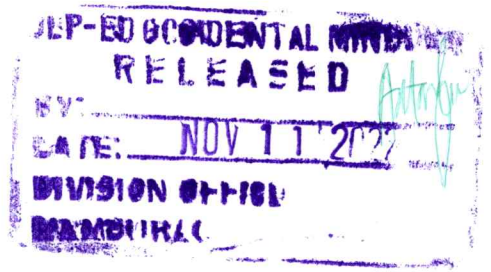




Republic of the Philippines  
**Department of Education**

MIMAROPA REGION  
**SCHOOLS DIVISION OF OCCIDENTAL MINDORO**



Office of the Schools Division  
 Superintendent

November 9, 2022

**DIVISION MEMORANDUM**

No. **000420**, s. 2022

**TRAINING WORKSHOP OF NON-TEACHING PERSONNEL ON THE  
 PROVISION OF TECHNICAL SUPPORT IN SCHOOL PLANNING AND  
 BUDGETING, PROGRAMS, PROJECTS, AND ACTIVITIES  
 IMPLEMENTATION, BUDGET UTILIZATION, AND ASSET MANAGEMENT**

To: OIC-Asst. Schools Division Superintendent  
 Chief Education Supervisors  
 Education Program Supervisors  
 Public School District Supervisors  
 Public Elementary and Secondary School Heads  
 All Others Concerned

Pursuant to the Republic Act No. 9155 Section 7, Item C.4 “Monitoring the utilization of funds provided by the National Government and Local Government schools and Learning Centers”, the Schools Division Office concerned non-teaching staff in the schools and districts are tasked to ensure that the government fund shall be utilized for the implementation of programs, projects, and activities in all schools. Along with this is the provision of support for the program implementer to more effective and efficient use of it.

Relative to this, this Office informs all concerned non-teaching personnel whose names are indicated in the attached document (please see attachment A) on the conduct of **Training Workshop of Non-Teaching Personnel on The Provision of Technical Support in School Planning and Budgeting, Programs, Projects, and Activities Implementation, Budget Utilization, and Asset Management** on the following schedules:

Batch	Date	Venue
Batch I	November 16-18, 2022	Mindoreños Hotel, Mamburao, Occidental Mindoro
Batch II	December 12-14, 2022	
Batch III	December 15-17, 2022	

SGOD/HRDS



✉ Brgy. Payompon, Mamburao, Occidental Mindoro  
 ☎ 0906-550-1840/0929-630-1538  
 ✉ occidental.mindoro@deped.gov.ph  
 📍 DepEd Tayo Occidental Mindoro

This activity aims to capacitate concerned non-teaching personnel on their roles in terms of providing support to the schools in terms of administrative matters such as planning and budgeting, PPA implementation, and asset management.

Participants are requested to bring a calculator and laptop with them for the workshop proper.

This is a LIVE-IN activity. Food and accommodation of the participants shall be shouldered by the SDO with Day 0 in the afternoon of the day prior to the schedule, charged to the OPDNTP funds subject to the usual budgeting, accounting, and auditing rules and regulations.

For information and dissemination.

**LYNN G. MENDOZA**

Assistant Schools Division Superintendent  
OIC-Schools Division Superintendent

**Attachment A. List of Participants.**

**Training Workshop of Non-Teaching Personnel on The Provision of  
Technical Support in School Planning and Budgeting, Programs,  
Projects, and Activities Implementation, Budget Utilization,  
and Asset Management**

