



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

Office of the Schools Division Superintendent

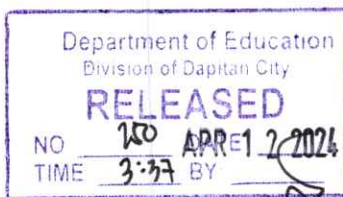
April 12, 2024

Division Memorandum
No. 10 s. 2024

SEMINAR-WORKSHOP ON PERSONNEL ADMINISTRATION, PROPERTY CUSTODIANSHIP, RECORDS MANAGEMENT, FINANCIAL MANAGEMENT, PROCUREMENT, PROGRAM COORDINATION, MANAGEMENT AND IMPLEMENTATION AND BUILDING PARTNERSHIP AND LINKAGES

To: Public Schools District Supervisors
Elementary and Secondary School Heads/Principal/TIC
Administrative Officer II
Project Development Officer I
All Others Concerned
This Division

1. To ensure the smooth and effective implementation of DepEd Order No. 002, s. 2024 on the Immediate Removal of Administrative Tasks of Public School Teachers, the Schools Division of Dapitan City will conduct a **Seminar-Workshop on Personnel Administration, Property Custodianship, Records Management, Procurement, Program Coordination, Management and Implementation and Building Partnership and Linkages** on **April 15 – 17, 2024** to be held at **Aplaya Vida Restaurant, Dapitan City**.
2. Participants of this Seminar-Workshop are all Administrative Officer II and Project Development Officer I both in Elementary and Secondary level. Attached is the List of Participants (Enclosure 1).
3. The participants are advised to bring their own laptop chargers and extension cords.
4. For clarifications and concerns, please coordinate with Ms. Amythyst Faith O. Diao of the Personnel Section.
5. For guidance and dissemination.



DANNY B. CORDOVA, EdD, CESO VI
Schools Division Superintendent



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Enclosure 1

LIST OF PARTICIPANTS

	NAME	POSITION
1	DALMAN, CYVER OMANDAM	ADMINISTRATIVE OFFICER II
2	ABILA, RITCHEL QUIMIGUING	ADMINISTRATIVE OFFICER II
3	LUANG, NERISSA TUMANDA	ADMINISTRATIVE OFFICER II
4	MACAPAÑAS, JHONALYN DONDOYANO	ADMINISTRATIVE OFFICER II
5	ELDIAN, MARIBEL CIMATU	ADMINISTRATIVE OFFICER II
6	AMORES, LORA WENELLA MARTINEZ	ADMINISTRATIVE OFFICER II
7	ELUMBARING, GRACE BAGALANON	ADMINISTRATIVE OFFICER II
8	SAGUIN, MAY CADAVEDO	ADMINISTRATIVE OFFICER II
9	SARMIENTO, JERENE ETOC	ADMINISTRATIVE OFFICER II
10	MEDIJA, MARIE DALMAN	ADMINISTRATIVE OFFICER II
11	CAGANDAHAN, CHARMINE MARIE SANTANDER	ADMINISTRATIVE OFFICER II
12	GABURNO, CAMILLE SALDON	ADMINISTRATIVE OFFICER II
13	CARDEÑO, CARLEEN MONTECALVO	ADMINISTRATIVE OFFICER II
14	ABAPO, RUTH BAGUINAT	ADMINISTRATIVE OFFICER II
15	JUMALON, JEFFREY GAHISAN	ADMINISTRATIVE OFFICER II
16	POTOY, JANEN ONGANIZA	ADMINISTRATIVE OFFICER II
17	JATICO, FRANCISCO ESTOSATA	ADMINISTRATIVE OFFICER II
18	JAVIER, GIL DINULAN	ADMINISTRATIVE OFFICER II
19	PADAO, MEDAR JR ESTRADA	ADMINISTRATIVE OFFICER II
20	SELLOTE, JILLFILSE JARALVE	ADMINISTRATIVE OFFICER II
21	BULAY-OG, GERALDINE QUIÑAL	ADMINISTRATIVE OFFICER II
22	ELUMBARING, MARIEL PEGARIDO	ADMINISTRATIVE OFFICER II
23	ACOYMO, CATHERINE VALLES	ADMINISTRATIVE OFFICER II
24	RECAMARA, MARK BAGALANON	ADMINISTRATIVE OFFICER II
25	JARALVE, JUNNEFE CREDO	ADMINISTRATIVE OFFICER II
26	TOMOGSOK, JUDECEL GUMAHAD	ADMINISTRATIVE OFFICER II
27	MENDIOLA, NATHANIEL ACAYLAR	ADMINISTRATIVE OFFICER II
28	TRUMATA, ANNIE LYN SAGUIN	ADMINISTRATIVE OFFICER II
29	POLIO, MICHELLE MYRH BINUNDO	ADMINISTRATIVE OFFICER II
30	BAEI, CAROL JARAPAN	ADMINISTRATIVE OFFICER II
31	MANGUBAT, ANNA PREES ABONDO	PROJECT DEVELOPMENT OFFICER I
32	ACOYMO, IRMACHELLE OMPOY	PROJECT DEVELOPMENT OFFICER I
33	EGUIA, VERGIL SAYCON	PROJECT DEVELOPMENT OFFICER I
34	ESTOLOGA, JANET CABATCHA	PROJECT DEVELOPMENT OFFICER I
35	ONGANIZA, JUNRY BELONOAC	ADMINISTRATIVE OFFICER II
36	QUILAP-QUILAP, MAIKA	COS
37	MAGHANOY, CRISEL	COS
38	TORRES, JENNICA ALEXIS	COS
39	LLENA, LEIZEL E.	COS





