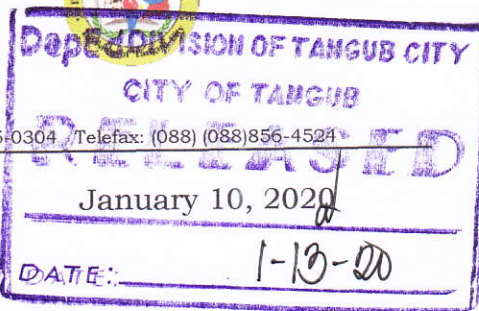




Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF TANGUB CITY
Ancito Siete St., Mantic, Tangub City



E-mail: tangub.city@deped.gov.ph Website: www.depedtangub.net Telephone: (088) 545-0304 / Telefax: (088) (088)856-4524

DIVISION MEMORANDUM

No. 17, s. 2020

**ENHANCEMENT – TRAINING ON ADMINISTRATIVE SERVICES, ICT,
RECORDS, PROPERTY, SUPPLY MANAGEMENT AND FINANCE
PROGRAM IMPLEMENTATION REVIEW**

To: Curriculum Implementation Division (CID)
School Governance and Operations Division (SGOD)
Elementary and Secondary School Heads
Administrative Assistants
This Division

1. Administrative Services, ICT, Records, Property and Supply Management as well as the Finance Program Implementation have been implemented in this Division. However, time is so fast and change is constant. This, Office wants to level up the needs by enhancing and capacitating both teaching and non-teaching personnel to deliver basic services with satisfaction to clients.
2. The enhancement of Administrative Services, ICT, Records, Property, Supply Management and Finance Program Implementation Review is scheduled on January 22-23, 2020 at Royal Garden Hotel, Zamora Street, Ozamis City.
3. Objectives of this training are the following:
 - 3.1 strengthen school implementation of programs and projects;
 - 3.2 improve performances, outputs, and outcomes of the schools vis-à-vis set targets;
 - 3.3 update the participants with the new rules and regulations set by the Civil Service Commission
 - 3.4 improve the records, property and supply management of the school; and
 - 3.5 provide technical assistance/consulting services in the development and installation of computer-based information system in school.
4. Meals and snacks are chargeable against HRTD funds subject to usual accounting, auditing rules and regulations.
5. Enclosed is the training matrix and list of participants.
6. Immediate and wide dissemination of this Memorandum is enjoined.

AGUSTINES E. CEPE, CESO V
Schools Division Superintendent

AEC/ drd 1-10-20

**Enhancement- Training of Administrative Services, ICT, Property and Supply Management and
Finance Program Implementation Review
January 22-23, 2020**

| Time | Activity / Topics |
|--------------------------------------|---|
| Day 1 - January 22, 2020 (Wednesday) | |
| 07:00 AM - 08:30 AM | Registration |
| 08:00 AM - 09:00 AM | Opening Preliminaries |
| 09:00 AM - 09:30 AM | Objective Setting: Program Design, House Rules & Session Norms |
| 09:30 AM - 11:00 AM | Administrative Services -Issues and Concerns |
| 11:00 AM - 12:00 AM | Human Resource - Issues and Concerns |
| 12:00 NN - 01:00 PM | L U N C H B R E A K |
| 01:00 PM - 01:15 PM | Energizer |
| 01:15 PM - 02:00 PM | MOOE Monitoring by Object of Expenditures |
| 02:00 PM - 03:00 PM | Program Implementation Review - School MOOE Downloading & Liquidation |
| 03:00 PM - 03:30 PM | Application of Checking Account System (BTR Banking Requirements) |
| 03:30 PM - 04:00 PM | Quize & Checking of Output |
| 04:00 PM - 04:50 PM | Open Forum |
| 04:50 PM - 05:00 PM | Closing Program |
| Day 2 - January 23, 2020 (Thursday) | |
| 07:00 AM - 08:30 AM | Registration |
| 08:00 AM - 09:00 AM | Opening Preliminaries |
| 09:00 AM - 09:30 AM | Objective Setting: Program Design, House Rules & Session Norms |
| 09:30 AM - 11:00 AM | Property and Supply Management - Issues and Concerns |
| 11:00 AM - 12:00 PM | Open Forum |
| 12:00 NN - 01:00 PM | L U N C H B R E A K |
| 01:00 PM - 01:15 PM | Energizer |
| 01:15 PM - 04:00 PM | ICT -Issues and Concerns |
| 04:00 PM - 04:50 PM | Open Forum |
| 04:50 PM - 05:00 PM | Closing Program |

