



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division Superintendent

January 18, 2024

DIVISION MEMORANDUM

No. 42 , s. 2024

**ORIENTATION - WORKSHOP ON THE DIVISION HUMAN RESOURCE
INFORMATION SYSTEM AND PROPERTY AND SUPPLY MANAGEMENT SYSTEM
TO NEWLY HIRED ADMINISTRATIVE OFFICERS II**

To: All Administrative Officer II
All Others Concerned
This Division

Mandated by DepEd Memorandum No. 275, s. 2009, it ensures the automation and simplification of human resource systems and processes; provides vital information in support of management decisions and strategic plans; and provide valid data requirements to other recipient agencies such as the Civil Service Commission (CSC), the Department of Budget and Management (DBM), the Commission on Audit (COA), and the Government Service Insurance System (GSIS), among others. This Office through the Admin - Personnel Section, ICT Unit, and Admin - Property and Supply Unit will conduct an Orientation-Workshop to capacitate all newly hired Administrative Officers II on the functionalities of the Division Human Resource Information System to establish an accurate and updated database. The participants will also be oriented to the Property and Supply Management System.

The said activity shall be conducted on February 1-5, 2024, and the venue will be announced in a separate memorandum. Hotel room accommodation and meals will be served to all Participants and members of the Program Management Team (PMT).

All participants are required to bring a laptop, extension cord, mobile internet, and a copy of the service record of all the employees in their assigned schools.

Attached to this memorandum are the following:

- a. List of Participants with their corresponding school assignment
- b. Program Management Team (PMT)
- c. Program Matrix
- d. Authority to Travel



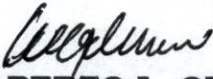



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Travel and other allowable expenses of participants relative to the conduct of this activity shall be charge against School MOOE subject to the usual auditing rules and regulations.

For further information, please contact Freddiejun T. Delig – Information Technology Officer 1 on 09177732993 or Janice Lourdes S. Resurreccion – AO V, at janicelourdes.resurreccion@deped.gov.ph.

For your reference and guidance.


EDILBERTO L. OPLENARIA, EdD, CESO V
Schools Division Superintendent 

osds, ictu-ftd



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Attachment to Division Memorandum No. 042, s. 2024

a. List of Participants

	Name	School	District
1	Jolli May J. Gaamil	Lapu-lapu ES	Balingasag Central
2	Jesse A. Albarece	Rosario ES	Balingasag Central
3	Anita Leah P. Incoy	San Francisco ES	Balingasag Central
4	Charlayne G. Bagares	Mandangoa ES	Balingasag North
5	Charlesmagne S. Gamalo	Quezon IS, Lantad IS	Balingasag North
6	Tessie Kay S. Ladra	San Nicolas ES	Jasaan North
7	Eugene A. Silva	Don F. Jacinto ES (w/ Cluster Schools)	Villanueva South
8	Juliet C. Taganas	Sta. Ana NHS	Tagoloan East
9	Joy Mae G. Apdian	Tipolohon ES	Claveria North East
10	Lady Mae R. Balabat	Don Gregorio Pelaez ES	Claveria North East
11	Karen Grace D. Bajuyo	Parmbugas ES	Claveria North East
12	Jovelyn R. Giente	Mandalawat ES	Claveria North East
13	Harby A. Aceret	Impadiding ES	Claveria North East
14	Alma E. Balaman	Linandang ES	Claveria North East
15	Annalyn F. Baloyos	Cabacungan ES	Claveria West
16	Annie Rose L. Arpon	Madaguig ES	Claveria West
17	Jon Louis O. Dacoco	Minsacuba ES	Claveria West
18	Marie Remie N. Gaa	Don Pedro ES	Naawan
19	Amaylyn M. Pescador	Naawan NHS	Naawan
20	Floramy P. Ingotan	Pangayawan ES	Gitagum
21	Kristoffer C. Galarpe	Tagpaco ES	Initao South
22	Roy D. Trabajo	Valdeconcha ES	Sugbongcogon
23	Annapie S. Valiente	Kitambis ES	Sugbongcogon
24	Jocelyn B. Paradero	Dahilig ES	Balingoan
25	Rochel A. Tarucan	Bauk-Bauk ES	Balingoan
26	Gerly G. Dequino	Babanlagan ES	Talisayan
27	Christine S. Ligsanan	Esperanza NHS (w/ Cluster Schools)	Kinoguitan
28	Loralyn D. Duat	Cadena de Amor ES	Magsaysay 1
29	Niza Nazareno	Damayuhan ES	Magsaysay 1
30	Jerrahmae M. Babaylan	Kauswagan ES	Magsaysay 1
31	Susie Darlyn L. Olano	Mindulao ES	Magsaysay 1
32	Rachel B. Cabante	Tibon-tibon ES	Magsaysay 1
33	Clerk Jay B. Bandojo	Damayuhan NHS	Magsaysay 1
34	Markjhonjiel A. Torralba	Gumabon NHS	Magsaysay 2
35	Chatmarie J. Camacho	Gumabon ES	Magsaysay 2



