THE SECRETARY Department of Education

SEP 12 773

By: DUMBLILE TO THE SECRETARY DOC. F 50:14105

BY: DOC. F 50:14105

BY: TOTAL T

LA NUMERALE GREATER 15

MADAM:

Greetings of peace and solidarity!

The National Organization of Professional Teachers, Inc. (NOPTI), a national teachers' organization, shall hold its 20th National Convention and Seminar-Workshop on November 24-26, 2023, at Baguio Teachers' Camp, Baguio City. The theme of this year's convention is NOPTIans: Responsive to Education 2030 Framework for Sustainable Development Goals through DepEd MATATAG Agenda.

The convention aims to provide a colloquium for a highly academic forum in our attempt to discover in-depth solutions to various challenges faced by educators in the academe; and to manifest support to DepEd MATATAG Agenda. We believe that through this seminar-workshop, educators can share their expertise and inspire each other in the performance of their duties for a better delivery of quality

In this connection, the undersigned would like to humbly request for a DepEd Memorandum allowing the participants to attend on Official Business to encourage more teachers and school heads to participate and benefit from it.

It is our fervent hope that this request be granted positive response from your office. Thank you very much and Godspeed!

Very respectfully yours,

minierradz DR. MARIA CBLIA JUNIO-FERMANDEZ NOPTI National Vice-President, Luzon

MR. WILMORD C. MOREDO NOPTI National Executive Director

ASUNCION C. AGUILAR NOPTI National President

23122110 18 JAN 2024



National Organization of Professional Teachers Inc. (NOPTI)

S.E.C Registration NO. A199904237 c/o Capt. Albert Aguilar National High School cor. Balikatan Road, Brgy. BF International, Las Pinas City (CP No. 0917-518-4414/ 09564759269)



National Executive Board (2019-2022)

Asuncion C. Aguilar President

Dr. Maria Celia Junio -Fernandez Vice- President, Luzon-Pangasinan

Dr. Jen Ann Yu Villa Vice- President, Visayas

Dr. Al Rahimin T. Kenoh, Jr. Vice- President, Mindanao

Rodriguez V. Bagana Corporate Secretary

Maribel A. Gumangan Asst. Corporate Secretary Press Relations Officer

Glenn O. Ducta Chairman, Board of Auditors

Dr. Ma. Digna B. Bauzon Member, Board of Auditors

Dr. Efren R. Parilla Member, Board of

Mercedes E. Tito Treasurer

Wilmore C. Moredo Executive Director

Board Members

Fabio V. Saulo Makati City

Dr. Rommel C. Bautista Region IV-A

Rosalite N. Palatan Makati City

Roel V. Carpio Sr. Dipolog City

Flordeliza C. Soria Office Secretary November 06, 2023

HON. SARA Z. DUTERTE Vice-President, Philippines Secretary, DepEd Central Office Meralco Avenue, Pasig City

> THRU: USEC. GLORIA JUMAMIL-MERCADO Undersecretary, Human Resource & Organizational Development, DepEd, Central Office

MADAM:

NOPTI would like to thank your good office for the issuance of DM-OUHROD-2023-1405 on NOPTI's 20th Annual National Convention and Seminar Workshop originally scheduled on November 24-26, 2023, at Baguio Teachers' Camp.

Due to some unavoidable circumstances, the Convention is rescheduled on January 25-27, 2024. In this connection, we would like to request for a Corrigendum on the change of date from *November 24-26, 2023, to January 25-27, 2024*, to be issued to the field as well. Attached is a copy of the Memorandum floated earlier to the field for your perusal.

The following are the specific details of the convention:

- 1. Venue- Baguio Teachers' Camp- Baguio City
- Registration Fee- Php 6,000 (inclusive of food, accommodation, souvenir Program, Polo Shirt, and other training kits)
- 3. Solidarity Night Attire- (Filipiniana) with Regional Presentation
- 4. Search for the following categories:
 - a. Schools' Best Practices Award-School Heads
 - b. Most Innovative Teacher (with Lesson Exemplar)
 - c. Best Research Implementer
 - d. Best Research Poster

Mechanics of the Contested Categories shall be uploaded in the NOPTI Facebook Page.

Thank you very much and Godspeed!