LIST OF PARTICIPANTS (DAY 1)

Enhancement Training of Administrative Services, ICT, Property and Supply

January 22, 2019/8:00 AM – 5:00 PM / Royal Garden Hotel, Conference Hall

| No. | Names | Designation | Station |
|-----|---------------------------------|-------------------|-------------------|
| 1 | Agustines E. Cepe | SDS | SDO |
| 2 | Rosemarie T. Macesar | ASDS | SDO |
| 3 | Alden M. Antonio | ITO-III | SDO |
| 4 | Anna Daphne C. Mugar | Accountant III | SDO |
| 5 | Marites C. Suminggit | AO-V | SDO |
| 6 | Ronie E. Senarillos | Supply Officer II | SDO |
| 7 | Krizza Lorraine E. Duhaylungsod | ADAS-III | SDO |
| 8 | Elisa E. Gomez | ADAS-III | SDO |
| 9 | Christine F. Burlat | ADAS-III | SDO |
| 10 | Ronelle Silada | ADAS-II | SDO |
| 11 | Virginia U. Fernandez | ADAS-III | SDO |
| 12 | Eldon H. Ocampos | ADAS-III | SDO |
| 13 | Joseph Henry S. Sarto | ADA-I | SDO |
| 14 | Grace Macas | ADAS-II | SDO |
| 15 | Janrey M. Arabejo | ADAS-I | SDO |
| 16 | Leonila S. Urbano | ADAS-III | SDO |
| 17 | Jhinn E. Ewican | ADA-I | SDO |
| 18 | Mario Esteban C. Arsenal | SEPS-III & F | SGOD |
| 19 | Wilfredo B. Cañete | ESP-II | SGOD |
| 20 | Dorothy P. Neri | PO-III | SGOD |
| 21 | Wilson M. Ozaraga | Div. | SGOD |
| 22 | Bride Joy M. Candano | SEPS-III & F | SGOD |
| 23 | Rene Boy G. Roxas | SEPS-HRD | SGOD |
| 24 | Liegh S. Enayo | EPS II-HRD | SGOD |
| 25 | Geraldine C. Benghit | ADAS-III | SDO |
| 26 | Armando D. Cabahug | ADAS-III | SDO |
| 27 | John Mike C. Alduheza | ADA-I | SDO |
| 28 | Reabelle Anne E. Huertas | ADAS-II | SDO |
| 29 | Lovely Marygold A. Calatrava | ADAS-III | SDO |
| 30 | Carelyn L. Velligas | AO-II | SDO |
| 31 | Delma R. Denapo | AO-IV | SDO |
| 32 | Maria Charlyn G. Sarto | ADA-I | SDO |
| 33 | | | |
| 34 | | | |
| | CENTRAL DISTRICT | | |
| 1 | Roger A. Baril | ESP-I | Tangub City CS |
| 2 | Edgardo G. Malaubang | TIC/OIC | Baluc ES |
| 3 | Grace C. Yway | HT- II | Bongabong ES |
| 4 | Jason M. Apao | SP-1 | Brgy. Tres ES |
| 5 | Segundolito N. Tigol | T-III | Katagan ES |
| 6 | Jose Glenn B. Payot | T-III | Kauswagan ES |
| 7 | Stephen F. Honculada | T-III | Kimat ES |
| 8 | Onofre P. Arabejo, Jr. | HT-III | Lumban ES |
| 9 | Susan A. Libonfacil | SP-1 | Polao ES |
| 10 | Ritche S. Mendoza | SP-1 | San Apolinario ES |
| 11 | Nonito G. Banawan | SP-1 | Sta. Cruz ES |
| 12 | Loromer T. Carpio | HT-II | Sto. Nino ES |
| | NORTH DISTRICT | | |
| 1 | Marylyn C. Banawan | SP-1 | Sta. Maria CS |
| 2 | Annabel H. Conol | SP-1 | Banglay ES |
| 3 | Roland Gomez | T-III | Bitoon PS |
| 4 | Prudencio Solis | HT-III | Capalaran ES |
| 5 | Annalyn G. Quiap | HT-II | Capalaran PS |