**November 16-18, 2022**

**BATCH I**

	<b>NAME</b>	<b>SEX</b>	<b>COVERAGE</b>
1	ALVAREZ, JONALENE NELMEDA	FEMALE	Office of the Schools Division Superintendent
2	ANCHETA, MICHELLE MEDRANO	FEMALE	Division of Occidental Mindoro
3	BANABATAC, JACQUELYN GUNA	FEMALE	Office of the Schools Division Superintendent
4	BELTRAN, CHAKA MAUREA PAGLICAWAN	FEMALE	Office of the Schools Division Superintendent
5	BERSAMINA, KHAREN CLAIRE SOLOMON	FEMALE	Division of Occidental Mindoro
6	BOLASCO, FRANZ IRISH NARES	FEMALE	Office of the Schools Division Superintendent
7	CRUZ, ROSELL PANDIÑO	FEMALE	Office of the Schools Division Superintendent
8	CUETO, ANGELICA MARDO	FEMALE	Office of the Schools Division Superintendent
9	DE JESUS, LEA FRANCES TRAJECO	FEMALE	Division of Occidental Mindoro - Senior High School
10	DE LOS REYES, ROCHELLE REGUDO	FEMALE	Office of the Schools Division Superintendent
11	DIZON, DIANA ROSE BENITEZ	FEMALE	Office of the Schools Division Superintendent
12	EMPLEO, RIA VALERIE SENDITO	FEMALE	Division of Occidental Mindoro
13	EUGENIO, LIZLYN ERESE	FEMALE	Office of the Schools Division Superintendent
14	FADERANGA, MYRNA FADRILAN	FEMALE	Division of Occidental Mindoro - Senior High School
15	FLORIDO, MAUREEN JOYCE DELA LUNA	FEMALE	Office of the Schools Division Superintendent
16	GUNDRAN, ROSHELLE ANNE VILLAR	FEMALE	Office of the Schools Division Superintendent
17	LASTRA, MICHEIL LIAN PRANADA	FEMALE	Office of the Schools Division Superintendent
18	LITERAL, JONELINE DE JESUS	FEMALE	Division of Occidental Mindoro
19	MACARAIG, DYESELYNNE AGUILAR F	FEMALE	Office of the Schools Division Superintendent
20	MALING, NORGIELYN MARASIGAN	FEMALE	Division of Occidental Mindoro
21	MANALO, MYLA SALUTA	FEMALE	Office of the Schools Division Superintendent
22	MARTINEZ, DIENZY MARIE OBERAS	FEMALE	Division of Occidental Mindoro
23	MOISES, COLYN ORIO	FEMALE	Division of Occidental Mindoro - Senior High School
24	MORENO, MEGHAN DE MESA	FEMALE	Office of the Schools Division Superintendent
25	MOSQUERA, MEI ANNE TALLADA	FEMALE	Office of the Schools Division Superintendent
26	NOBLE, RITCHEL AILEEN PALUZ	FEMALE	Division of Occidental Mindoro
27	NUÑEZ, MARICHU DE VEAS	FEMALE	Division of Occidental Mindoro
28	OBRADOR, FATIMA JOYCE FERRER	FEMALE	Office of the Schools Division Superintendent
29	ORDENES, GLAIZE ANN YGAR	FEMALE	Office of the Schools Division Superintendent
30	OVALLES, MELANIE DINGLE	FEMALE	Division of Occidental Mindoro
31	PAGUIO, MARIA ARLENE ALAFRIZ	FEMALE	Office of the Schools Division Superintendent
32	PARAISO, DAISY JANE PABLO	FEMALE	Division of Occidental Mindoro
33	PARIÑAS, GILLIAN MARISGA	FEMALE	Office of the Schools Division Superintendent