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Enclosure 2

SEMINAR-WORKSHOP ON PERSONNEL ADMINISTRATION, PROPERTY CUSTODIANSHIP, RECORDS MANAGEMENT, FINANCIAL MANAGEMENT, PROCUREMENT, PROGRAM COORDINATION, MANAGEMENT AND IMPLEMENTATION AND BUILDING PARTNERSHIP AND LINKAGES

April 15 – 17, 2024

TRAINING MATRIX

Time	Activities/Sessions	In-charge
DAY 1		
8:00 – 8:30	Registration/Pre-test	ADAS III Eirene Oracion ADA IV Alro D. Cabalida
8:31 – 9:00	Program	Kathleen Claire Bulay-og
8:46-9:00	Statement of Purpose	Kathleen Claire Bulay-og
9:01 – 10:00	Administrative Services	AO Geordito T. Olario
10:01 – 11:00	Records Management	AO Cynthia O. Dalman
11:01 – 11:30	Property Custodianship and Supply Management	AO Jidelle G. Garcia
11:30 – 12:00	Personnel Administration	AO Amythyst Faith O. Diao
12:01 – 1:00	LUNCH BREAK	
1:00 – 4:30	Financial Management	Olga P. Miranda, CPA
4:31 – 5:00	Post Training Evaluation	AO Amythyst Faith O. Diao
DAY 2		
8:00 – 12:00	Program Coordination, Management & Implementation	PDO II Jonathan D. Reluya , Nurse Gwilym Elumba, Dr. Glenn Mohametano & PDO Danilo M. Santiago
12:01 – 1:00	LUNCH BREAK	
1:01 – 3:00	Building Partnerships & Linkages	Johann Andrei A. Ladera
3:01 – 4:30	Overview on School Forms & Client Satisfaction Measurement	Anthon John Soriano
4:30 – 5:00	Post Training Evaluation	Amythyst Faith O. Diao
DAY 3		
8:00 – 10:00	Procurement Management	CES Sherlito E. Sagapsapan
10:01 – 10:15	Health Break	
10:16 – 12:00	Procurement Management	
12:01 – 1:00	LUNCH BREAK	
1:00 – 4:30	Procurement Management	Vicente Ramon V. Suarez II
4:31 – 5:00	Post Test Post Training Evaluation	Amythyst Faith O. Diao



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Enclosure 3

WORKING COMMITTEES

Committees	Focal Persons	Roles and Responsibilities
1. Registration	Alro D. Cabalida	To take charge of the registration and attendance of participants.
2. Program	Eirene A. Oracion	To assist in the preparation and distribution activity and awarding materials.
3. Procurement	Arni G. Jauculan	To take charge in the procurement process of the venue and supplies needed.
4. Documentation/QAME	Ernalyne R. Daymiel	To take charge in the photo documentation of the event.
5. Master of Ceremony	Kathleen Claire E. Bulay-og	To take charge in helping to run the event smoothly.
6. Activity Coordinator	Amythyst Faith O. Diao	To prepare a program, assign and invite resource speakers and manage the activity. To prepare certificates and plaques of recognition and appreciation.



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