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Website: www.depedmisor.com
Email: misamis.oriental@deped.gov.ph



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36	Lovely Rose Bacolcol	Sta. Cruz ES	Magsaysay 2
37	Jolie P. Dalogdog	Tinaan ES	Magsaysay 2
38	Rhomnic M. Turno	Katipunan ES	Magsaysay 2
39	Queenie Rhick M. Gil	Duka ES	Medina North
40	Bea Jean V. Pagara	Sidlakan ES	Medina South

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b. List of Program Management Team (PMT) Members

Function	Name	Designation
Program Consultants	<i>Edilberto L. Oplenaria, CESO IV</i> <i>Erlinda G. Dael, PhD, CESE</i>	SDS ASDS
Program Management Team Leaders	<i>Janice Lourdes S. Ressurrecion</i> <i>Melanie L. Estenzo</i> <i>Eleonor P. Cruz</i> <i>Freddiejun T. Delig</i>	AO V, Admin AO IV, HRMO AO IV, Supply Officer ITO I
Program Management Asst Leaders	<i>Mark Lorren T. Tejano</i> <i>Gerry P. Madrid</i> <i>Arlene C. Valmores</i>	AO V, Budget Officer EPS II, M&E AO III
Resource Speakers	<i>Atty. Christopher Pasco</i> <i>Atty. Elmar G. Anoc, CPA</i> <i>Ninojomar S. Cablay</i> <i>Marrisa Fay S. Jadap</i> <i>Jennifer C. Ariasa</i> <i>Marie Kris N. Yamis</i> <i>Betty P. Saliring</i> <i>Aubrey Marie Cristine B. Tabor</i> <i>Floramy P. Ingotan</i> <i>Kyrden Cyril Dacalos</i> <i>Arnil N. Caracho</i> <i>Julieta M. Borlado</i> <i>Peter June R. Chan</i> <i>Engr. Sandy L. Simo</i> <i>Cherie K. Rubiato</i>	<i>Legal Officer III</i> <i>Accountant III</i> <i>AO IV, Records</i> <i>AO IV, Cash</i> <i>AO II</i> <i>ADA IV</i> <i>AO II</i> <i>PDO I</i> <i>AO II</i> <i>AO II, ICT Staff</i> <i>ADAS II</i> <i>ADAS II</i> <i>AO II</i> <i>Division Engineer</i> <i>Supply Office Staff</i>
Medical Responders	<i>Sherilyn E. Sabayanan</i> <i>Amabel D. Huguete</i>	<i>Nurse II</i> <i>Nurse II</i>
Technical Officer	<i>Vicente Y. Hallasgo</i> <i>Paul Dominic F. Saa</i> <i>Karl Joseph A. Noriga</i>	<i>ADA I, ICT Staff</i> <i>AO II, ICT Staff</i> <i>ADA I, ICT Staff</i>
Secretariat	<i>Christine Grace E. Tahud</i> <i>Cindy C. Ancheta</i> <i>Melissa B. Paculba</i> <i>Queenie O. Gumahin</i>	<i>AO II</i> <i>Supply Office Staff</i> <i>Personnel – Payroll</i> <i>AO II</i>
Emcee	<i>Adora Angelica G. Bahian</i>	<i>ADAS III</i>





