



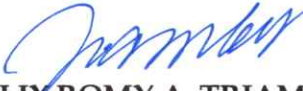
Republic of the Philippines  
**Department of Education**  
REGION IX  
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

MEMORANDUM

No. 97, s. 2022

To: OIC-Asst. Schools Division Superintendent  
Chief Education Supervisors (CID & SGOD)  
School Heads (Elementary and Secondary)  
OSDS Section Heads  
All Other Concerned

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

Subject: DIVISION VIRTUAL TRAININGS ON RECORDS MANAGEMENT AND  
LEAVE ADMINISTRATION

Date: March 1, 2022

The Schools Division of Dapitan City will conduct trainings on Records Management on March 11, 2022 and Leave Administration on March 15, 2022.

The trainings aim to enhance the knowledge and skills needed in daily office operations of Records and Personnel Support Staff and increase their productivity for optimum service satisfaction. This activity will show efficiency and effectiveness when managing records and implementing the different types of leaves.

Attached is the activity matrix.

All concern are requested to join the seminar with the following links:

<https://meet.google.com/ges-dfou-gpo> (March 11, 2022-Records Management)

<https://meet.google.com/fqo-iohk-nuq> (March 15, 2022-Leave Administration)

For guidance and compliance.



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

Department of Education  
Division Office of Dapitan City

**RELEASED**

NO 97 DATE 03/02/22  
TIME 10:40 BY Jag



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

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**Activity Matrix (Records Management)**  
March 11, 2022

Time	Activities / Sessions	Person/s In-Charge
8:00 – 8:30	Pre-Test	Course Admin
8:30 – 8:35	Opening Program & House Rules	Course Admin
8:35 – 8:40	Opening Remarks & Messages	<b>Felix Romy A. Triambulo</b> , CESO V Schools Division Superintendent
8:40 – 8:45	Course Overview and Expectation Setting	EMCEE
8:45 – 10:30	Introduction of Records Management	Cynthia O. Dalman – AO-IV
10:30-12:00	Handling of Communications	Arjean M. Alpeche-ADAS I
12:00 – 1:30	Lunch Break	
1:30-2:30	Access to official Records and Disclosure of Records	Jidelle G. Garcia-ADAS III
2:30-3:30	Records Disposition	Cynthia O. Dalman-AO-IV
3:30-5:00	Protecting Legal Documents and Vital Records and Data Privacy Act	Jidelle G. Garcia-ADAS III



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

**The virtual participants for Records Management**

FULL NAME	POSITION	STATUS OF EMPLOYMENT
QUIÑAL, GERALDINE PINO	ADMINISTRATIVE ASSISTANT III	PERMANENT
ELUMBARING, MARIEL PEGARIDO	ADMINISTRATIVE ASSISTANT III	PERMANENT
RECAMARA, MARK BAGALANON	ADMINISTRATIVE ASSISTANT III	PERMANENT
TOMOGSOC, JUDECEL GUMAHAD	SENIOR BOOKKEEPER	PERMANENT
DARUNDAY, CHARESMA BENDAÑO	SENIOR BOOKKEEPER	PERMANENT
LADISTA, JENELYN IBAÑEZ	DISBURSING OFFICER II	PERMANENT
MOLIJON, JOHN MICHAEL MAGSAYO	ADMINISTRATIVE AIDE IV	PERMANENT
JUMALON, JEFFREY GAHISAN	ADMINISTRATIVE ASSISTANT II	PERMANENT
DALMACIO, LESTER VAN GALANAY	ADMINISTRATIVE ASSISTANT II	PERMANENT
MAGTUBA, RANIL LABISIG	ADMINISTRATIVE ASSISTANT II	PERMANENT
OLARIO, GEORDITO TANGCALAGAN	ADMINISTRATIVE OFFICER V	PERMANENT
DALMAN, CYNTHIA OMANDAM	ADMINISTRATIVE OFFICER IV	PERMANENT
TENDERO, NANCY TANGCALAGAN	ADMINISTRATIVE OFFICER IV	PERMANENT
LUANG, NERISSA TUMANDA	ADMINISTRATIVE OFFICER II	PERMANENT
DIAO, AMYTHYST FAITH ONEÑEZA	ADMINISTRATIVE OFFICER II	PERMANENT
ABAPO, RUTH BAGUINAT	ADMINISTRATIVE ASSISTANT III	PERMANENT
PADAO, MEDAR JR. ESTRADA	ADMINISTRATIVE ASSISTANT III	PERMANENT
DALMAN, CYVER OMANDAM	ADMINISTRATIVE ASSISTANT III	PERMANENT
MEDIJA, MARIE DALMAN	ADMINISTRATIVE ASSISTANT III	PERMANENT
CAGANDAHAN, CHARMAINE MARIE SANTANDER	ADMINISTRATIVE ASSISTANT III	PERMANENT
MONTECALVO, CARLEEN OMILIG	ADMINISTRATIVE ASSISTANT III	PERMANENT



