



Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF OCCIDENTAL MINDORO

Office of the Schools Division
Superintendent

March 10, 2022

DIVISION MEMORANDUM

No. 000147, s. 2022

**CAPACITY BUILDING OF ADMINISTRATIVE OFFICERS II OF THE SCHOOLS
DIVISION OF OCCIDENTAL MINDORO**

To: Asst. Schools Division Superintendent
Chief Education Supervisors, SGOD & CID
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Unit/Section Heads
All Others Concerned

1. To capacitate the newly hired Administrative Officers II of the Department, a **Capacity Building of Administrative Officers II of the Schools Division of Occidental Mindoro** shall be conducted on March 16-18, 2022 at the Capitol Training Center, Mamburao, Occidental Mindoro.
2. This activity aims to familiarize the Administrative Officers II deployed at the different districts and clustered secondary schools on their duties and functions. Further, be capacitated and oriented with their duties and functions from administrative to financial matters.
3. Participants of this activity are requested to bring with them a laptop, alcohol and extra masks. They are expected to arrive at the venue on March 16, 2022 with breakfast as the first meal to be served and afternoon snacks is the last meal on March 18, 2022.
4. Health standard protocols must be practiced and observed at all times to ensure safety of everyone.

OSDS/HR/ECFMM



✉ Brgy. Payompon, Mamburao, Occidental Mindoro
☎ 0906-550-1848/09296301543
✉ occidental.mindoro@deped.gov.ph
📘 DepEd Tayo Occidental Mindoro/DepEd Occidental Mindoro

5. All expenses related to this activity shall be charged to HRTD funds subject to the usual budgeting, accounting and auditing rules.
6. For immediate dissemination.



LYNN G. MENDOZA
Assistant Schools Division Superintendent
Officer-In-Charge
Schools Division Superintendent

CAPACITY BUILDING OF ADMINISTRATIVE OFFICERS II OF SDO OF OCCIDENTAL MINDORO

March 16-18, 2022

LIST OF PARTICIPANTS

NO.	NAME	DISTRICT/OFFICE
1	Chaka Maurea P. Beltran	Paluan
2	Daisy Jane P. Paraiso	San Jose South
3	Dana Marie G. Sy	Calintaan
4	Danice Ariane A. Rosete	San Jose East
5	Dexter T. Sales	Sablayan North
6	Dyeselynn A. Macaraig	San Jose West
7	Emer G. Encinas	Calintaan
8	Fatima Joyce F. Obrador	Calintaan
9	Franz Irish N. Bolasco	Sta. Cruz
10	Gillian M. Pariñas	San Jose North
11	Jacquelyn G. Banabatac	Abra de Ilog
12	James B. Favilonia	Sablayan North
13	Jan Christopher N. Manuel	Rizal
14	Jonalene N. Alvarez	Calintaan
15	Junafe P. Tulaylay	San Jose
16	Lea Frances T. De Jesus	Rizal
17	Leonard V. Salgado	Sablayan North
18	Lezlie Mae C. Villas	Lubang
19	Meghan D. Moreno	Abra de Ilog
20	Melanie P. Sora	Calintaan
21	Melannie D. Ovalles	Rizal
22	Micheil Lian P. Lastra	Sablayan South
23	Myrna N. Faderanga	Sta. Cruz
24	Nieca R. Tardio	San Jose North
25	Patrick Rey Lawrence Q. Dela Torre	Magsaysay
26	Rhodora S. Teves	Sta. Cruz
27	Ritchell Aileen L. Noble	San Jose East
28	Ronald G. Regilme	Rizal
29	Roschelle Ann V. Gundran	Looc
30	Rubio G. De Guzman Jr.	San Jose West
31	Xer C. Gallego	Rizal



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CAPACITY BUILDING OF ADMINISTRATIVE OFFICERS II OF SDO OF OCCIDENTAL MINDORO
Capitol Training Center, Mamburao, Occidental Mindoro
March 16 - 18, 2022