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Attachment to Division Memorandum No. 042, s. 2024

c. Program Matrix

Day 1

Time	Activity/Topic	Person-In-Charge
8:00 AM – 10:00 AM	Preliminaries: National Anthem Opening Prayer Roll-Call of Participants Welcome Message Statement of Purpose Training Norms and Session Topics Message of the Head of Office	AVP AVP Arlene Valmores – AO III Erlinda G. Dael, PhD, CESE - ASDS Janice Lourdes S. Resurreccion – AO V, Admin Eleonor P. Cruz – AO IV, Supply and Property Edilberto L. Oplenaria, EdD, CESO IV – SDS
10:00 AM – 12:00 AM	COA Circular No. 2022-004 Guidelines on the Implementation of RA No. 11639 also known as the General Appropriation Act for FY 2022 Relative to the increase in the Capitalization Threshold from P15,000.00 to P50,000.00 Workshop and Validation of data on Service Record Module	Eleonor P. Cruz Administrative Officer IV/Supply Officer II Program Management Team
HEALTH/LUNCH BREAK		
1:00 PM – 2:30 PM	Procurement- PPMP, APP, Philgeps & Mode of Procurement & Other Modes of Acquiring Government Property	Jennifer C. Ariasa Administrative Officer IV Julieta M. Borlado Administrative Assistant II
2:30 PM – 4:00 PM	Delivery, Inspection and Acceptance (D.O. 41 s. 2021/D.O. 27 s. 2020)	Peter June R. Chan Administrative Officer II
4:00 PM – 5:00 PM	Workshop IAR	





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Day 2

Time	Activity/Topic	Person-In-Charge
8:00 AM – 8:30 AM	Recapitulation of Day 1	
8:30 AM – 9:30 AM	Inventory Taking, Recording & Maintaining of SC, PC & SEPC	Arlene C. Valmores Administrative Officer III
9:30 AM – 10:00 AM	Workshop/Submission of Outputs SC, PC & SEPC	
10:00 AM – 11:00 AM	Preparation of Issuance Documents (RIS, PAR & ICS)	Arlene C. Valmores Administrative Officer III
11:00 AM – 12:00 NN	Workshop/Submission of Outputs	
HEALTH/LUNCH BREAK		
1:00 PM – 2:30 PM	Guidelines on the Conduct of Inventory Taking Preparation of RPCI, RPCPPE & RPCSP including UACS	Julieta M. Borlado Administrative Assistant II
2:30 PM – 3:00 PM	Workshop/Submission of Outputs: RPCI, RPCPPE, PPCSP	
3:00 PM – 3:45 PM	Request Relief of Accountability	Arnil N. Caracho Administrative Assistant II
3:45 PM – 4:30 PM	Fidelity Bonding GSIS Insurance	Marrisa Fay S. Jadap Administrative Officer IV Julieta M. Borlado Administrative Assistant II
4:30 PM – 5:00 PM	Open Forum	

Day 3

Time	Activity/Topic	Person-In-Charge
8:00 AM – 8:30 AM	Recapitulation of Day 2	
8:30 AM – 9:15 AM	Updated Guidelines on the Accounting Semi-Expendable Properties Procured by the School Preparation of RSPI and RSMI	Atty. Elmar G. Anoc, CPA Accountant III Cherie K. Rubiato Supply Staff
9:15 AM – 10:00 AM	Demolition of School Building	Sandy L. Simo Engineer III