34	ROSETE, DANICE ARIANNE AGAR	FEMALE	Division of Occidental Mindoro
35	SACOPASO, RACHELL ANN BAYDID	FEMALE	Office of the Schools Division Superintendent
36	SADUCOS, SHELLA VIERNES	FEMALE	Office of the Schools Division Superintendent
37	SANTOS, LORENA BANGILAN	FEMALE	Office of the Schools Division Superintendent
38	SILORIO, JINGLE ZUBIRI	FEMALE	Office of the Schools Division Superintendent
39	SORA, MELANIE PAGLICAWAN	FEMALE	Office of the Schools Division Superintendent
40	SY, DANA MARIE GARILLO	FEMALE	Division of Occidental Mindoro - Senior High School
41	TEVES, RHODORA SILVA	FEMALE	Division of Occidental Mindoro
42	TINAMISAN, MAUREEN TENORIO	FEMALE	Division of Occidental Mindoro - Senior High School
43	TULAYLAY, JUNAFE PEREZ	FEMALE	Division of Occidental Mindoro
44	URLANDA, CLAUDINE ALCARAZ	FEMALE	Office of the Schools Division Superintendent
45	VALINO, MAURIA JUDIE INUMERABLE	FEMALE	Division of Occidental Mindoro
46	VILLARUEL, MYRA LEN FULGENCIO	FEMALE	Division of Occidental Mindoro
47	VILLARUZ, PRESCILLA ADOLFO	FEMALE	Division of Occidental Mindoro - Senior High School
48	VILLAS, LEZLIE MAE CENTENO	FEMALE	Office of the Schools Division Superintendent
49	ZUBIRI, JENNIFER CANTA	FEMALE	Office of the Schools Division Superintendent
50	ACOSTA, ALEX CUSTODIO	MALE	Pedro T. Mendiola, Sr. Memorial National High School
51	BUÑAG, REX VINCENT ORDOÑA	MALE	Division of Occidental Mindoro
52	CORPUZ, RAMON NONATO LOZANO	MALE	Office of the Schools Division Superintendent
53	CRISTAL, ARBE JAY ORDONES	MALE	Office of the Schools Division Superintendent
54	DE GUZMAN, RUBIO JR GAMBALA	MALE	Division of Occidental Mindoro
55	DELA TORRE, PATRICK REY LAWRENCE QUILIT	MALE	Division of Occidental Mindoro
56	EMPLEO, JUNGERNIE KENT TROPIA	MALE	Office of the Schools Division Superintendent
57	ENCINAS, EMER GALLEJOS	MALE	Division of Occidental Mindoro
58	FAVILONIA, JAMES BARRIENTOS	MALE	Division of Occidental Mindoro
59	FORMENTOS, PATRICK GANALON	MALE	Office of the Schools Division Superintendent
60	GALLEGO, XER CALLEJO	MALE	Office of the Schools Division Superintendent
61	MANEJA, NICO ANGELO VILLAR	MALE	Office of the Schools Division Superintendent
62	MANUEL, JAN CHRISTOPHER NICOR	MALE	Office of the Schools Division Superintendent
63	MENESES, RENOSO QUIJANO	MALE	Office of the Schools Division Superintendent
64	MUNAR, JOSUA LAZO	MALE	Office of the Schools Division Superintendent
65	PADILLA, DAVID EMMANUEL ABAÑO	MALE	Office of the Schools Division Superintendent
66	REGILME, RONALD GASPADO	MALE	Office of the Schools Division Superintendent
67	ROQUE, ROMMEL VALDEZ	MALE	Office of the Schools Division Superintendent
68	SALES, DEXTER TOMOCO	MALE	Office of the Schools Division Superintendent
69	SALGADO, LEONARD VIDAYO	MALE	Division of Occidental Mindoro
70	TADEJA, DONALD DE LEMOS	MALE	Division of Occidental Mindoro
71	UMALI, JESTONY EJE	MALE	Division of Occidental Mindoro
72	VILLANUEVA, RONNIE VILLAR	MALE	Office of the Schools Division Superintendent
73	VILLAR, MICHAEL ANGELO DE MESA	MALE	Office of the Schools Division Superintendent
74	VILLAS, EFREN JR. PAGUAGAN	MALE	Division of Occidental Mindoro - Senior High School

**Training Workshop of Non-Teaching Personnel on The Provision of  
Technical Support in School Planning and Budgeting, Programs,  
Projects, and Activities Implementation, Budget Utilization,  
and Asset Management**