Time	No. of Minutes	Matrix of Activities		
		Day 1 (March 16, 2022)	Day 2 (March 17, 2022)	Day 3 (March 18, 2022)
7:30-8:00	30	Registration of Participants		
8:00-8:30	30	Opening Program	MOL	
8:30-9:00	30	Levelling of Expectations Rodel S. Magnaye, OIC-ASDS	Kinds of Leave and Benefits Dr. Dennis Michael G. Abeleda, AO V	Salary and Other Claims Jayceebert T. Robles, AO II/ Elizabeth V. Bonifacio, Adas III
9:00-9:30	30			
9:30-9:45	15		HEALTH BREAK	
9:45-10:00	15	Vision, Mission and Organizational Chart of the Agency Rodel S. Magnaye, OIC-ASDS	Cont. Kinds of Leave and Benefits Dr. Dennis Michael G. Abeleda, AO V	Cont. Salary and Other Claims
10:00-10:30	30			
10:30-11:00	30			
11:00-11:30	30	Republic Act 6713: A Code of Conduct Atty. Ulysses G. Bambo, Atty III		Form 6 and Form 7 Claudine A. Urlanda, AO II
11:30-12:00	30			
12:00-1:00	60	LUNCH BREAK		
1:00-1:30	30	Overview of the Roles and Functions of AO II Dr. Dennis Michael G. Abeleda, AO V	CSC Forms and Checklists Michael Angelo V. Villar, AO II	Introduction to RPMS Marilou D. Panino, SEPS
1:30-2:00	30	Introduction to Hiring Guidelines Exy Carla M. Mejias, AO IV		
2:00-2:30	30			
2:30-3:00	30			
3:00-3:15	15		HEALTH BREAK	
3:15-3:30	15	Cont. Introduction to Hiring Guidelines	Process Flow and Process in Accounting Unit Merry Ann T. Ramirez, Accountant III	Next Steps...
3:30-4:00	30			Open Forum
4:00-4:30	30	Presentation of Outputs	Question and Answer	
4:30-5:00	30	Question and Answer		Closing Program

TRAINING-WORKSHOP ON THE ACTUAL DUTIES AND FUNCTIONS OF ADMINISTRATIVE OFFICER II OF THE SCHOOLS DIVISION OF OCCIDENTAL MINDORO
 Capitol Training Center, Mamburao, Occidental Mindoro

MATRIX OF ACTIVITIES

Time	No. of Minutes	Day 1 (March 17, 2022)	Day 2 (March 18, 2022)	Day 3 (March 19, 2022)	Day 4 (March 20, 2022)	Day 5 (March 21, 2022)
7:30-8:00	30	Registration of Participants				
8:00-8:30	30	Opening Program	MOL	MOL	MOL	MOL
8:30-9:00	30	Leveling of Expectations	Guidelines on Promotion of Personnel	Leave Administration	Importance of Service Record	Retirement Process
9:00-9:30	30	Rodel S. Magnaye, OIC-CASDS	Exy Carla M. Mejias, AO IV	Exy Carla M. Mejias, AO IV/Dennis Michael G. Abeleda, AO V	Rechel A. Guardo, AAVI	Ligaya B. Almero, Adas III
9:30-9:45	15	HEALTH BREAK				
9:45-10:00	15	Vision, Mission and Organizational Chart of the Agency	Cont. Guidelines on Promotion of Personnel		Processing of Loans	Preparation of SIP and School Form 7
10:00-10:30	30	Rodel S. Magnaye, OIC-CASDS	Dr. Dennis Michael G. Abeleda, AO V		Joaanna Marie Canete, AAVI	Shalae Y. Tadeja, SEPS
10:30-11:00	30	Republic Act 6713:	Guidelines on Transfer	Cont. Leave Administration	Compensation & Benefits	Preparation of AIP/SOB
11:00-11:30	30	Code of Conduct and Ethical Standards for Public Officials and Employees	Exy Carla M. Mejias, AO IV		Jaycebert Robles, AO II/Elizabeth Bonifacio, Adas III/Deinzy Marte O. Martinez, AO II/Rechel A. Guardo, Adas III	Milason P. Dela Torre, AO V
11:30-12:00	30	Atty. Ulysses G. Bambo, Atty III	Presentation of Outputs			Storage & Inventory of Supplies
12:00-1:00	60	LUNCH BREAK				
1:00-1:30	30	Overview of the Roles and Functions of AO II	Preparation of Equivalent Record Form	Cont. Leave Administration	Cont. Compensation & Benefits	Procurement of Supplies
1:30-2:00	30	Dr. Dennis Michael G. Abeleda, AO V	Precila A. Villaruz, AO II			Leonard P. Ramos, EPS II
2:00-2:30	30	Guidelines on Hiring of Personnel	Presentation of Outputs	Presentation of Outputs		Finance Functions
2:30-3:00	30	Michael Angelo D. Villar, AO II				Merry Ann T. Ramirez Accountant III
3:00-3:15	15	HEALTH BREAK				
3:15-3:30	15	Cont. Guidelines on Hiring	Updating of 201 Files	Form 7	Cont. Compensation & Benefits	ICT Integration to HR Systems
3:30-4:00	30	Norglelyn M. Mating, AO II	Rolando V. Abeleda, AO IV	Claudine A. Urlanda, AO II		Marquim M. Defeo, AO II
4:00-4:30	30	Ann Morraine S. Macasa, Adas III	Filing out of CSC Forms	Presentation of Outputs	Presentation of Outputs	Ways Forward
4:30-5:00	30	Presentation of Outputs	Rene L. Lustrana, SHRS III	Question and Answer	Question and Answer	Closing Program