| | | | |
|----|---------------------------|--------|-------------------------|
| 6 | Eladia S. Fiel | HT-III | Hoyohoy ES |
| 7 | Segudo S. Datoy | SP-I | Isidro D. Tan Es |
| 8 | Jomar Reyes | SP-I | MALORO IS |
| 9 | Remilio P. Tano | HT-II | Manga ES |
| 10 | Patrenilla N. Taburada | HT-III | Minsubong ES |
| 11 | Charence A. Yack | T-III | Salimpuno ES |
| 12 | Helen Z. Pacana | HT-III | Silanga ES |
| 13 | Christine M. Geralde | T-III | Tituron ES |
| 14 | Johny Candaleza | T-III | Villaba Es |
| | SOUTH DISTRICT | | |
| 1 | Titchie Nee F. Roloma | SP-I | Lorenzo Tan Mem. CS |
| 2 | Ivy T. Lagat | T-III | Aquino ES |
| 3 | Yolando Cañete | HT-III | Garang ES |
| 4 | Melchor Largo | HT-III | Labuyo ES |
| 5 | Neldie A. Malabosa | SP-I | Maquilao IS |
| 6 | Corazon Pueblas | HT-III | Pangabuan Beach ES |
| 7 | Ritchel B. Ongcol | HT-III | Pangabuan IS |
| 8 | Roberta P. Singgit | HT-III | Prenza ES |
| 9 | Lemuel D. Burlat | T-I | San Antonio ES |
| 10 | Fe. T. Abella | T-III | Taguite ES |
| 11 | Carlos F. Singgit | HT-III | Vidasto Carillo Mem. ES |
| | SOUTHWEST DISTRICT | | |
| 1 | Junnifer G. Gutang | SP-I | Sumirap C S |
| 2 | Arlyn U. Cuambot | T-III | Balatacan Beach PS |
| 3 | Christopher M. Troniado | T-III | Balatacan ES |
| 4 | Delio Fuentes | HT-II | Bintana IS |
| 5 | Nancy Lasmarias | HT-I | Bocator ES |
| 6 | Joseph Malalis | T-I | Guinabot Es |
| 7 | Norma A. Ebo | SP-I | Guinalaban ES |
| 8 | Melinda M. Lumpayao | T-III | Kampit PS |
| 9 | Marlon C. Salvador | T-I | Matugnao ES |
| 10 | Mayeth P. Remulta | T-III | Owayan ES |
| 11 | Juanilda Torres | T-III | Paiton ES |
| 12 | Arnold V. Cañas | HT-III | Panalsalan ES |
| 13 | Naomie C. Torillo | HT-III | San Vicente ES |
| 14 | James Michael Troniado | T-III | Sicot ES |
| 15 | Dorris D. Jornales | HT-III | Silangit ES |
| 16 | Ronald L. Lompayao | HT-II | Simasay ES |
| 17 | Elizabeth Virtudazo | T-III | Tugas ES |
| 18 | Honey Lee R. Tual | T-II | Tumatyag PS |
| | SECONDARY | | |
| 1 | Beverlie F. Raagas | SP-I | BANGLAY NHS |
| 2 | Delio Fuentes | HT-II | BINTANA IS |
| 3 | Joselito B. Rosalijos | HT-III | BONGABONG NHS |
| 4 | Evelyn B. Rodriguez | HT-I | CANIANGAN NHS |
| 5 | Crispina R. Gayem | SP-1 | LORENZO TAN NHS |
| 6 | Jomar Reyes | SP-I | MALORO IS |
| 7 | Neldie A. Malabosa | SP-1 | MAQUILAO IS |
| 8 | Judy Marie F. Cabrera | HT-III | MATHS |
| 9 | Ritchel B. Ongcol | HT-III | PANGABUAN IS |
| 10 | Herlyn Q. Senarillos | HT-I | SILANGIT NHS |
| 11 | Warren Canolo | T-III | SIMASAY NHS |
| 12 | Christy P. Enoc | SP-I | STA. MARIA NHS |
| 13 | Ma. Sherwin C. Alduheza | ASP-II | SUMIRAP NHS |
| 14 | Myrna T. Barbon | SP-II | TANGUB CITY NHS |
| | DISTRICT IN CHARGE | | |
| 1 | JOLITO P. VINCE | SP-I | SOUTH DISTRICT |
| 2 | ELEAZAR B. PENONAL | SP-I | NORTH DISTRICT |
| 3 | SHERLY C. ALIVIO | SP-I | SOUTHWEST DISTRICT |
| 4 | SHIELDON F. HONCULADA | SP-I | CENTRAL DISTRICT |