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10:00 AM – 11:00 AM	Disposal of Properties and Transfer of Properties	Eleonor P. Cruz Administrative Officer IV
11:00 AM – 12:00 NN	Workshop WMR/IIRUSP/IIRUP/PTR/ITR	
	HEALTH/LUNCH BREAK	
1:00 PM – 2:00 PM	Legal Basis and Data Privacy	Atty. Christopher Pasco – Legal Officer III
2:00 PM – 4:00 PM	Records management and reorientation on DepEd Order 48 s. 2017	Ninojomar S. Cablay – AO IV, Records Officer
4:00 PM – 5:00 PM	Updating of GMIS-PSIPOP for Budgetary and Funding Requirements	Mark Lorren T. Tejano – AO V, Budget Officer

Day 4

8:00 AM – 9:00 AM	Management of Learning: Prayer Rollicall of Participants Recap Motivation/Game	AVP Aubrey Marie Cristine B. Tabor Participants Participants
9:00 AM – 9:30 AM	Introduction of the Division Human Resource Information System	Freddiejun T. Delig – ITO I
9:30 AM – 10:00 AM	Discussion on the Personnel Profile Module	Melanie C. Estenzo – AO IV, HRMO
10:00 AM – 12:00 NN	Workshop and Validation of data on the Personnel Profile Module	Program Management Team
	HEALTH/LUNCH BREAK	
1:00 PM – 2:00 PM	Discussion on the Online Leave Cards and Leave Application Module	Floramy Ingotan – AO II Aubrey Marie Cristine B. Tabor – PDO I
2:00 PM – 5:00 PM	Workshop and Validation of data on Leave Credits and Application Module	Program Management Team





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Day 5

Time	Activity/Topic	Person-In-Charge
8:00 AM – 9:00 AM	Management of Learning: Prayer Rolllcall of Participants Recap Motivation/Game	AVP Betty P. Saliring Participants Participants
9:00 AM – 10:00 AM	Discussion on the Service Record Module	Melanie L. Estenzo <i>Marie Kris N. Yamis – ADA IV</i> Betty P. Saliring - AO II
10:00 AM – 12:00 AM	Workshop and Validation of data on Leave Credits and Application Module	Program Management Team
HEALTH/LUNCH BREAK		
1:00 PM – 3:00 PM	Workshop and Validation of data on Leave Credits and Application Module	Program Management Team
3:00 PM – 4:00 PM	Open Forum Synthesis	Program Committee Participants
4:00 PM – 5:00 PM	Closing Program Impression Commitment Distribution of Certificates Acknowledgement Closing Prayer Makabayan Song	Participants Participants Program Committee AO V AVP AVP





Control No.

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AUTHORITY FOR OFFICIAL TRAVEL

Name/s:	All Participants - Newly Hired Administrative Officers II Program Management Team Members Official List attached to Division Memo No. 042, S. 2024
Position/Designation:	Administrative Officers II and Division Office Personnel
Permanent Station:	DepEd Misamis Oriental SDO and Field Stations
Purpose of Travel: <i>(must be supported by attachments)</i>	TO ATTEND THE ORIENTATION - WORKSHOP ON THE DIVISION HUMAN RESOURCE INFORMATION SYSTEM AND PROPERTY AND SUPPLY MANAGEMENT SYSTEM TO NEWLY HIRED ADMINISTRATIVE OFFICERS II
Host of Activity:	DepEd Misamis Oriental
Inclusive Dates: <i>(Inclusive of Travel Time)</i>	February 1-5, 2024
Destination:	Pearlmount Hotel, Cagayan de Oro City <i>(per attached Itinerary of Travel)</i>
Fund Source:	Division MOOE for DO Personnel, School MOOE for field personnel

PREPARED BY

I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.

JANICE LOURDES S. RESURRECCION

Administrative Officer V

February 1, 2024

Date

RECOMMENDING APPROVAL

This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purpose stated herein.

MARY ANN M. ALLERA

OIC-Assistant Schools Division Superintendent

February 1, 2024

Date

APPROVED

EDILBERTO L. OPLENARIA, EdD, CESO V

Schools Division Superintendent

February 1, 2024

Date