



Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division
Superintendent

01 AUGUST 2022

DIVISION MEMORANDUM

No. 417 s. 2022

**WIT & GRIT: A SPECIAL CONFERENCE ON THE FINALIZATION OF
ORGANIZATION RESTRUCTURING OF NON-TEACHING PERSONNEL**

To: **ERLINDA G. DAEL, PhD, CESE**
MARIA TERESA M. ABSIN, PhD
CYDEL P. VALMORES, PhD
EDWIN GAMOROT
RHODORA L. GALLARES, PhD
MELANIE ESTENZO
MARK LORREN T. TEJANO
ELMAR G. ANOC, CPA
SHAYNE YANNAH M. FRIAS, MBA
REINA CHRISTI L. CONSOLACION, DM
JOHAINA A. TANGOTI
CHRISTINE TAHUD
This Division

1. One of the series of activities of the Finance & Admin. Interfacing Initiative, WIT & GRIT Weaving Individual Threads & Gaining Resilience in Teamwork.
2. In consonance with Division Memorandum No. 317 s. 2022 entitled "*Special Conference on Organization Restructuring of Non-Teaching Personnel for The Adoption & Implementation of Web-Based Monitoring System Of School MOOE Fund*" there will be **WIT & GRIT: A SPECIAL CONFERENCE ON THE FINALIZATION OF ORGANIZATION RESTRUCTURING OF NON-TEACHING PERSONNEL** on **AUGUST 05, 2022**.
3. Lunch and snacks (morning and afternoon) incurred during the activity shall be charged against the GAS-Division Office MOOE subject to usual accounting, budgeting, and auditing guidelines, rules, and regulations.
4. Attached are the Program of Activities.
5. For compliance and guidance.



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000
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Website: www.deped.misor.net
Email: misamis.oriental@deped.gov.ph



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

Encls.: As stated

To be indicated in the Perpetual Index
under the following subjects:

CHANGE	EMPLOYEES	REORGANIZATION
COMMUNICATIONS	MEETING	
POLICY	RULES AND REGULATIONS	
SCHOOLS	PLANS	

FINANCE | mtt



FINANCE | ega|rlc|jat



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Enclosure No. 1 of Division Memorandum No. _____, s. 2022

PROGRAM OF ACTIVITIES

**WIT & GRIT: A SPECIAL CONFERENCE ON THE FINALIZATION OF ORGANIZATION
RESTRUCTURING OF NON-TEACHING PERSONNEL**

August 5, 2022

Time	Activity / Topic	Person-in-Charge
DAY 1 AUGUST 05 - FRIDAY		
7:45 - 8:00 AM	Attendance	REGISTRATION COMMITTEE
8:00 - 8:30 AM	<i>Preliminaries:</i> National Anthem Opening Prayer Welcome Remarks Statement of Purpose	AVP AVP MARIA TERESA M. ABSIN, PhD - SGOD Chief ERLINDA G. DAEL
8:30 AM-12:00 PM	Plotting of Assignment	All participants
LUNCH BREAK		
1:00-4:45 PM	Plotting of Assignment	All participants
4:45 - 5:00 PM	<i>Closing Ceremonies:</i> Closing Prayer Makabayan Song	AVP AVP



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ACTIVITY DESIGN

- TITLE** : **WIT & GRIT: A SPECIAL CONFERENCE ON THE FINALIZATION OF ORGANIZATION RESTRUCTURING OF NON-TEACHING PERSONNEL**
- DESCRIPTION** : One of the series of activities of the Finance & Admin. An Interfacing Initiative, WIT & GRIT Weaving Individual Threads & Gaining Resilience in Teamwork.
- PRE-REQUISITE** : *None*
- DURATION** : 1 day only
- SCHEDULE** : August 05, 2022
- MANAGEMENT LEVEL** : Division Level
- DELIVERY MODE** : Discussion, Open Forum, Presentation
- TARGET GROUP** : OIC-Assistant Schools Division Superintendent; SGOD and CID Chiefs; OIC-Admin Officer V; Human Resource Management Officer (HRMO); Planning Officer; Division Budget Officer; Division Accountant; Administrative Officer III, and Administrative Officers II
- COST/BUDGET** : Meals Php 9,600.00
- RATIONALE** :

The Adoption and Implementation of the Web-Based Monitoring System of the School MOOE Funds in support to the SESP-ADB Loan Program requires a complete Finance Organization Restructure (Administrative Assistants III, Administrative Assistants II, and Administrative Officers II) to provide each non-IU schools non-teaching personnel who will be end users in the Web-Based Monitoring System of School MOOE Fund.

OBJECTIVES :

This activity is geared towards the following objectives:



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1. To cluster non-teaching personnel for non- IU schools for the adoption and implementation of the web-based monitoring system of the school MOOE fund.
2. To provide each non-IU schools non-teaching personnel who will be end users of the Web-Based Monitoring System of school MOOE Fund.

PARTICIPANTS

: Erlinda G. Dael, PhD, CESE
Maria Teresa M. Absin, PhD
Cydel P. Valmores, PhD
Rhodora L. Gallares, PhD
Mark Lorren T. Tejano
Elmar G. Anoc, CPA
Melanie Estenzo
Edwin Gamorot
Shayne Yannah M. Frias, MBA
Reina Christi L. Consolacion, DM
Christine Tahud
Johaina A. Tangoti

RESOURCE SPEAKERS

: Elmar G. Anoc, CPA
Mark Lorren T. Tejano
Rhodora L. Gallares, PhD
Edwin Gamorot
Melanie Estenzo

WORKING COMMITTEES

: Food and Venue Chairperson – Gladjori B. Cordova &
Peter June R. Chan
Attendance Chairperson – Melody B. Oguimas
Audio/Video/Technical Chairperson – Pocholo Ralph P. Lanzo

PROGRAM OUTPUTS

: Finance Organization Restructure

PROGRAM CONTENT FOCUS

: ORGANIZATION RESTRUCTURE OF NON-TEACHING PERSONNEL

EXPECTED OUTCOMES

:

It is expected that by the end of the orientation, all the participants have:

1. Clustered non-teaching personnel for non- IU schools for the adoption and implementation of the web-based monitoring system of the school MOOE fund.
2. Provided each non-IU schools non-teaching personnel who will be end users of the Web-Based Monitoring System of school MOOE Fund.

BUDGETARY/MATERIAL REQUIREMENTS:

- 1) Meals and Venue:
Day 1: 16 pax x Php 600 = **Php 9,600.00**



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	Php	9,600.00
2) Materials/Equipment:	=	Php --
TOTAL	=	Php 9,600.00

SOURCE OF FUND : DIVISION OFFICE GAS-MOOE 2022

Prepared by:


JOHAINA A. TANGOTI
Administrative Assistant III


Reviewed by:


IRISH KARYLLE D. MONTE, PhD
SEPS/HRD

Appropriation/ Allotment of Funds:

Funds Available:


MARK LORREN T. TEJANO
AO-V, Budget Officer


ELMAR G. ANOC, CPA
Accountant III

Recommending Approval:


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

APPROVED:


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



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