



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

Office of the Schools Division Superintendent

July 21, 2023

DIVISION MEMORANDUM
NO. 434, s. 2023

**ADDENDUM TO DIVISION MEMORANDUM NO. 415, S. 2023 RE: ORIENTATION -
WORKSHOP ON THE DIVISION HUMAN RESOURCE INFORMATION SYSTEM TO
ALL ADMINISTRATIVE OFFICERS II (AO II)**

To: All Administrative Officer II
All Others Concerned
This Division

1. In line with Division Memorandum No. 415, s. 2023 titled Orientation-Workshop on the Division Human Resource Information System to all Administration Officer II (AO II), this office informs all the participants that the venue for the activity is Chali Resort and Conference Center, Cugman, Cagayan de Oro City.
2. Attached to this memorandum is the Training Matrix for the activity.
3. For your reference and guidance.

For the Schools Division Superintendent:

ERLINDA G. DAEL, PhD., CESE
OIC - Assistant Schools Division Superintendent

osds/ictu-ftd



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TRAINING & DEVELOPMENT MATRIX

The Training and Development Matrix is an attachment to the Training Design that indicates the time, date and list of topics and its speakers. This will serve as a guide for participants and its program management team on the flow and delivery of the training.

A. Training Information

Title of Training or Program	Orientation-Workshop to Administrative Officer II on the Division Human Resource Information System
Description	Validation of personnel data information in the Division Human Resource Information System by the Administrative Officer II and Admin Personnel
Proposed Training Date/s	Batch 1: August 9-11, 2023 Batch 2: August 14-16, 2023
No. of Training Hours	24
Target Participants	Batch 1: 70 Batch 2: 63

B. Matrix

Day 1

Time	Activity/Topic	Person-In-Charge
8:00 AM – 10:00 AM	Preliminaries:	
	National Anthem	AVP
	Opening Prayer	AVP
	Roll-Call of Participants	Melanie Estenzo – AO IV, HRMO
	Welcome Message	Erlinda G. Dael, PhD, CESE - ASDS
	Statement of Purpose	Janice Lourdes S. Resurreccion – AO V, Admin
	Training Norms and Session Topics	Gerry P. Madrid – EPS II
	Message of the Head of Office	Edilberto L. Oplenaria, CESO IV – SDS

10:00 AM – 11:00 AM	Training Proper: Legal Basis and Data Privacy	Atty. Christopher Pasco – Legal Officer III
11:00 AM – 12:00 NN	Records management and reorientation on DepEd Order 48 s. 2017	Ninojomar S. Cablay – AO IV, Records Officer
HEALTH/LUNCH BREAK		
1:00 PM – 2:00 PM	Updating of GMIS-PSIPOP for Budgetary and Funding Requirements	Mark Lorren T. Tejano – AO IV, Budget Officer
2:00 PM – 2:30 PM	Introduction of the Division Human Resource Information System	Freddiejun T. Delig – ITO I
2:30 PM – 3:00 PM	Discussion on the Personnel Profile Module	Melanie C. Estenzo – AO IV, HRMO
3:00 PM – 5:00 PM	Workshop and Validation of data on the Personnel Profile Module	Program Technical Committee
	End of Day 1 Announcement	Shayne Yannah M. Frias

Day 2

Time	Activity/Topic	Person-In-Charge
8:00 AM – 9:00 AM	Management of Learning: Prayer Roll-Call of Participants Recap Motivation/Game	AVP Shayne Yannah M. Frias Participants Participants
9:00 AM – 12:00 AM	Training Proper: Discussion on the Service Record Module	Melanie L. Estenzo Betty P. Saliring - AO II
10:00 AM – 12:00 AM	Workshop and Validation of data on Service Record Module	Program Technical Committee
HEALTH/LUNCH BREAK		
1:00 PM – 5:00 PM	Workshop and Validation of data on Service Record Module	Program Technical Committee

Day 3

Time	Activity/Topic	Person-In-Charge
8:00 AM – 9:00 AM	Management of Learning: Prayer Roll-Call of Participants Recap Motivation/Game	AVP Shayne Yannah M. Frias Participants Participants
9:00 AM – 12:00 AM	Training Proper: Discussion on the Leave Credits and Application Module	Melanie L. Estenzo Floramy Ingotan – ADAS III Aubrey Mae Christine B. Tabor – ADAS II
10:00 AM – 12:00 AM	Workshop and Validation of data on Leave Credits and Application Module	Program Technical Committee
HEALTH/LUNCH BREAK		
1:00 PM – 3:00 PM	Workshop and Validation of data on Leave Credits and Application Module	Program Technical Committee
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

C. Program Management Team

Function	Name	Designation
Program Consultant	<i>Edilberto L. Oplenaria, CESO IV</i>	<i>SDS</i>
Program Management Team Leader	<i>Janice Lourdes S. Ressurrecion</i>	<i>AO V, Admin</i>
Program Management Asst Leader	<i>Freddiejun T. Delig Melanie L. Estenzo Mark Lorren T. Tejano Gerry P. Madrid</i>	<i>ITO I AO IV, HRMO AO V, Budget Officer EPS II, M&E</i>
QAME Associate	<i>Danny A. Asio</i>	<i>SEPS, M&E</i>
Technical Officer	<i>Shayne Yannah M. Frias Betty P. Saliring Floramy Ingotan Kyrden Cyril Dacalos Paul Dominic Saa</i>	<i>AO III AO II ADAS III AO II, ICT Staff AO II</i>

	Karl Joseph Noriga Vicente Hallasgo	ADA I, ICT Staff ADA I, ICT Staff
Secretariat	Christine Grace E. Tahud Marie Kris N. Yamis	AO II ADA IV

Prepared By:


FREDDIE JUN T. DELIG
Information Technology Officer I

Reviewed By:


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Noted By:


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Approved


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