Truly yours,

MARIBEL A GUMANGAN
Public Information Officer, NOPTI National (09564759269)

Noted:

Asuncion C. Aguilar
National President, NOPTI, (0917-5184-414)

2 3 1 2 2 1 1 0



National Organization of Professional Teachers Inc. (NOPTI) S.E.C Registration NO. A199904237

c/o Capt. Albert Aguilar National High School cor. Balikatan Road, Brgy. BF International, Las Pinas City (CP No. 0917-518-4414/ 09564759269)



National Executive Board (2019-2022)

Asuncion C. Aguilar President

Dr. Maria Celia Junio -Fernandez Vice- President, Luzon-Pangasinan

Dr. Jen Ann Yu Villa Vice- President, Visayas

Dr. Al Rahimin T. Kenoh, Jr. Vice- President, Mindanao

Rodriguez V. Bagana Corporate Secretary

Maribel A. Gumangan Asst. Corporate Secretary Press Relations Officer

Glenn O. Ducta Chairman, Board of Auditors

Dr. Ma. Digna B. Bauzon Member, Board of Auditors

Dr. Efren R. ParillaMember, Board of
Auditors

Mercedes E. Tito Treasurer

Wilmore C. Moredo

Board Members

Fabio V. Saulo Makati City

Dr. Rommel C. Bautista Region IV-A

Rosalito N. Palatan Makati City

Roel V. Carpio Sr. Dipolog City

Flordeliza C. Soria Office Secretary November 06, 2023

HON. SARA Z. DUTERTE

Vice-President, Philippines Secretary, DepEd Central Office Meralco Avenue, Pasig City

> THRU: USEC. GLORIA JUMAMIL-MERCADO Undersecretary, Human Resource & Organizational Development, DepEd, Central Office

MADAM:

NOPTI would like to thank your good office for the issuance of DM-OUHROD-2023-1405 on NOPTI's 20th Annual National Convention and Seminar Workshop originally scheduled on November 24-26, 2023, at Baguio Teachers' Camp.

Due to some unavoidable circumstances, the Convention is rescheduled on January 25-27, 2024. In this connection, we would like to request for a **Corrigendum** on the change of date from **November 24-26, 2023, to January 25-27, 2024,** to be issued to the field as well. Attached is a copy of the Memorandum floated earlier to the field for your perusal.

The following are the specific details of the convention:

- 1. Venue- Baguio Teachers' Camp- Baguio City
- 2. Registration Fee- Php 6,000 (inclusive of food, accommodation, souvenir Program, Polo Shirt, and other training kits)
- 3. Solidarity Night Attire- (Filipiniana) with Regional Presentation
- 4. Search for the following categories:
 - a. Schools' Best Practices Award-School Heads
 - b. Most Innovative Teacher (with Lesson Exemplar)
 - c. Best Research Implementer
 - d. Best Research Poster

Mechanics of the Contested Categories shall be uploaded in the NOPTI Facebook Page.

Thank you very much and Godspeed!

Truly yours,

MARIBEL A GUMANGAN
Public Information Officer, NOPTI National (09564759269)

Noted:

Asuncion C. Aguilar National President, NOPTI, (0917-5184-414) 2 3 1 2 2 1 1 0 1 8 JAN 2024









Republic of the Philippines Department of Education REGION VII - CENTRAL VISAYAS

DEPED TAGBILARAN CITY DIVISION

DOWKLDADED

N DATE 10/3/2022,

Office of the Regional Director

0 / 0 1 2023

REGIONAL MEMORANDUM

No. 722

, s. 2023

INVITATION TO THE 20TH NATIONAL CONVENTION AND SEMINAR - WORKSHOP

To: Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

- 1. Attached is DepEd Memorandum DM OUHROD 2023 1405 dated September 22, 2023, from Gloria Jumamil Mercado, Undersecreatry for Human Resource and Organizational Development and Revsee A. Escobedo, Undersecretary for Operations titled "Invitation to the 20th National Convention and Seminar Workshop", contents of which are self explanatory, for the information of all concerned.
- 2. The communication is attached for further reference.
- 3. For dissemination.