**December 12-14, 2022  
BATCH II**

	<b>NAME</b>	<b>SEX</b>	<b>COVERAGE</b>
1	AGUILANA, JEAN CLARIN	FEMALE	Division of Occidental Mindoro
2	ALCANTARA, LIEZL SALAZAR	FEMALE	Division of Occidental Mindoro
3	ALMERO, LIGAYA BUGTONG	FEMALE	Office of the Schools Division Superintendent
4	ANTARAN, DONNA MAY ZAPATA	FEMALE	Division of Occidental Mindoro
5	BARAQUEL, MARY JINKY CANTA	FEMALE	Office of the Schools Division Superintendent
6	BONIFACIO, ELIZABETH VILLANUEVA	FEMALE	Office of the Schools Division Superintendent
7	DAVID, LYNETTE CORTUNA	FEMALE	Office of the Schools Division Superintendent
8	DEMAKILING, JASMIN JOY FRANCISCO	FEMALE	Office of the Schools Division Superintendent
9	DUEÑAS, FRANCES LOUISE VILLAR	FEMALE	Division of Occidental Mindoro
10	ESPIRITU, MELODY POBLETE	FEMALE	Division of Occidental Mindoro
11	FLORES, MYLEN PEDACAN	FEMALE	Division of Occidental Mindoro
12	FLORIN, LOBELLE EUSTAQUIO	FEMALE	Division of Occidental Mindoro
13	GABANAN, MERIAM LILANG	FEMALE	Division of Occidental Mindoro
14	GALLO, JENNIFER ALABANZA	FEMALE	Division of Occidental Mindoro
15	GANTIA, KESIA MORTOS	FEMALE	Division of Occidental Mindoro
16	GARCIA, JOVELITA VILLABESA	FEMALE	Occidental Mindoro National High School
17	GATDULA, MAREGRACE ESPIRITU	FEMALE	Sta. Cruz National High School
18	GUARDO, RECHEL ANCHETA	FEMALE	Office of the Schools Division Superintendent
19	GUNDRAN, SHERYL VILLAR	FEMALE	Looc National School of Fisheries
20	LADAO, LYKA VANESSA ORLINO	FEMALE	San Vicente National High School
21	MACASA, ANN MORAINÉ SALGADO	FEMALE	Office of the Schools Division Superintendent
22	MAGALONG, MEMORY DINGLE	FEMALE	Division of Occidental Mindoro
23	MAGNO, ANNALIZA PARAYAOAN	FEMALE	Division of Occidental Mindoro
24	MARISGA, MAURICE GAYLE GARCIA	FEMALE	Central National High School
25	MASANGKAY, KAREEN NACIONAL	FEMALE	Lubang Integrated School
26	OLIVA, DESSERE DE LOS SANTOS	FEMALE	Division of Occidental Mindoro
27	PANDIÑO, RUBY ANNA MEDRIANO	FEMALE	Pedro T. Mendiola, Sr. Memorial National High School
28	PIMENTEL, BELLALINDA LAGUDA	FEMALE	Division of Occidental Mindoro
29	PUENTE, CHRISTINE MAGSILANG	FEMALE	Division of Occidental Mindoro
30	REYES, GLORILYN GUTIERREZ	FEMALE	Office of the Schools Division Superintendent
31	ROBLES, EVELINDA PONCE	FEMALE	Office of the Schools Division Superintendent
32	ROSAL, JEFFERIE CALINGAO	FEMALE	Calintaan National High School
33	SARMIENTO, JOLY BEN RICALDE	FEMALE	Division of Occidental Mindoro
34	SILVA, SUSAN ALFARO	FEMALE	Division of Occidental Mindoro

