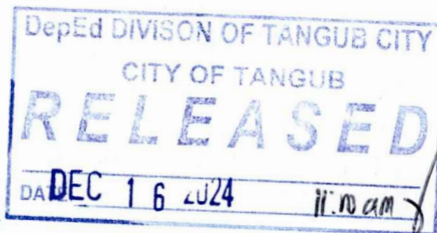




Republic of the Philippines
Department of Education
Region X
SCHOOLS DIVISION OF TANGUB CITY



December 6, 2024

DIVISION MEMORANDUM

No. 411, s. 2024

**CHANGE IN THE DIVISION MEMORANDUM NO. 395, S. 2024
(CAPACITY BUILDING FOR NON-TEACHING PERSONNEL)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Public Elementary and Secondary School Heads
All Concerned Personnel
This Division

1. Relative to Division Memorandum No. 395 s. 2024, entitled Capacity Building for Non-Teaching Personnel is moved from December 11 to 13, 2024 to February 19 to 21, 2025 due to conflict of schedules of the Participation to 2024 One Asenso Misamis Occidental Awards dated December 12, 2024 and Workshop on the Review and Enhancement of Indigenous Peoples Education Framework and Subanen Cultural Standard dated December 13, 2024.
2. The following revised timeline of activities shall be as follows:

Time	Activity	In-Charge
DAY 1		
Enhancement Training on Schools' Financial Management Operations		
7:00 AM – 8:00 AM	Registration	Virginia U. Fernandez Jhinn E. Ewican Chemarsellin C. Pabotoy
8:00 AM - 8:30 AM	Opening Program	Marvi Lumayot/ Master of Ceremony
8:31 AM – 8:45 AM	Revised IRR on Procurement Law (RA 9184) – applicable to schools	Bride Joy M. Candano
8:46 AM – 9:45 AM	Checklist of Documentary Requirements on Downloading and Liquidation of School MOOE Funds	Ronellie S. Canillas Chemarsellin C. Pabotoy Sheila P. Acasio
9:46 AM – 10:45 AM	Budget Plans BMS & NORSA Data Entry	Annie M. Peñas Ailmae M. Galariana
10:46 AM – 11:15 AM	Bank Reconciliation Statement	Airel L. Oyao
11:16 AM – 11:36 AM	Omnibus Travel Guidelines for All Personnel of the Department of Education (DO. 043 & 46, S. 2022)	Viriginia U. Fernandez



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11:36 AM – 12:00 NN	Open Forum	Chemarsellin C. Pabotoy/Moderator
12:00 NN - 1:00 PM	Lunch Break	Virginia U. Fernandez Jhinn E. Ewican Chemarsellin C. Pabotoy
1:01 PM – 1:10 PM	Icebreaker	Ronelle S. Canillas Ailmae M. Galariana
10:46 AM – 11:15 AM	Bank Reconciliation Statement	Airel L. Oyao
11:16 AM – 11:36 AM	Omnibus Travel Guidelines for All Personnel of the Department of Education (DO. 043 & 46, S. 2022)	Virginia U. Fernandez
1:11 PM – 1:26 PM	BIR Withholding Taxes on Expenses	Christine F. Burlat
1:27 PM – 1:37 PM	Provident Fund	Anna Lou B. Flores
DAY 2	Launching of Project eFFDs (Electronic Filing of Financial Documents)	
8:00 AM – 5:00PM	Opening Program Overview of the Project Project Simulation Icebreaker AOM/ NS Findings Open Forum Closing Remarks	Alden M. Antonio Anna Daphne C. Mugar Accounting Personnel
DAY 3	Records, Personnel, Supply Management Matters	
8:00 AM - 8:30 AM	Opening Program	
8:35 AM – 12:00 PM	Asset Management/Supply Issues and Concerns	Ronie E. Senarillos
12:00 NN - 1:00 PM	Lunch Break	
1:01 PM – 1:10 PM	Icebreaker	Airel L. Oyao
1:11 PM – 3:00 PM	Records Management	Eleanor A. Bellingan
3:00 PM – 4:45 PM	Personnel Management	Anna Lou B. Flores Lovely Marygold C. Borja
4:45 PM – 5:00 PM	Adjournment	

