



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

Office of the Schools Division Superintendent

October 3, 2022

Division Memorandum

No. 572, s. 2022

**ON-BOARDING SEMINAR-WORKSHOP FOR
ADMINISTRATIVE OFFICERS AND ADMINISTRATIVE ASSISTANTS**

To: Assistant Schools Division Superintendent
Division Chiefs and Section Heads
Public Schools District Supervisors/Districts-in-charge
Concerned Elementary and Secondary School Heads
All Others Concerned

1. In consonance to the primary goal of DepEd to provide guidance and support to non-teaching personnel, this Division announces a three-day on-building seminar-workshop for the Administrative Officers II together with the Administrative Assistants II and III on October 24-26, 2022 at the venue to be set in a separate Memorandum.
2. The activity aims to capacitate participants in terms of:
 - a. acquiring basic knowledge in DepEd organization, structure, culture, vision, mission, and values
 - b. providing support in the performance of their tasks and functions related to Human Resource Management, Supply Management and Finance;
 - c. providing a venue for discussion of issues and concerns in the implementation of their respective functions; and
 - d. developing camaraderie and support among each other for enhanced collaboration
3. All participants are advised to register thru this link for confirmation purposes <https://bit.ly/RegistrationOnboarding>.
4. Attached as Enclosures are the Training Matrix, and List of Participants.
5. Expenses relative to the conduct of this Division activity shall be charged against the Division Fund, while travel and other incidental expenses of the school-based participants of the participants shall be charged against their local funds. Both are subject to the usual accounting and auditing rules and regulations.





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6. This Memorandum also serves as Travel Authority of the participants.
7. Immediate dissemination of this memorandum is desired.

JONATHAN S. DELA PEÑA, PhD, CESO V
Schools Division Superintendent





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REGION X
SCHOOLS DIVISION OF MISAMIS ORIENTAL

JSD/hrmo/mce/s

Enclosure 1 to Division Memorandum No. ____s, 2022

LIST OF PARTICIPANTS

1	DELA PEÑA, JONATHAN S	Schools Division Superintendent
2	DAEL, ERLINDA G	OIC - Assistant Schools Division Superintendent
3	ABSIN, MARIA TERESA M	Chief, Education Supervisor-SGOD
4	VALMORES, CYDEL P	OIC-Chief Education Supervisor, CID
5	GALLARES, RHODORA L	Education Program Supervisor
6	TEJANO, MARK LORREN T	Administrative Officer V
7	ANOC, ELMAR G	Accountant III
8	CRUZ, ELEONOR P	Supply Officer II
9	ESTENZO, MELANIE C	Administrative Officer IV
10	CABLAY, NIÑO JOMAR S	Administrative Officer IV
11	VALMORES, ARLENE C	Administrative Officer III
12	FRIAS, SHAYNE YANNAH M	Administrative Officer III
13	ARIASA, JENNNIFER C.	Administrative Officer II
14	GONZALES, CHRISTAL MAE M	Administrative Officer II
15	PACULBA, MELISSA BALABA	Administrative Officer II
16	QUEZON, FELY R.	Administrative Officer II
17	RAMIRO, SHELLA JOY A	Administrative Officer II
18	SALIRING, BETTY PADUA	Administrative Officer II
19	TAHUD, CHRISTINE GRACE E	Administrative Officer II
20	INGOTAN, FLORAMY PESCADOR	Administrative Assistant III
21	RODRIGUEZ, CLARIBEL LABIAL	Administrative Assistant III
22	TABOR, AUBREY MARIE CRISTINE BURAY	Administrative Assistant III
23	YBORAN, ENA MAESTRADO	Administrative Assistant III
24	ARROYO, MARIO TAGA	Administrative Assistant II
25	LUCIU, MAYCILLE B	Farmworker
26	BAHIAN, MARIFE T	Administrative Aide I
27	DELA PENA, EVA SALIENTES	Administrative Aide I
28	MEJOS, BERNABE	Administrative Aide I
29	MIGABON, MICHELLE L	Administrative Aide I
30	NORIGA, KARL JOSEPH ALTES	Administrative Aide I



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000
Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)
Website: www.depedmisor.com | Email: misamis.oriental@deped.gov.ph



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SCHOOLS DIVISION OF MISAMIS ORIENTAL