35	SIM, LEANIE ESTOLLOSO	FEMALE	Office of the Schools Division Superintendent
36	SOBREPEÑA, RHODORA SALAMANCA	FEMALE	Division of Occidental Mindoro
37	SORIANO, DONJE-ARN CORBILLON	FEMALE	Division of Occidental Mindoro
38	SUERTE, MAYCANESS MARIANO	FEMALE	Division of Occidental Mindoro
39	TAMAYOSA, MARY ANNE PANALIGAN TARDIO, RAINIELLE KIZZNIE DELA	FEMALE	Office of the Schools Division Superintendent
40	TORRE	FEMALE	Iling National High School
41	TARRAY, VIRGEN MAY DELA VAGA	FEMALE	Division of Occidental Mindoro
42	TEJOSO, LUCELLI VILLAS	FEMALE	Lubang Vocational High School
43	TORDESILLAS, MARLENE CAPACILLO	FEMALE	Rizal National High School
44	VIDAL, ELENA ANCINSO	FEMALE	Division of Occidental Mindoro
45	VILLAFLORES, MARY JANE CAJAYON	FEMALE	Division of Occidental Mindoro
46	VILLANUEVA, VINA CANTERAS	FEMALE	Division of Occidental Mindoro
47	VILLAROSA, GLADYS ANN ALCAIDE	FEMALE	Office of the Schools Division Superintendent
48	ABELED A, JOSEPH TARRIELLA	MALE	Division of Occidental Mindoro
49	ARELLANO, JULIUS RILLO	MALE	Division of Occidental Mindoro
50	BAGATSOLON, DOMINIC ECHIVARRE	MALE	San Jose National High School
51	BOOL, RANDOLE MARASIGAN	MALE	Division of Occidental Mindoro
52	DELA ROSA, JOEY AGUILAR	MALE	Abra de Ilog National High School
53	DELA SERNA, PATRICK PONGYAN	MALE	Office of the Schools Division Superintendent
54	DUDAS, ACE ALCAIDE	MALE	Division of Occidental Mindoro
55	EMPERADOR, GEL-RYAN LISING ESTANISLAO, RIGOR BRANDO	MALE	Division of Occidental Mindoro
56	CALALANG HERNANDEZ, DANIEL CARLO DE	MALE	Office of the Schools Division Superintendent
57	LE MOS	MALE	Office of the Schools Division Superintendent
58	LIONG, JOHN MICHAEL DE LARA	MALE	Office of the Schools Division Superintendent
59	MASANGKAY, GERARDO III ESPAÑOLA	MALE	Office of the Schools Division Superintendent
60	MUNOZ, EDGARDO BAUTISTA	MALE	Office of the Schools Division Superintendent
61	PILLE, FERDINAND SACOPASO	MALE	Magsaysay National High School
62	PRANADA, KENT JOBEL DAROY	MALE	Division of Occidental Mindoro
63	REYES, ROMEO AGUILAR	MALE	Barahan National High School
64	SUMANGUID, KIM ZOLETA	MALE	Office of the Schools Division Superintendent
65	TIBAYAN, JAN OLIVER CIPRES	MALE	Division of Occidental Mindoro
66	TOLENTINO, ARSENIO III APORDO	MALE	Magsikap National High School
67	VILLAFLORES, ARNULFO ABELED A	MALE	Paluan National High School
68	VILLAMAR, JERICO TORRELIZA	MALE	San Jose National Agricultural and Industrial High School

**Training Workshop of Non-Teaching Personnel on The Provision of  
Technical Support in School Planning and Budgeting, Programs,  
Projects, and Activities Implementation, Budget Utilization,  
and Asset Management**