3. All other provisions of the previous Memorandum remain unchanged.

4. Immediate and wide dissemination of this Memorandum is enjoined.

SHAMBAEH A. ARANTAS-USMAN, Ph.D, CESO VI
 Schools Division Superintendent

Encl: As stated
 Reference:
 To be indicated in the Perpetual Index
 under the following subjects:

Schedule of Training – Corrigendum
 ACM- Capacity Building of Non-Teaching Personnel
 December 6, 2024



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Department of Education
 Region X
SCHOOLS DIVISION OF TANGUB CITY



November 27, 2024

DIVISION MEMORANDUM

No. 345, s. 2024

CAPACITY BUILDING FOR NON-TEACHING PERSONNEL

To: Assistant Schools Division Superintendent
 Chief Education Supervisors (CID & SGOD)
 Public Elementary and Secondary School Heads
 All Concerned Personnel
 This Division

1. The management will conduct Capacity building training for non-teaching personnel that focuses on enhancing the skills, knowledge, and competencies of individuals working in administrative, support, technical, and operational roles. The training is scheduled on December 11 to 13, 2024 at Division Conference Hall, Division Office, Mantic, Tangub City 8:00 AM to 5:00 PM.

2. Objectives of this training are the following:

- a. Apply governing principles, policies and procedures to be considered in procurement process as stipulated in Republic Act (RA) 9184 and its Implementing Rules and Regulations (IRR);
- b. Update on different pronouncements to help the school properly implement all the PPA of the Department;
- c. Improve school performance and to equip the school head with knowledge about concepts, methods and procedures of a simplified fund management system, records management, asset management and personnel section deliverables;
- d. Enhance knowledge and skills on the content and processes on preparation of financial reports;
- e. Learn other management practices to be applied consistently throughout the Department ensuring quality, completeness and timeliness in the submission of financial reports;
- f. Improve employees' performance, efficiency, and overall contribution to the institution's functioning, which ultimately supports operational mandates of Department of Education.

3. Meals and snacks are chargeable against HRTD funds subject to usual accounting, auditing rules and regulations.



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4. The participants are expected to bring laptop and power extension cord to facilitate workshop activities.
5. Identified participants are required to inform this Office in writing on or before December 9, 2024 if in case he/she cannot join in this seminar-workshop.
6. Enclosed is the list of participants.
7. Immediate and wide dissemination of this Memorandum is enjoined.


SHAMBAEH A. ABANTAS-USMAN, Ph.D, CESO VI
Schools Division Superintendent

ADM/1
/1
afael

Encl: As stated

Reference:

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

Schedule of Training
ACM- Capacity Building of Non-Teaching Personnel
November 27, 2024

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Department of Education
Region X