| | ADMINISTRATIVE ASSISTANTS: | | |
|----|-----------------------------------|--------|--|
| 1 | ANNA LOU B. FLORES | AA II | CID, GARANG ES, |
| 2 | FRECHE T. ARABEJO | AA II | BONGABONG JHS/SHS, BONGABONG ES |
| 3 | MAIDELLIN C. BANTILAN | AA II | LORENZO TAN MCS, PANGABUAN BEACH ES |
| 4 | KAREN S. RESURRECCION | AA II | CAPALARAN ES, VILLABA ES, HOYOHYOY ES |
| 5 | MELDRED B. PEREZ | AA II | MAQUILAO ES, MAQUILAO JHS/SHS |
| 6 | ERLA S. FUENTES | AA II | POLAO IS, BRGY TRES ES, LUMBAN ES |
| 7 | JIBBY D. SAJOL | AA II | OWAYAN ES, PAITON ES, SICOT ES |
| 8 | HAROLD L. CANETE | AA II | GUINALABAN ES, TUMATYAG PS, BINTANA IS |
| 9 | ALICE P. TRONIADO | AA II | PANALSALAN ES, BALATACAN BEACH PS, BOCATOR ES |
| 10 | FE A. EYAS | AA II | SAN ANTONIO ES, PRENZA ES, LABUYO ES |
| 11 | MARY GRACE B. MACAS | AA II | ADMINISTRATIVE OFFICE/MATUGNAO ES |
| 12 | JOY DATOY | AA II | ISIDRO D TAN ES, SALIMPUNO ES, MINSUBONG ES |
| 13 | RODOLFO P. GERALDIZO III | AA II | MANGA ES, CAPALARAN PS, STO NINO ES |
| 14 | AIREL LABIGAN | AA II | CANIANGAN JHS/SHS, VIDASTO CARILLO MES |
| 15 | KATHERINE OCAMPOS | AA II | TCCS, KATAGAN ES |
| 16 | HERVEVONIE B. OLING | AA II | PANGABUAN IS, AQUINO ES, TAGUITE ES |
| 17 | JULIEFE B. TUMILAP | AA II | SUMIRAP CS, TUGAS ES, SAN VICENTE ES |
| 18 | RODRIGO A. TELMO | AA III | LORENZO TAN JHS, SHS |
| 19 | MARILOU N. CALONSAG | AA III | STA MARIA JHS, SHS, STA MARIA CS |
| 20 | JULIE B. UNGAB | AA III | MALORO IS, SILANGA ES, BITOON PS |
| 21 | SHERLY H. AMEMONG | AA III | SUMIRAP JHS/SHS, BALATACAN ES |
| 22 | CHERILYN C. URBANO | AA III | BANGLAY JHS/SHS, BANGLAY ES |
| 23 | JEREM R. CANDANO | AA III | SILANGIT JHS/SHS, SILANGIT ES, GUINABOT ES |
| 24 | MARVHEL J. MARATA | AA III | TANGUB CITY JHS/SHS, TITURON ES |
| 25 | JAIREN REY C. PATULADA | AA III | SIMASAY JHS/SHS, SIMASAY ES, KAMPIT PS |
| 26 | RUSTICA A. MONATERIO | AA III | SAN APOLINARIO ES, STA CRUZ ES, KAUSWAGAN ES |
| 27 | ANGELITA B. CATIPAY | AA III | MATHS JHS/SHS, KIMAT ES, BALUC ES |
| 28 | ANGELITA B. CATIPAY | AA III | MATHS JHS/SHS, KIMAT ES, BALUC ES |