31	ABAN, RETHEL BABARAN	Administrative Officer II
32	AGUHAR, AUDREY FAYE PEREZ	Administrative Officer II
33	AGUILOR, LORD RAHP DUAT	Administrative Officer II
34	ALIBOYOG, ROXAN FLORES	Administrative Officer II
35	ALMARIO, JUBY MARIE BARING	Administrative Officer II
36	ARELLANO, ALOHA VALMORES	Administrative Officer II
37	BALBUTIN, RICO JR. ELAGO	Administrative Officer II
38	BARING, RUBIE JOY PADEROG	Administrative Officer II
39	BELTIS, BERNARD SALINAS	Administrative Officer II
40	BUQUIS, PRINCESS MAY MAGHANOY	Administrative Officer II
41	CABUNOC, JANINE	Administrative Officer II
42	CAGAANAN, CHARLES CAGUISA	Administrative Officer II
43	CARCAMO, JENNY ROA	Administrative Officer II
44	CRUZ, DANIEL	Administrative Officer II
45	DACALOS, KYRDEN CYRIL GENSON	Administrative Officer II
46	DELA PEÑA, CINDY KARL SALIENTES	Administrative Officer II
47	DUAT, JEANETTE LLOREN	Administrative Officer II
48	GALAMITON, REMELYN LIPONHAY	Administrative Officer II
49	GALDO, RENA	Administrative Officer II
50	GALEON, RONALD RAMA	Administrative Officer II
51	IDNAY, CLAUDETTE BRIONES	Administrative Officer II
52	JANUBAS, ROJ AL JAMIR ACTUB	Administrative Officer II
53	JAPSON, ROXANNE	Administrative Officer II
54	JIMENEZ, SANDRA	Administrative Officer II
55	LAO, MARY KHONI YAMIS	Administrative Officer II
56	LARA, MARIA ISABEL ENGALLA	Administrative Officer II
57	LAURIO, ETHEL	Administrative Officer II
58	LEOTERO, GRAZIELLE BACADON	Administrative Officer II
59	MANUTA, CATHERINE	Administrative Officer II
60	MORANDANTE, CYNDI UMARAN	Administrative Officer II
61	NAVAREZ, RAVEN EMMANUEL CAVALIDA	Administrative Officer II
62	OCIO, ANNA MAE AZUCENAS	Administrative Officer II
63	OMAS-AS, JOVELA GRACIA	Administrative Officer II
64	PABATAO, MARICAR DOMPOL	Administrative Officer II
65	PADEROG, BRYAN CARL REGALADO	Administrative Officer II
66	PALAMINE, JOHN PAUL LAGATA	Administrative Officer II
67	PESTILLOS, MELODY MABELLE PAGAYON	Administrative Officer II



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68	RABE, PATRICK JAMES SEBELLINO	Administrative Officer II
69	SAA, PAUL DOMINIC	Administrative Officer II
70	SAGARINO, ROWELL BEJEMINO	Administrative Officer II
71	TAGLE, LYRA SUBRASTAS	Administrative Officer II
72	VIDAL, JEMAR GUERRA	Administrative Officer II
73	VIDAL, VENUS DELOS SANTOS	Administrative Officer II
74	ALFANTA, CHELYN BALCITA	Administrative Assistant III
75	ARPON, ANNIE ROSE LOZANO	Administrative Assistant III
76	BALOYOS, ANNALYN FLORES	Administrative Assistant III
77	CABITANA, AUSTINJO MARAÑA	Administrative Assistant III
78	JARLATA, ISMAEL CAÑETE	Administrative Assistant III
79	MANDIN, JAMES THADDEUS BRODITH	Administrative Assistant III
80	UBALDE, LAUROSE DAWN ABINES	Administrative Assistant III
81	VALERIO, MERLIE LABADAN	Administrative Assistant III
82	VILLANUEVA, FATIMA DIVINA ACERO	Administrative Assistant III
83	ARAO, BRUCELY TABIGUE	Administrative Assistant II
84	GAGNAN, SOULE LLOREN	Administrative Assistant II
85	GAHOPO, REGGIE CADERAO	Administrative Assistant II
86	GIENTE, MATAN TAJOS	Administrative Assistant II
87	GRUTA, DAVE NALIPONGUIT	Administrative Assistant II
88	INCOY, ANITA LEAH PASAYON	Administrative Assistant II
89	LAGNO, JOCELYN PELIGRO	Administrative Assistant II
90	NULO, VICKY QUIJADA	Administrative Assistant II
91	PARADERO, JOCELYN BALILI	Administrative Assistant II
92	RAGANAS, JODEL ALAGON	Administrative Assistant II
93	TABAC, ROBERT LUMBAY	Administrative Assistant II
94	WABE, MERDILY WASLO	Administrative Assistant II
95	ZAGADO, LUZ SABEJON	Administrative Assistant II





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

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	On-boarding Seminar-Workshop for Administrative Officers II and Administrative Assistants II & III
Description	A three-day on-boarding seminar-workshop designed to provide and equip Administrative Officers II together with Administrative Assistants II&III with concise and accurate information on their duties, responsibilities and accountabilities attached to their position and to make them more comfortable, motivated, effective, and efficient to the job where they are being assigned.
Proposed Training Date/s	October 24-26, 2022
No. of Training Hours	24 hours
Target Participants	95 participants