**TRAINING WORKSHOP ON THE ACTUAL ROLES AND
RESPONSIBILITIES OF ADMINISTRATIVE OFFICER II OF SDO OF
OCCIDENTAL MINDORO**

March 23-27, 2022

LIST OF PARTICIPANTS

NO.	NAME	DISTRICT/OFFICE
1	Angelica M. Cueto	Calintaan
2	Ann Moraine S. Macasa	SDO
3	Arbe Jay O. Cristal	Sablayan South
4	Claudine A. Urlanda	Mamburao
5	Colyn O. Moises	Magsaysay
6	David Emmanuel A. Padilla	San Jose West
7	Dienzy Marie O. Martinez	Mamburao
8	Donald D. Tadeja	Abra de Ilog
9	Efren P. Villas Jr.	Abra de Ilog
10	Elizabeth S. Bonifacio	SDO
11	Glaize Ann Y. Ordenes	Calintaan
12	Jayceebert T. Robles	SDO
13	Jennifer c. Zubiri	Sablayan South
14	Jestony E. Umali	Abra de Ilog
15	Jingle Z. Silorio	San Jose North
16	Josua L. Munar	San Jose North
17	Jungernie Kent T. Empleo	Sablayan North
18	Kharen Claire S. Bersamina	Sta. Cruz
19	Lizlyn E. Eugenio	Magsaysay
20	Lorena B. Santos	San Jose South
21	Maria Arlene A. Paguio	Sablayan South
22	Marichu D. Nuñez	Abra de Ilog
23	Marquin M. Defeo	Mamburao
24	Maureen T. Tinamisan	Mamburao
25	Mauria Judie I. Valino	Paluan
26	Mei Anne T. Mosquera	San Jose West
27	Michael Angelo D. Villar	SDO
28	Michelle M. Ancheta	SDO
29	Myla S. Manalo	Sablayan North
30	Myra Len F. Villaruel	Mamburao
31	Nico Angelo V. Maneja	Sablayan South
32	Norgielyn M. Maling	SDO
33	Patrick G. Formentos	San Jose South
34	Prescilla A. Villaruz	SDO
35	Rachelle Ann B. Sacopaso	Magsaysay
36	Ramon Nonato L. Corpuz	Mamburao
37	Renoso Meneses	SDO
38	Rex Vincent O. Buñag	Abra de Ilog
39	Ria Valerie S. Empleo	SDO
40	Rio Andrea A. Angeles	San Jose
41	Rochelle R. De Los Reyes	Sablayan South
42	Rommel V. Roque	Paluan
43	Ronnie V. Villanueva	Sta. Cruz
44	Rosell P. Cruz	San Jose South
45	Sheilla V. Saducos	Magsaysay
46	Trexie Ann S. Mapalad	SDO

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TRAINING WORKSHOP ON THE ACTUAL ROLES AND RESPONSIBILITIES OF ADMINISTRATIVE OFFICER II OF SDO OF OCCIDENTAL MINDORO

March 23-27, 2022

PROGRAM MANAGEMENT TEAM

1	Lynn G. Mendoza	OIC, Schools Division Superintendent
2	Rodel S. Magnaye	OIC, Asst. Schools Division Superintendent
3	Raquel P. Girao	Chief, Curriculum Implementation Division
4	Aniceto N. Parojinog	Chief, Schools Governance and Operations Division
5	Marilou D. Pandino	SEPS, Human Resource Development Section
6	Leonard P. Ramos	EPS II, Human Resource Development Section
7	Dennis Michael G. Abeleda	Administrative Officer V
8	Exy Carla M. Mejias	Administrative Officer IV
9	Joanna Marie Canete	Administrative Aide VI
10	John Wilson Ramos	Administrative Assistant II

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