LIST OF PARTICIPANTS (DAY 2)

Enhancement Training of Administrative Services, ICT, Property and Supply Management
January 23, 2019/8:00 AM – 5:00 PM / Royal Garden Hotel, Conference Hall

| LIST OF PROPERTY CUSTODIAN | |
|-----------------------------------|---|
| 1. MARIE CHRISTINE S. MANLUNGAT | F |
| 2. LUZ L. CARILLO | F |
| 3. KEAM P. CAGAS | F |
| 4. ALLYN B. AGAD | F |
| 5. EVA A. YABO | F |
| 6. SUSANA C. BADON | F |
| 7. JULIANA C. CANTONA | F |
| 8. ANTONIA C. IBALLA | F |
| 9. LIGAYA U. DELA CERNA | F |
| 10. MARIEFE B. MORALES | F |
| 11. DAYSIE T. LEOPOLDO | F |
| 12. FE A. MANLANGIT | F |
| 13. JANETH M. MONTEFALCON | F |
| 14. GRECEL R. FERRER | M |
| 15. CATALINA BENIDA | F |
| 16. JUVY A. ADOLFO | F |
| 17. MERICEL P. RODRIGUEZ | F |
| 18. BIENVESA D. CABILES | F |
| 19. CYLAH MAE A. EWICAN | F |
| 20. SALVE P. OSTIA | F |
| 21. NANCY R. GOMONIT | F |
| 22. JOAN J. TACLOB | F |
| 23. REY M. LASAY | M |
| 24. APRIL ROSE B. PONDOC | F |
| 25. TERESITA JUMAWAN | F |
| 26. NENALYN B. PASCO | F |
| 27. MARVIC O. SEDONCILLO | F |
| 28. RICHEL E. CONSUMO | F |
| 29. MARGIE C. EDULLANTES | F |
| 30. MARLYN P. MANAGING | F |
| 31. VIRGINIA HISULER | F |
| 32. REYCIL Y. DUHAYLUNGSOD | F |
| 33. CHIYOMI U. BETACURA | F |
| 34. ROSELLER D. SAGARIO | M |
| 35. JEANALYN LAGOY | F |
| 36. ERLYN MAE SUMICAD | F |
| 37. EVELYN A. SEDROME | F |
| 38. ANALIZA R. ALISNA | F |
| 39. GRACE SAGARIO | F |
| 40. ROLAND S. GOMEZ | M |
| 41. NILO LUMAYOT | M |
| 42. MARY GRACE BERMOY | F |
| 43. JOLITA JAY | F |
| 44. AMY PONDOC | F |
| 45. NIMFA A. PACTOL | F |
| 46. DALLA LALIANE S. TAGAAN | F |
| 47. JOSIE PAMA | F |
| 48. MARIE ANN JIMENEZ | F |
| 49. FIDEL A. ABING | M |
| 50. ROLAND B. AMORA | M |
| 51. MARK ANTHONY O. MACAHILO | M |

| | |
|--------------------------|---|
| 52. VIRCELITA S. VILLEJO | F |
| 53. IRENE C. ARIAS | |
| 54. SHEILA F. CAGBABANUA | F |
| 55. HAZEL MARIE C. APAT | F |
| 56. JOCELYN S. BRIONES | F |
| 57. BEBE JAY P. PABRIGA | M |