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ROSALES, MA. CHONA BAIT-IT	ADMINISTRATIVE ASSISTANT III	PERMANENT
ALPECHE, ARJEAN MAMANGPANG	ADMINISTRATIVE ASSISTANT I	PERMANENT
DAYMIEL, ERNALYN RUIZ	ADMINISTRATIVE AIDE VI	PERMANENT
ADRIATICO, WELGAE REGAÑON	ADMINISTRATIVE AIDE VI	PERMANENT
JUMUAD, MARIELLE CALASANG	ADMINISTRATIVE AIDE VI	PERMANENT
JAUCULAN, ARNI GAHISAN	ADMINISTRATIVE AIDE VI	PERMANENT
SELLOTE, JILLFILSE JARALVE	ADMINISTRATIVE ASSISTANT II	PERMANENT
PINO, RICKY BAEL	SENIOR BOOKKEEPER	PERMANENT
GABURNO, CAMILLE SALDON	ADMINISTRATIVE AIDE VI	PERMANENT
NEMENZO, JUDITH BAGSICAN	ADMINISTRATIVE AIDE I	PERMANENT
DELMO, MIRAFLOR DONGGON	ADMINISTRATIVE ASSISTANT III	PERMANENT
JARALVE, JUNNEFE CREDO	ADMINISTRATIVE ASSISTANT III	PERMANENT
ONGANIZA, JANEN BELONO-AC	ADMINISTRATIVE ASSISTANT III	PERMANENT
BAEL, ANNA LEIZEL DAGPIN	ADMINISTRATIVE ASSISTANT II	PERMANENT
RACHO, EDILBERTO RICABLANCA	ADMINISTRATIVE ASSISTANT II	PERMANENT
REALIZA, ALMA RUDA	ADMINISTRATIVE ASSISTANT II	PERMANENT
CAYLALUAD, ALJENN DAGPIN	ADMINISTRATIVE ASSISTANT II	PERMANENT
ACOJEDO, MARIA CARMEL MALASARTE	ADMINISTRATIVE ASSISTANT II	PERMANENT
POLIO, MICHELLE MYRH BINUNDO	ADMINISTRATIVE ASSISTANT II	PERMANENT



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**Activity Matrix (Leave Administration)**  
March 15, 2022

Time	Activities / Sessions	Person/s In-Charge
8:00 – 8:30	Pre-Test	Course Admin
8:30 – 8:35	Opening Program & House Rules	Course Admin
8:35 – 8:40	Opening Remarks & Messages	<b>Felix Romy A. Triambulo, CESO V</b> Schools Division Superintendent
8:40 – 8:45	Course Overview and Expectation Setting	EMCEE
8:45 – 12:00	The implementation of the different types of leave	Ms. Ma. Chona B. Rosales- ADAS III/Junnefe C. Jaralve
12:00 – 1:30	Lunch Break	
1:30-2:30	Special Privilege Leave	Ms. Ma. Chona B. Rosales- ADAS III
2:30-3:30	Expanded Maternity Leave	Ms. Ma. Chona B. Rosales- ADAS III
3:30-5:00	Other types of leave	Ms. Ma. Chona B. Rosales



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**The virtual participants for Leave Administration**

FULL NAME	POSITION	STATUS OF EMPLOYMENT
QUINAL, GERALDINE PINO	ADMINISTRATIVE ASSISTANT III	PERMANENT
ELUMBARING, MARIEL PEGARIDO	ADMINISTRATIVE ASSISTANT III	PERMANENT
RECAMARA, MARK BAGALANON	ADMINISTRATIVE ASSISTANT III	PERMANENT
TOMOGSOC, JUDECEL GUMAHAD	SENIOR BOOKKEEPER	PERMANENT
DARUNDAY, CHARESMA BENDAÑO	SENIOR BOOKKEEPER	PERMANENT
LADISTA, JENELYN IBAÑEZ	DISBURSING OFFICER II	PERMANENT
MOLIJON, JOHN MICHAEL MAGSAYO	ADMINISTRATIVE AIDE IV	PERMANENT
JUMALON, JEFFREY GAHISAN	ADMINISTRATIVE ASSISTANT II	PERMANENT
DALMACIO, LESTER VAN GALANAY	ADMINISTRATIVE ASSISTANT II	PERMANENT
MAGTUBA, RANIL LABISIG	ADMINISTRATIVE ASSISTANT II	PERMANENT
OLARIO, GEORDITO TANGCALAGAN	ADMINISTRATIVE OFFICER V	PERMANENT
DALMAN, CYNTHIA OMANDAM	ADMINISTRATIVE OFFICER IV	PERMANENT
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DIAO, AMYTHYST FAITH ONENEZA	ADMINISTRATIVE OFFICER II	PERMANENT
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DALMAN, CYVER OMANDAM	ADMINISTRATIVE ASSISTANT III	PERMANENT
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