



Republic of the Philippines  
**Department of Education**  
REGION IX  
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

MEMORANDUM

No. 306, s. 2021

To: OIC - Assistant Schools Division Superintendent  
Chief, Curriculum Implementation Division  
Chief, School Governance and Operations Division  
Section/Unit Heads  
School Heads  
All Others Concerned

From:   
FELIX ROMY A. TRIAMBULO, CESO V  
Schools Division Superintendent

Subject: DIVISION VIRTUAL TRAINING ON ADMINISTRATIVE SERVICES SUPPORT  
AND PAYROLL OPERATIONS AND REMMITANCES CUM COMPUTER  
SOFTWARE OPERATION

Date: December 1, 2021

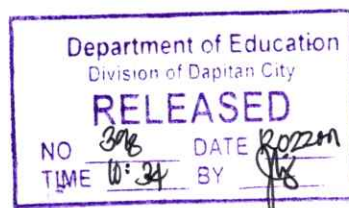
The Schools Division of Dapitan City will conduct a Virtual Training on Administrative Services Support and Payroll Operations and Remmitances cum Computer Software Operations on December 15-17, 2021 through Google Meet.

The seminar aims to enhance the knowledge and skills needed in day-to-day office operations of personnel as a support staff and increase their productivity. This activity will improve the internal control system and process gaps that may cause poor quality service in the Administrative and Finance sections.

Attached is the activity matrix.

All concerns are requested to join the seminar via [meet.google.com/tfz-jyjq-wpd](https://meet.google.com/tfz-jyjq-wpd).

For guidance and compliance.



Address: Sunset Boulevard, Dawo, Dapitan City  
Telephone No.: (65) 908-8242 Fax No.: (65) 908-8361  
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**Activity Matrix**

**DAY 1**

<b>Time</b>	<b>Activities / Sessions</b>	<b>Person/s In-Charge</b>
8:00 – 9:00 AM	Registration/ Attendance	Course Admin
9:00 – 9:30 AM	Opening Program & House Rules	Course Admin
9:30 – 12:00 PM	<b>Payroll Operations and Remittances</b>	Ruby V. Paguntalan Administrative Officer II  Charmaine Marie S. Cagandahan Administrative Assistant III  Amythyst Faith O. Diao Administrative Assistant III
12:00 – 1:00 PM	<b>Lunch</b>	
1:00 – 2:30 PM	<b>RA 11032 (Ease of Doing Business)</b>	Atty. Jill C. Alpeche Attorney III DepEd Pagadian City Division
2:30 – 5:00 PM	<b>RA 6713 (Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employees)</b>	Dr. George T. Olario, Jr. CESE City ENRO

**DAY 2**

<b>Time</b>	<b>Activities / Sessions</b>	<b>Person/s In-Charge</b>
8:00 – 9:00 AM	MOL	
9:00 – 10:30 AM	<b>Data Privacy Act</b>	Jidelle G. Garcia J.D. AO II
10:30 – 12:00 PM	<b>DepEd Manual of Style</b>	Anthon John S. Soriano, J.D. Planning Officer III



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12:00 – 1:00 PM	<b>Lunch</b>	
1:00 – 2:30 PM	<b>Records Keeping &amp; Management</b>	Junnefe C. Jaralve ADA VI
2:30 – 5:00 PM	<b>Human Resource Management</b>	Ruby V. Paguntalan AO II

**DAY 3**

<b>Time</b>	<b>Activities / Sessions</b>	<b>Person/s In-Charge</b>
8:00 – 9:00 AM	MOL	
9:00 – 12:00 PM	<b>Acquisition, Utilization, &amp; Disposal of Supply</b>  <b>Cash Management</b>	Nathaniel A. Mendiola ADAS III  Enierose C. Tome OIC-Cashier
12:00 – 1:00 PM	<b>Lunch</b>	
1:00 – 2:30 PM	<b>Basic Computer Operation</b>	Lauriel A. Balucan ITO I  Ernaly R. Daymiel ADA VI
2:30 – 4:00 pm	<b>Property and Supply Management</b>	Nancy T. Tendero AO IV
4:00 – 5:00 pm	<b>Closing Program</b>	



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