SCHOOLS DIVISION OF TANGUB CITY

Enclosure No. 1, DM 945 s, 2024

A. Division Office Non-Teaching Personnel

NO	NAME	POSITION	OFFICE/STATION
1	SHAMBAEH A. ABANTAS-USMAN	SDS	OSDS-SDS OFFICE
2	ERLINDA G. DAEL	ASDS	OSDS- ASDS OFFICE
3	LORNA C. PEÑONAL	SGOD-Chief	SGOD
4	ANGELINA B. BUARON	CID-Chief	CID
5	CHRISTINE F. BURLAT	AA-III	OSDS-ACCOUNTING OFFICE
6	VIRGINIA U. FERNANDEZ	AA-III	OSDS-ACCOUNTING OFFICE
7	RONELIE S. CANILLAS	AA-III	OSDS-ACCOUNTING OFFICE
8	ANNA LOU B. FLORES	AO II	OSDS-PERSONNEL
9	LEONILA S. URBANO	AA-III	OSDS-PERSONNEL
10	LUZMINDA L. ENOMAR	AA-III	OSDS-PERSONNEL
11	REYNATO T. TRONIADO	AA-III	OSDS-PERSONNEL
12	DELILAH L. LAPING	AA-III	OSDS-PERSONNEL
13	MARIA CHARLYN G. SARTO	ADA-I	OSDS-PERSONNEL
14	BEBERLIE E. DANIEL	AO II	OSDS-SDS OFFICE
15	MARICAR P. DAISON	AO II	OSDS-SDS OFFICE
16	ASLIAH L. MAMANDOG	AO II	OSDS-SDS OFFICE
17	CRESILDA L. CARREON	AO II	OSDS-ASDS OFFICE
18	JOCELYN P. DIMPASO	ADA-IV	OSDS-ASDS OFFICE
19	CHERYMIE E. KINATAC AN	ADA-IV	CID
20	MARBI P. LUMAYOT	AA-I	OSDS-BUDGET
21	ANNIE M. PENAS	AA-III	OSDS-BUDGET
22	JESTINE MAE U. FERNANDEZ	ADA-VI	OSDS-SUPPLY
23	HAPPY LUI	ADAS III	OSDS-BAC OFFICE
24	ELDON H. OCAMPOS	ADAS III	OSDS-BAC OFFICE
25	RONIE E. SENARILLOS	AO IV	OSDS-SUPPLY
26	DELMA R. DENAPO	AO V	OSDS-ADMIN
27	MARITES C. SUMINGUIT	AO IV	OSDS-BUDGET
28	ALDEN M. ANTONIO	ITO I	OSDS-ICT SECTION
29	KRIZZA LORRAINE D. QUICOY	AO IV	OSDS-CASH SECTION
30	ELEANOR A. BELLINGAN	AO IV	RECORDS
31	ANNA DAPHNE C. MUGAR	ACCOUNTANT III	OSDS-ACCOUNTING OFFICE
32	BRIDE JOY M. CANDANO	EPS-II	SGOD-M & E
33	RENE BOY G. ROXAS	SEPS	SGOD - HRTD
34	JHINN E. EWICAN	ADA I	OSDS-ACCOUNTING OFFICE



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35	JOSEPH HENRY SARTO	ADA I	OSDS-BUDGET
36	BERNARD PEÑAS	ADA I	COA OFFICE
37	JOHN MIKE ALDUHEZA	ADA I	OSDS-ADMIN
38	JULIUS ESTRELLA	ADA I	OSDS-ADMIN
39	WILSON LOPEZ	ADA I	OSDS-SUPPLY
40	JAY-R MUSTAPHA	ADA I	OSDS-SDS OFFICE
41	JUVELYN ALJO	ADA I	COA OFFICE

B. Field Non-Teaching Personnel

NO	NAME	POSITION	OFFICE/STATION
1	CRYSTAL MAE DAPETON	AA IV	TCNHS
2	AMIE FEL M. GALARIANA	ADAS III	GUINABOT ES, TAGUITE ES, SICOT ES, PAITON IS, CANIANGAN NHS
3	ANGELITA CATIPAY	ADAS III	KAMPIT ES, SILANGIT ES, CAPALARAN ES, STA. MARIA CS, BITOON PS
4	ELISA GOMEZ	ADAS III	GUINALABAN ES, TUMATYAG PS, SAN APOLINARIO ES, GARANG ES, LABUYO ES
5	JANREY ARABEJO	ADAS III	SAN VICENTE ES, SIMASAY ES, VIDASTO CARILLO MCS, SIMASAY NHS (JHS/SHS), SAN ANTONIO ES
6	JEREM CANDANO	ADAS III	SILANGIT NHS (JHS/SHS), BINTANA IS (ELEM,JHS,SHS), VILLABA ES, BANGLAY ES, BANGLAY (JHS,SHS)
7	NELIA CLARO	ADAS III	SUMIRAP CS, TUGAS ES, SUMIRAP NHS (JHS/SHS), PANGABUAN BEACH PS, SALIMPUNO ES
8	REY MANLANGIT	ADAS III	MATUGNAO ES, OWAYAN ES, KIMAT ES, BALUC ES, PRENZA ES
9	RUCHEL C. BOLAÑO	ADAS III	KAUSWAGAN ES, LUMBAN ES, MATHS (JHS,SHS), POLAO IS (ELEM, JHS,SHS), MANGA ES
10	SHERLY AMEMONG	ADAS III	BALATACAN BEACH PS, BALATACAN ES, BOCATOR ES, LORENZO TAN MCS, PANGABUAN IS (ELEM, JHS,SHS)
11	JAIREN REY C. PATULADA	ADAS III	CAPALARAN WEST ES, TITURON ES, HOYOHOY ES, BONGABONG ES, BONGABONG NHS (JHS,SHS)
12	JULIE B. UNGAB	ADAS III	STA. MARIA NHS(JHS, SHS), ISIDRO D. TAN ES, SILANGA ES, MINSUBONG ES, MAQUILAO IS (ELEM,JHS,SHS)
13	MARILOU N. CALONSAG	ADAS III	MALORO IS (ELEM,JHS,SHS), KATAGAN ES, TCCS, STO. NINO ES, AQUINO ES
14	RODRIGO TELMO	ADAS III	LORENZO TAN NHS(JHS), PANALSALAN ES, BARANGAY TRES ES, STA. CRUZ ES
15	GLENN T. TANO	ADAS III	TCNHS
16	ABIGAIL M. DAYONDON	ADAS II	BALUC ES, KIMAT ES, MANGA ES, POLAO IS (ELEM,JHS,SHS)