**December 15-17, 2022  
BATCH III**

	<b>NAME</b>	<b>SEX</b>	<b>COVERAGE</b>
1	ALBA, LOREN ILAO	FEMALE	Pedro T. Mendiola, Sr. Memorial National High School
2	ALFARO, BERNADETTE JOY MORALES	FEMALE	Division of Occidental Mindoro - Senior High School
3	ALMERO, SUNSHINE COSTALES	FEMALE	Paluan National High School
4	ALMONIA, LORENCE BORRIS	FEMALE	Division of Occidental Mindoro - Senior High School
5	ANOBA, SHERYL CASTILLO	FEMALE	Division of Occidental Mindoro - Senior High School
6	AÑONUEVO, HELEN ULAYAO	FEMALE	Division of Occidental Mindoro
7	ARANAS, KRISTA CLARISSE RENDON	FEMALE	Division of Occidental Mindoro - Senior High School
8	BALADAD, MARINELLA GRACE ANDRES	FEMALE	Sablayan National Comprehensive High School
9	BALLEZA, LEAH JAVIER	FEMALE	Division of Occidental Mindoro
10	BENAVIDEZ, JO BELLE PRESQUITO	FEMALE	Office of the Schools Division Superintendent
11	BINALON, KRISNYL CUDIAMAT	FEMALE	Division of Occidental Mindoro - Senior High School
12	CALABIO, LEIZEL ESTERON	FEMALE	Division of Occidental Mindoro - Senior High School
13	CAÑETE, JOANNA MARIE CATALO	FEMALE	Division of Occidental Mindoro - Senior High School
14	CASIDSID, MARY JOY ENCARGUEZ	FEMALE	Office of the Schools Division Superintendent
15	CIPRES, PRINCESS RANEE ROSALES	FEMALE	Division of Occidental Mindoro - Senior High School
16	DANGEMBRO, CAROL TUNAY	FEMALE	Division of Occidental Mindoro
17	DE GUZMAN, JOVELYN GAMBALA	FEMALE	Division of Occidental Mindoro - Senior High School
18	DE JESUS, LIZZ APRIL TABINGA	FEMALE	Office of the Schools Division Superintendent
19	DIZON, CHERRY JOY MERCENE	FEMALE	Division of Occidental Mindoro
20	DOLOJAN, RENALYN MALABANAN	FEMALE	Division of Occidental Mindoro
21	GARCIA, MARYSO MAGTOTO	FEMALE	Division of Occidental Mindoro - Senior High School
22	GONZALES, MERCY GAY TUPAS	FEMALE	San Vicente National High School
23	GUIITERREZ, MA. CORAZON MINION	FEMALE	Division of Occidental Mindoro - Senior High School
24	LAMPITOC, SHEILA MARIE JALMASCO	FEMALE	Division of Occidental Mindoro - Senior High School
25	LARON, RECHELLE MAE LAGARE	FEMALE	San Jose National Agricultural and Industrial High School
26	LEGASPI, ERICA DE LARA	FEMALE	Office of the Schools Division Superintendent
27	LEGASPI, HELEN SWEET DELARA	FEMALE	Division of Occidental Mindoro - Senior High School
28	MANDIGMA, AILENE JUMENEZ	FEMALE	Division of Occidental Mindoro - Senior High School
29	MAPALAD, TREXIE ANN SUMANGUID	FEMALE	Division of Occidental Mindoro - Senior High School
30	MULINGBAYAN, JENNY VILLEGAS	FEMALE	Division of Occidental Mindoro - Senior High School
31	MULINGBAYAN, ROWENA GATCHALIAN	FEMALE	Division of Occidental Mindoro - Senior High School
32	MUÑOZ, SHIELLA MAE BAUTISTA	FEMALE	Division of Occidental Mindoro - Senior High School
33	ORSOS, SHARON SEBASTIAN	FEMALE	Magsaysay National High School