SALUSTIANO T. JIMENEZ JD, EdD, CESO V

Director IV Regional Director

> 2 3 1 2 2 1 1 0 1 8 JAN 2024

STJ/FYA/HRDD/MGB/rsy







Doña M. Gaisano St., Sudlon, Lahug, Cebu City Telephone Number: 639457623193 local 700







Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM DM-OUHROD-2023-1405

: Regional Directors

School Division Superintendents

All Others Concerned

FROM

GLORIA JOMANIL-MERCADO |-|
Undersecretary for Human Resource and Organizational Development

REVSEE A. ESCOBEDO Undersecretary for Operations

SUBJECT

: INVITATION TO THE 20TH NATIONAL CONVENTION AND

SEMINAR-WORKSHOP

DATE

: 12 September 2023

The National Organization of Professional Teachers, Inc., (NOPTI) will hold the 20th National Convention and Seminar-Workshop with the theme "NOPTIans: Responsive to Education 2030 Framework for Sustainable Development Goals through DepEd MATATAG Agenda." The event will be held on November 24-26, 2023, at the Baguio Teachers' Camp.

Elementary and Secondary Teachers, School Heads, and Supervisors affiliated with the Department of Education may opt to attend the said activity provided that their participation will not hamper the conduct of classes in schools. The use of DepEd funds shall be subject to the approval of their respective approving authorities. The same is also contingent upon its availability, and adherence to the usual accounting and auditing rules and regulations.

Should you have further inquiries, please email the Secretariat at nopti.99@gmail.com.

[BHROD-EWD/Quejada]

Room LO2, Rizal Building, DepEd Complex, Meralto Ave., Pasig City 1600 Feephone Nos.: (+632) 86337706, (+632) 86318494, (+632) 86306549 Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

> 9312211 1 8 JAN 2024



National Organization of Professional Teachers Inc. (NOPTI)

S.E.C Registration NO. A19904237 c/o Capt. Abert Aguilar National High School cor. Balikatan Road, Brgy. BF International, Las Pinas City (CP Nos: 09175184413/09564759269)

September 11, 2023

HON. SARA Z. DUTERTE Secretary, Department of Education DepEd Central Office Meralco Ave., Pasig City

SEP 1.1 2023

MADAM:

Greetings of peace and solidarity!

The National Organization of Professional Teachers, Inc. (NOPTI), a national teachers' organization, shall hold its 20th National Convention and Seminar-Workshop on November 24-26, 2023, at Baguio Teachers' Camp, Baguio City. The theme of this year's convention is NOPTIans: Responsive to Education 2030 Framework for Sustainable Development Goals through DepEd MATATAG Agenda.

The convention aims to provide a colloquium for a highly academic forum in our attempt to discover in-depth solutions to various challenges faced by educators in the academe; and to manifest support to DepEd MATATAG Agenda. We believe that through this seminar-workshop, educators can share their expertise and inspire each other in the performance of their duties for a better delivery of quality education.

In this connection, the undersigned would like to humbly request for a DepEd Memorandum allowing the participants to attend on Official Business to encourage more teachers and school heads to participate and benefit from it.

It is our fervent hope that this request be granted positive response from your office. Thank you very much and Godspeed!

Very respectfully yours,

DR. MARIA CELIA JUNIO-FERMANDEZ NOPTI National Vice-President, Luzon

MR. WILMORE C. MOREDO NOPTI National Executive Director

ASUNCION C. AGUILAR NOPTI National President

National Executive Board (2019-2022)

Asuncion C. Agullar President

Dr. Maria Cella Junio -Fernandez Vice- President, Luzon-Pangasinan

Dr. Jen Ann Yu Villa Vice- President, Visayas

Dr. Al Rahimin T. Kenob. ir. Vice- President Minda

Rodriguez V. Bagana Corporate Secretary

Maribel A. Gumangan Press Relations Officer

Glenn O. Ducta Chairman, Board of Auditors

Dr. Ma. Digna B. Bauzon Member, Board of Auditors

Dr. Efren R. Parilla Member, Board of Auditors

Mercedes E. Tito

Wilmore C. Moredo Executive Director

Board Members

Fabio V. Sauto

Region IV-A

Makati City Dr. Rommel C. Bautista

Rosalito N. Palatan Makati City

Roel V. Carpio Sr. Dipolog City

Flordeliza C. Soria Office Secretary