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17	ALICE P. TRONIADO	ADAS II	KATAGAN ES, TCCS,STO. NINO ES, AQUINO ES
18	CHEMARSELIN C. PABOYOY	ADAS II	GARANG ES, LABUYO ES
19	ERLA FUENTES	ADAS II	BANGLAY NHS (JHS,SHS), BANGLAY ES, VILLABA ES
20	HERVIVONIE B. OLING	ADAS II	TCNHS, SUMIRAP CS, SUMIRAP NHS(JHS,SHS)
21	JOY DATOY	ADAS II	ISIDRO D. TAN ES, SILANGA ES, MINSUBONG ES, MALORO IS(ELEM,JHS,SHS)
22	AILMAE GALARIANA	ADAS II	KAUSWAGAN ES, LUMBAN ES
23	ARIEL OYAO	ADAS II	VIDASTO CARILLO MCS, PRENZA ES
24	KAREN RESURRECCION	ADAS II	BITOON PS, STA. MARIA CS, STA. MARIA NHS(JHS,SHS), BARANGAY TRES
25	JENNYLIE MANGUBAT	ADAS II	BALATACAN ES, SIMASAY ES, SIMASAY NHS (JHS/SHS), OWAYAN ES
26	RODOLFO P. GERALDIZO II	ADAS II	CAPALARAN WEST ES, TITURON ES, HOYOHOY ES, BINTANA IS(ELEM,JHS,SHS)
27	SHEILA P. ACACIO	ADAS II	SAN APOLINARIO ES, PANALSALAN ES
28	JULIE FE TUMILAP	ADAS II	BOCATOR ES, SAN VICENTE ES, LORENZO TAN MCS, PANGABUAN IS (ELEM,JHS,SHS)
29	MAIDELLIN C. BANTILAN	ADAS II	TUGAS ES, LORENZO TAN NHS(JHS,SHS), BONGABONG NHS(JHS,SHS), PANGABUAN BEACH ES
30	MELDRED B. PEREZ	ADAS II	BALATACAN BEACH PS, CAPALARAN ES, STA. CRUZ ES, MAQUILAO IS(ELEM,SHS,JHS)
31	ROCKCIDELLE C. APAT	ADAS II	TUMATYAG ES, BONGABONG ES, TAGUIE ES, CANIANGAN NHS(JHS,SHS)
32	TIFFANY ANNE T. COMEDOY	ADAS II	GUINABOT ES, GUINALABAN ES, SICOT ES, PATTON IS (ELEM,SHS,JHS)
33	HAROLD CAÑETE	AO II	KAMPIT ES, SILANGIT ES, SILANGIT NHS (JHS/SHS), MATHS(JHS,SHS)
34	MARICEL LAMPERA	AO II	MATUGNAO ES, SAN ANTONIO ES
35	HSEYLOU LUMINGKIT	AO II	BARANGAY TRES ES
36	LEOMAR ABATAYO	AO II	PANGABUAN BEACH ES, PANGABUAN IS(ELEM,JHS,SHS),
37	LEONORA P. GULLE	AO II	MANGA ES, POLAO IS, KAUSWAGAN ES
38	LOVELY MARYGOLD C. BORJA	AO II	TCCS, GARANG ES
39	GERALDINE BENGHIT	AO II	MALORO IS (ELEM,JHS,SHS), BITOON PS, LUMBAN ES
40	LORINA U. ASAYAS	AO II	GUINALABAN ES
41	ARMANDO CABAHUG	AO II	PANGABUAN BEACH ES, BALATACAN BEACH PS



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