| Name of School | ICT Coordinator |
|-----------------------------------|---------------------------|
| I. Tangub Central District | |
| 1. Tangub City CS | Jerold B. Ledres |
| 2. Baluc ES | Edgardo B. Malaubang |
| 3. Brgy. Tres ES | Russel A. Del Fierro |
| 4. Bongabong ES | Bernadette M. Lucresio |
| 5. Katagan ES | Maryle Rose T. Retuya |
| 6. Kauswagan ES | Jose Glenn B. Payot |
| 7. Kimat ES | Stephen F. Honculada |
| 8. Lumban ES | Jelly A. Antipuesto |
| 9. Polao IS | Rebecca S. Llegunas |
| 10. San Apolinario ES | Estrella O. Alcoseba |
| 11. Sta. Cruz ES | Merwin Lhing R. Malaubang |
| 12. Sto. Niño ES | Rovileza T. Opeliña |
| II. Tangub North District | |
| 1. Sta. Maria CS | Janeth B. Abarco |
| 2. Banglay ES | Jovelyn C. Gulahab |
| 3. Bitoon PS | May Ladylou Z. Pinote |
| 4. Capalaran ES | Geraldine M. Rizales |
| 5. Capalaran PS | Melanie D. Apilan |
| 6. Hoyohoy ES | Mary Irish B. Ongcol |
| 7. Isidro D. Tan ES | Marycris A. Geralde |
| 8. Maloro IS | Raquel B. Lungay |
| 9. Manga ES | Welvina C. Revelo |
| 10. Minsubong ES | Rhoda Mae P. Abatayo |
| 11. Salimpuno ES | Charence A. Yack |

| | |
|--------------------------------------|---------------------------|
| 12. Silanga ES | Mae S. Jurado |
| 13. Tituron ES | Christine M. Geralde |
| 14. Villaba ES | Johny R. Candaleza |
| III. Tangub South District | |
| 1. Lorenzo Tan CS | Arnel S. Cubero |
| 2. Aquino ES | Renald J. Pangasian |
| 3. Garang ES | Gylian R. Compayan |
| 4. Labuyo ES | Naome L. Guba |
| 5. Maquilao IS | Ruem S. Bagaboyboy Jr. |
| 6. Pangabuan Beach ES | Rhea Mae E. Caparoso |
| 7. Pangabuan IS | Donah J. Heray |
| 8. Prenza ES | Liezel V. Antonio |
| 9. San Antonio ES | Christy T. Monteclar |
| 10. Taguite ES | Ana Michelle T. Cañete |
| 11. Vidasto Carillo ES | Carem D. Fajardo |
| IV. Tangub Southwest District | |
| 1. Sumirap CS | Mary Chrys M. Comison |
| 2. Balatacan ES | Jossie Leigh S. Gonzales |
| 3. Balatacan Beach PS | Rose Angelie D. Calda |
| 4. Bintana ES | Ehlvetch L. Goya |
| 5. Bocator ES | Jackelyn D. Nericua |
| 6. Guinabot ES | Joseph H. Malalis |
| 7. Guinalaban ES | Chenddy S. Capino |
| 8. Kampit PS | Melinda M. Lumpayao |
| 9. Matugnao ES | Winber Berg T. Cañete |
| 10. Owayan ES | Mayeth P. Remulta |
| 11. Paiton ES | Rizel Marie T. Estomata |
| 12. Panalsalan ES | Jocelyn E. Azcona |
| 13. San Vicente ES | Leebert M. Dimpaso |
| 14. Sicot ES | James Michael M. Troniado |

| | |
|---------------------|--|
| 15. Silangit ES | Reymond L. Lugagay |
| 16. Simasay ES | Antony Gil M. Rodriguez (Facilitator) |
| 17. Tugas ES | Leah Fe T. Ordineza |
| 18. Tumatyag PS | Honey Lee R. Tual |
| V. Secondary | |
| 1. Banglay NHS | Janeth U. Tigol |
| 2. Bongabong NHS | Paterno U. Arsino Jr. |
| 3. Caniangan NHS | Ferlita L. Legaspi |
| 4. MATHS | Welby B. Rico |
| 5. Silangit NHS | Mary Jean T. Dominguez |
| 6. Simasay NHS | Michael Angelo G. Mayordo |
| 7. Sumirap NHS | Christopherson C. Saavedra |
| 8. Santa Maria NHS | Benjamin D. Berenguel Jr. |
| 9. Lorenzo Tan NHS | Norbil Q. Julio III (Facilitator) |
| 10. Tangub City NHS | Floresil C. Enayo |