



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

Office of the Schools Division Superintendent

MEMORANDUM

No. 60, s. 2022

To: OIC - Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
School Heads (Elementary & Secondary)
OSDS Section Heads
All Others Concerned

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

Subject: DIVISION VIRTUAL TRAINING ON ADMINISTRATIVE SERVICES
SUPPORT, PAYROLL SYSTEM, AND BASIC COMPUTER OPERATION

Date: February 10, 2022

The Schools Division of Dapitan City will conduct training on Administrative Services Support, Payroll System, and Basic Computer Operation on February 22-24, 2022 through Google Meet and Limited face-to-face.

The training aims to enhance the knowledge and skills needed in day-to-day office operations of Administrative Support Staff and increase their productivity for optimum service satisfaction. This activity will improve the internal control system and process gaps that may cause poor quality service in the Administrative Section.

Attached is the activity matrix.

All concerns are requested to join the seminar via meet.google.com/tfz-jyjq-wpd

For guidance and compliance.

Department of Education
Division Office - Dapitan

RELEASED

NO. 60
TIME 4:54 BY

Address: Sunset Boulevard, Dawo, Dapitan City
Telephone No.: (65) 908-8242
Website: www.depeddapitan.net
Fax No.: (65) 908-8361
Email Address: dapitancity@deped.gov.ph



Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF DAPITAN CITY

Limited Face-To-Face Participants:

1. ONGANIZA, JUNRY B.
2. DIAO, AMYTHY ST FAITH O.
3. QUINAL, GERALDINE P.
4. MEDIJA, MARIE D.
5. CAGANDAHAN, CHARMAINE MARIE S.
6. MONTECALVO, CARLEEN O.
7. ROSALES, MA. CHONA B.
8. ALPECHE, ARJEAN M.
9. DAYMIEL, ERNALYN R.
10. ADRIATICO, WELGAE R.
11. GARCIA, JIDELLE G.
12. ABILA, RITCHEL Q.
13. DALMAN, CYNTHIA O.
14. OLARIO, GEORDITO T.
15. PAGUNTALAN, RUBY V.

Virtual Participants:

1. ANDOS, JENROSE G.
2. POLIO, MICHELLE MYRH B.
3. JUMALON, JEFFREY G.
4. DALMACIO, LESTER VAN G.
5. JAVIER, GIL D.
6. JATICO, FRANCISCO E.
7. MAGTUBA, RANIL L.
8. LUANG, NERISSA T.
9. MACAPANAS, JHONALYN D.
10. ELDIAN, MARIBEL C.
11. AMORES, LORA WENELLA M.
12. ELUMBARING, GRACE B.
13. ABAPO, RUTH B.
14. JAUCULAN, ARNI G.
15. MOLIJON, JOHN MICHAEL M.
16. JATICO, MIGUEL S.
17. FUERTES, ROLAND ANDRES S.
18. SELLOTE, JILLFILSE J.
19. CAINCAY, RAMON A.
20. JAMILAR, EDGARDO J.
21. ACOJEDO, MARIA CARMEL M.
22. NEMENZO, JUDITH B.
23. GABURNO, CAMILLE S.
24. JARALVE, JUNNEFE C.
25. BAEL, ANNA LEIZEL D.
26. RACHO, EDILBERTO R.
27. REALIZA, ALMA R.
28. CAYLALUAD, ALJENN D.



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Activity Matrix
Division Virtual Training on Administrative Services Support
and Basic Computer Operations
February 22-24, 2022
DepEd Conference Hall, Dapitan City

TIME	February 22, 2022	February 23, 2022	February 24, 2022
8:00-8:30 AM	Registration/Attendance	<i>MOL</i>	<i>MOL</i>
8:31-9:00 AM	Opening Program	Human Resource Management <i>Cynthia O. Dalman</i> <i>AO IV (Personnel/Records)</i>	Acquisition, Utilization, & Disposal of Supply <i>Nancy T. Tendero</i> <i>AO IV (Supply)</i>
10:00-12:00 PM	Orientation of Newly Hired Employees <i>Geordito T. Olario</i> <i>AO V (Administrative Services)</i>		
	<i>Cynthia O. Dalman</i> <i>AO IV (Personnel/Records)</i>	Records Keeping and Management <i>Junnefe C. Jaralve</i> <i>ADAS III</i>	Cash Management <i>Enierose C. Tome</i> <i>OIC - Cashier</i>
12:00-1:00 PM	Lunch		
1:00-3:00 PM	Orientation and Workshop on the use of DMO <i>Anthon John S. Soriano, JD</i> <i>Planning Officer III</i>	RA 10173 (Data Privacy Act) <i>Jidelle G. Garcia, JD</i> <i>AO II</i>	Workshop on Basic Computer Operation <i>Lauriel A. Balucan</i> <i>ITO</i>
3:00-5:00PM		Payroll System <i>Amethyst Faith O. Diao</i> <i>AO II</i>	<i>Ernalyn R. Daymiel</i> <i>ADAS II</i> * Closing Program

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