34	PENA, JULIET LUCAYLUCAY	FEMALE	Division of Occidental Mindoro
35	PRANADA, VALERIE JOYCE PAGILAGAN	FEMALE	Division of Occidental Mindoro - Senior High School
36	RAMOS, REALYN ARELLANO	FEMALE	Sta. Cruz National High School
37	RECAIDO, EVANGELINE PILLADO	FEMALE	Division of Occidental Mindoro
38	RUTOR, MARRIANE CANTOS	FEMALE	Division of Occidental Mindoro - Senior High School
39	SANCHEZ, LERMA DELA CRUZ	FEMALE	Division of Occidental Mindoro
40	SIMON, DUREZA TIATSON	FEMALE	Division of Occidental Mindoro
41	TADEJA, MA. IRENE ALCAIDE	FEMALE	Division of Occidental Mindoro
42	TAMAYO, MARITES UMOSO	FEMALE	Occidental Mindoro National High School
43	TRAMBULO, JOANNE TADALAN	FEMALE	Division of Occidental Mindoro
44	VALERA, MARYROSE RIVERA	FEMALE	Office of the Schools Division Superintendent
45	VIGUILLA, ALYSSA ASHLEY TEMPLANZA VIGUILLA, MARIA CHERYL	FEMALE	Division of Occidental Mindoro - Senior High School
46	MULINGBAYAN	FEMALE	Abra de Ilog National High School
47	VILBES, GISELLE MANALO	FEMALE	Rizal National High School
48	VILLAS, LESTY MAY REVIL	FEMALE	Division of Occidental Mindoro - Senior High School
49	BAHIA, REYNOLD OBRADOR	MALE	Division of Occidental Mindoro - Senior High School
50	BANAL, LORENZO TENDIDO	MALE	Division of Occidental Mindoro - Senior High School
51	BARRERA, FREDERICK TAÑALA	MALE	Office of the Schools Division Superintendent
52	BINALANGBANG, MARC ILACAS	MALE	Division of Occidental Mindoro - Senior High School
53	DIEGO, ELEZALDE DEVIS	MALE	Division of Occidental Mindoro - Senior High School
54	JUBILADO, JOHN ROCEL QUIÑONES	MALE	Division of Occidental Mindoro - Senior High School
55	LEGASPI, EDMAR DE LARA	MALE	Division of Occidental Mindoro - Senior High School
56	MALLAR, JASPER GABALES	MALE	Division of Occidental Mindoro - Senior High School
57	PAGLICAWAN, EDGAR JOHN VALINO	MALE	Division of Occidental Mindoro
58	RAMIREZ, NIEL EDELON BALANI	MALE	Division of Occidental Mindoro - Senior High School
59	RAMOS, JOHN WILSON LIM	MALE	Office of the Schools Division Superintendent
60	SADUCOS, REY VIERNES	MALE	Division of Occidental Mindoro
61	SARI, EDMON IBABAO	MALE	Lubang Integrated School
62	SERNA, MARK JOSEPH PUNSALAN	MALE	Division of Occidental Mindoro - Senior High School
63	TARDIO, KIRK JOHNLYREG DELA TORRE	MALE	Division of Occidental Mindoro
64	TRAJECO, ROY JOHN BUNDAC	MALE	Ligaya National High School
65	VILLAFLORES, JOHN MICHAEL RIMANDO	MALE	Office of the Schools Division Superintendent



**Conduct of Training Workshop on Planning and Budgeting, PPAs Implementation and Utilization of Fund, and Asset Management for FY 2023: A Provision of Technical Assistance to Schools**  
**November 16-18, 2022**

