



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

May 20, 2025

DIVISION MEMORANDUM

No. 871, s. 2025

**TRAINING ON ASSET, RECORDS, AND DISBURSEMENT MANAGEMENT
FOR NON-TEACHING PERSONNEL**

TO: Asst. Schools Division Superintendent
Chief Education Supervisors (SGOD and CID)
Public Schools District Supervisors
All School Heads
Administrative Officer V
This Division

1. In line with the Division's commitment to enhance the competencies and operational efficiency of its non-teaching personnel, the Schools Division of Dapitan City will conduct a **Training on Asset, Records, and Disbursement Management for Non-Teaching Personnel** on May 21-23, 2025, at Top Plaza Hotel, Dipolog City.
2. This training aims to strengthen participants' knowledge and skills in managing assets, maintaining accurate records, and ensuring proper disbursement procedures in accordance with existing laws and policies.
3. All identified participants from the Division Office and selected schools are enjoined to attend. Participants are expected to bring a laptop and extension cords needed for hands-on activities.
4. Meals, snacks, and training materials for the participants shall be charged against the Program Report Funds for the Organizational and Professional Development for Non-Teaching Personnel (OPDNTP). Transportation expenses of the participants, on the other hand, shall be charged against School MOOE/local funds, subject to the usual accounting and auditing rules and regulations.
5. Immediate and wide dissemination of this memorandum is highly desired.

For the Schools Division Superintendent:


SHERLITO E. SAGAPSAPAN
Chief Education Supervisor

School Governance and Operations Division
Officer-in-Charge
Office of the Schools Division Superintendent





Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Enclosure No. 1

Program Management Team

Over-all Lead	Felix Romy A. Triambulo, CESO V, SDS
	Aurelio A. Santisas, CESE, ASDS
Over-all Program Managers	Sherlito E. Sagapsapan (SGOD), CES
	Vicente Jose V. Suarez II (CID), CES
Program Managers	Michelle V. Torres, EdD., SEPS Vicente Ramon V. Suarez II, EPS II
Learning Manager	Jidelle P. Garcia, AO IV
Monitoring and Evaluation	Nueva A. Andag, EdD., SEPS
Documentation	Alro D. Cabalida
Logistics Officer	April Rose O. Castor
Secretariat	Amythyst Faith O. Diao
Resource Speakers	
	Cynthia O. Dalman
	Jonathan D. Reluya
	Marita S. Gaburno
	Deborah Mae Lacay
	Jun Leonard Romarate
	Nancy F. Tangcalagan





Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Enclosure No. 2

List of Participants

#	NAME	POSITION/SG	ASSIGNMENT
1	BALLADARES, KATHERINE SALVA	ADMINISTRATIVE OFFICER II - 11	Sulangon National High School
2	ABILA, RITCHEL QUIMIGUING	ADMINISTRATIVE OFFICER II - 11	Dapitan City Central School/Dapitan SPED Center
3	LUANG, NERISSA TUMANDA	ADMINISTRATIVE OFFICER II - 11	Ilaya Elementary School/Ilaya NHS
4	EIRENE ORACION	ADAS III	DO
5	ELDIAN, MARIBEL CIMATU	ADMINISTRATIVE OFFICER II - 11	Barcelona NHS/Barcelona CS
6	CAGBABANUA, MELISSA BUSICO	ADMINISTRATIVE OFFICER II - 11	Sinonoc Elementary School
7	ELUMBARING, GRACE BAGALANON	ADMINISTRATIVE OFFICER II - 11	Talisay Integrated School
8	JAUCULAN, ARNI GAHISAN	ADMINISTRATIVE OFFICER II - 11	Office Of The Schools Division Superintendent
9	SAGUIN, MAY CADAVEDO	ADMINISTRATIVE OFFICER II - 11	Sulangon CS/Antipolo ES
10	SARMIENTO, JERENE ETOC	ADMINISTRATIVE OFFICER II - 11	Diwaan Elementary School/Ma. Uray ES
11	MEDIJA, MARIE DALMAN	ADMINISTRATIVE OFFICER II - 11	Owaon ES/Larayan ES
12	CAGANDAHAN, CHARMAINE MARIE SANTANDER	ADMINISTRATIVE OFFICER II - 11	Oyan Elementary School/Tamion ES
13	GABURNO, CAMILLE SALDON	ADMINISTRATIVE OFFICER II - 11	Tamion Elementary School
14	CARDEÑO, CARLEEN MONTECALVO	ADMINISTRATIVE OFFICER II - 11	Oro Elementary School/Oro NHS
15	KESTREL ANTHONY MEDIJA	ADA VI	DO
16	JUMALON, JEFFREY GAHISAN	ADMINISTRATIVE OFFICER II - 11	Opao ES/Masidlakon ES
17	ERNALYN DAYMIEL	ADAS III	DO





Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

18	JATICO, FRANCISCO ESTOSATA	ADMINISTRATIVE OFFICER II - 11	Sigayan ES/Sigayan SS
19	JAVIER, GIL DINULAN	ADMINISTRATIVE OFFICER II - 11	San Francisco Elementary/San Nicolas ES
20	CHARLIE CALIBO	ADAS III	SULANGON NHS
21	MECHE CAERMARE	ADAS III	DO
22	BULAY-OG, GERALDINE QUIÑAL	ADMINISTRATIVE OFFICER II - 11	Larayan Elementary School
23	JOHN MICHAEL MOLIHON	ADAS II	DCCS
24	ACOYMO, CATHERINE VALLES	ADMINISTRATIVE OFFICER II - 11	Dapitan City Experimental Elementary School
25	RECAMARA, MARK BAGALANON	ADMINISTRATIVE OFFICER II - 11	San Vicente Elementary School
26	QUIMIGUING, JUNNEFE JARALVE	ADMINISTRATIVE OFFICER II - 11	Dakak NHS/Canlucani ES
27	TOMOGSOK, JUDECEL GUMAHAD	ADMINISTRATIVE OFFICER II - 11	Banbanan ES/Carang ES
28	MENDIOLA, NATHANIEL ACAYLAR	ADMINISTRATIVE OFFICER II - 11	Baylimango NHS/Baylimango CS
29	TRUMATA, ANNIE LYN SAGUIN	ADMINISTRATIVE OFFICER II - 11	Burgos ES/Hilltop ES
30	POLIO, MICHELLE MYRH BINUNDO	ADMINISTRATIVE OFFICER II - 11	Daro Elementary School/Kauswagan IS
31	Bael, CAROL JARAPAN	ADMINISTRATIVE OFFICER II - 11	Dampalan Elementary School/Dampalan SS
32	ONGANIZA, JUNRY BELONOAC	ADMINISTRATIVE OFFICER II - 11	Division Of Dapitan City
33	EGUIA, CHEYNEE GAYLE LACTUAN	ADMINISTRATIVE OFFICER II - 11	Dakak National High School (Baylimango National High School Annex)
34	GREGORIO, JENNIFER OBORDO	DISBURSING OFFICER II - 08	Potungan National High School
35	ARBULE, MYEN ALINGAL	DISBURSING OFFICER II - 08	Sulangon National High School
36	APRIL ROSE O. CASTOR	ADA VI	DO
37	RICHEL T. DAGUINOTAS	DISBURSING OFFICER II	BAYLIMANGO NHS
38	JEDYN B. ACAYLAR	ADAS II	BAYLIMANGO CS





Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

39	MARENEL C. SALIDO	ADAS II	BARCELONA CS
40	ALJENN D. CAYLALUAD	ADAS II	POTUNGAN CS
41	ZARAH JAY A. JARALVE	ADAS II	POTUNGAN NHS