B. Matrix

Day 1- October 24, 2022

Time	Activity/Topic	Person-In-Charge
7:30am	Registration	
8:15am-9:30am	Preliminaries: National Anthem Opening Prayer Rollcall of Participants Welcome Message Statement of Purpose Training Norms and Session Topics Message of the Head of Office	c/o AUBREY MARIE CRISTINE TABOR ADAS III AVP AVP CHRISTINE GRACE E. TAHUD AO II ERLINDA G. DAEL, PhD OIC ASDS RHODORA L. GALLARES ES II, SGOD/OIC-AO V JONATHAN S. DELA PENA, PhD, CESO V Schools Division Superintendent
9:30am-10:30am	DepEd Mission, Vision, Core Values/DepEd MisOr Organizational Structure/RA6713 “Code of Conduct and Ethical Standards for Public Officials and Employees”	RHODORA L. GALLARES ES II, SGOD/OIC-AO V

10:30am-12:00pm	Financial Literacy: Salaries, Wages and Benefits	MARK LORREN T. TEJANO, AO V
	HEALTH/LUNCH BREAK	
1:00pm-2:30pm	Duties & responsibilities of AO2s & ADAS/HRMO Processes – Recruitment & Selection	MELANIE C. ESTENZO, AO IV CLARIBEL R. RODRIGUEZ, ADAS III MARIO T. ARROYO, ADAS III
2:30pm-3:30pm	Appointment Processing	SHAYNE YANNAH M. FRIAS, AO III CHRISTINE GRACE E. TAHUD, AO II
3:30Pm-4:30pm	Leave Administration, Service Credits, Monetization	AUBREY MARIE CRISTINE B. TABOR, ADAS III
4:30pm-5:30pm	Q & A for Day 1 topics	c/o AUBREY MARIE CRISTINE TABOR ADAS III
5:30pm- 6:30pm	Reconciliation & updates for Leave Cards	AUBREY MARIE CRISTINE B. TABOR, ADAS III

Day 2- October 25, 2022

Time	Activity/Topic	Person-In-Charge
8:00am-8:30am	Management of Learning: Prayer Roll-Call of Participants Recap Motivation/Game	c/o AUBREY MARIE CRISTINE TABOR ADAS III
8:30am-10:00am	Salary & Benefit Claims, Payroll System and Updates	MELISSA B. PACULBA, AO II FELY QUEZON, AO II BERNABE C. MEJOS, JR., ADA I
10:00am-11:00am	Step Increment, Salary Adjustment, ERF	SHELLA JOY A. RAMIRO AO II
11:00am-12:00nn	Loyalty, Retirement and Survivorship	ENA M. YBORAN ADAS III
	HEALTH/LUNCH BREAK	
1:00pm-1:30pm	Provident & GSIS Loans	MARIFE T. BAHIAN, ADA I
1:30pm-2:00pm	Private Lending Institutions	CHRISTAL MAE GONZALES, AO II
2:00pm- 2:30pm	Question & Answer, Clarifications Day 1-2 topics	c/o AUBREY MARIE CRISTINE TABOR ADAS III
2:30pm-6:30pm	Workshop: Reconciliation & Updates on GMIS-PSIPOP & Service Records	c/o AUBREY MARIE CRISTINE TABOR ADAS III

Day 3- October 26, 2022

Time	Activity/Topic	Person-In-Charge
8:00am-8:30am	Management of Learning: Prayer Roll-Call of Participants Recap Motivation/Game	c/o AUBREY MARIE CRISTINE TABOR ADAS III
8:30am-10:00am	Financial Reporting	ELMAR G. ANOC Accountant III
10:00am- 10:30am	Q & A Financial Reporting	c/o AUBREY MARIE CRISTINE TABOR ADAS III
10:30am-12:00nn	Overview of School-based Asset Management	ELEONOR P. CRUZ AO IV
	HEALTH/LUNCH BREAK	
1:00pm-2:30pm	Tips & Tools for spreadsheet Operations	MICHAEL BENEDICT EMPERADOR ADA I
2:30pm-3:30pm	Workshop: Using MS Excel	

3:30pm- 4:30pm	Open Forum/ Checking of outputs	
4:30pm-5:00pm	Closing Program	c/o AUBREY MARIE CRISTINE TABOR ADAS III

C. Program Management Team

Function	Name	Designation
Program Consultant	JONATHAN S. DELA PENA	SDS
	ERLINDA G. DAEL	OIC ASDS
	RHODORA L. GALLARES	OIC AOV
Program Management Team Leader	MELANIE C. ESTENZO	AO IV
Program Management Asst Leader	SHAYNE YANNAH M. FRIAS	AO III
QAME Associate	CHRISTINE GRACE E. TAHUD	AO II
Technical Officer	PAUL DOMINIC SAA	AO II
Secretariat	AUBREY MARIE CRISTINE TABOR	ADAS III
	CHRISTAL MAE GONZALES	AO II
	MAYCILLE LUCIU	Farmworker

Prepared By:


MELANIE C. ESTENZO
Administrative Officer IV

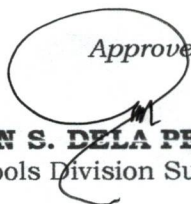
Reviewed By:


IRISH KARVILLE D. MONTE, Ph.D.
SEPS- HRD

Noted By:


RHODORA L. GALLARES
OIC-Administrative Officer V

Approved:


JONATHAN S. DELA PEÑA, Ph.D, CESO V
Schools Division Superintendent