**MATRIX OF ACTIVITY**

<b>Time</b>	<b>Day1</b>	<b>Day2</b>	<b>Day3</b>
8:00AM – 8:30AM	<b>Opening Program:</b> *National Anthem *Prayer *MIMAROPA March *Occidental Mindoro March * Welcome Remarks *Inspirational Message *Statement of Purpose	<b>MOL</b>	<b>MOL</b>
8:30AM – 8:45AM			
8:45AM-9:45AM	<b>*Strengthening Commitment in the Workplace</b> (Myla R. Suguitan, DEPS I)	<b>*Discussion and Workshop on the Preparation of Activity Budget Proposals and Key Personnel Involved</b>  (Milesón P. dela Torre, Administrative Officer V)	<b>*Asset Management: Inspection and Acceptance</b> (Renoso Q. Meneses, AA VI – Supply Unit)  <b>*Asset Management: Tagging of Property, Plant and Equipment (PPE)</b> (Kim Sumanguid, ADAS III– Supply Unit)
9:45am – 10:00am	<i>Snacks</i>	<i>Snacks</i>	<i>Snacks</i>
10:00am – 11:00am	<b>*Deped Strategic Directions</b> <b>*Key Priority Programs and Projects</b> <b>*Learning Recovery Plan</b>  (Rodel S. Magnaye, ASDS)	<b>*Discussion and Workshop on the Prioritization of PPAs per Available Budget Allocations Budget Modifications and Key Personnel Involved</b>  (Milesón P. dela Torre, Administrative Officer V)	<b>*Asset Management: Distribution, Disposal, Condemnation, Transfer of Property, Plant and Equipment (PPE)</b> (Herbert Mendoza, AO IV- Supply Unit)
11:00am – 12:00nn		<b>*Preparation of 2023 AIP, SOB, MDP, GAD Annual Plan and Budget, APP-CSE and Key Personnel Involved</b>  (Milesón P. dela Torre, Administrative Officer V)	<b>*Asset Management: Conduct of Physical Count of Inventory and various required reports</b> (Herbert Mendoza, AO IV – Supply Unit)
12:00nn – 1:00pm	<i>Lunch Break</i>	<i>Lunch Break</i>	<i>Lunch Break</i>
1:00pm – 2:30pm	<b>*Guidelines on School Improvement Plan (SIP), its recommended structure and preparation</b> (Marquin Defeo, Planning Officer III)	<b>*Roles and Function of AOs II, ADAS III and ADAS II in the procurement processes in the school level</b>  (Merry Ann T. Ramirez, Accountant III)	<b>*Gathering of data needed in the preparation of Physical and Financial Accomplishments</b> (Shalee Y. Tadeja)
2:30pm – 2:45pm	<i>Snacks</i>	<i>Snacks</i>	<i>Snacks</i>
2:45pm – 4:00pm	<b>*Harmonized Gender and Development Guidelines (HGDG) Tool and its PPAs</b> (Julienne Loriga, PDO I)	<b>*Roles and Function of AOs II, ADAS III and ADAS II in the procurement processes in the school level</b>  (Merry Ann T. Ramirez, Accountant III)	<b>Open Forum</b>
4:00pm – 5:00pm	<b>*DRRM attributable PPAs</b> (Jennifer Magtoto, PDO II)		<b>Closing Program</b>

**WORKSHOP OF NON-TEACHING PERSONNEL ON THE PROVISION OF TECHNICAL SUPPORT  
N SCHOOL PLANNING AND BUDGETING, PROGRAMS, PROJECTS, AND ACTIVITIES  
IMPLEMENTATION, BUDGET UTILIZATION, AND ASSET MANAGEMENT**

Batch I - November 16-18, 2022  
Batch II - December 12-14, 2022  
Batch III - December 15-17, 2022

**Program Management Team**

Lynn G. Mendoza	OIC, Schools Division Superintendent
Rodel S. Magnaye	OIC, Assistant Schools Division Superintendent
Dennis Michael G. Abeleda	Administrative Officer V
Exy Carla M. Mejias	Administrative Officer IV
Marilou S. Pandino	SEPS, HRDS - (Process Observer)
Leonard P. Ramos	EPS II, HRDS - (Process Observer)
Eloisa T. Castillo	SEPS, PRS
Clark John S. Estolas	Administrative Assistant I, Budget Office
Angelico Pajes	Administrative Aide VI, Planning Office

**Resource Speakers**

Rodel S. Magnaye	OIC, Assistant Schools Division Superintendent
Milesón P. Dela Torre	Administrative Officer V
Merry Ann T. Ramirez	Accountant III
Herbert R. Mendoza	Administrative Officer IV
Marquin Defeo	Planning Officer III
Myla S. Suguitan	EPVSR I, EsP
Shalee Y. Tadeja	SEPS, SMME - (QAME)
Renoso Q. Meneses	Supply Office
Kim Sumanguid	Supply Office
Julienette Lorica	PDO I
Jennifer Magtoto	PDO II