



Republic of the Philippines
Department of Education

Region XII
City Schools Division of Tacurong

July 10, 2023

DIVISION MEMORANDUM

OSDS No. 93 s. 2023

**CAPABILITY BUILDING AND MID-YEAR PERFORMANCE REVIEW OF THE
ADMINISTRATIVE OFFICERS II**

To: Assistant Schools Division Superintendent
Cluster Heads and School Heads
Administrative Officer V
Section Heads (HR, Supply, Records, General Services)
Administrative Officers II
All Other Concerned
This Division

1. Among of the identified training needs in the IPCRF for Calendar Year 2022 of the Administrative Officers II in the SDO Tacurong is capability building on their four (4) main functions namely Human Resource Management, Supply Management, Records Management, and General Services.
2. To address the said needs, the SDO Tacurong will conduct a four-day **Capability Building for Administrative Officers II**. Along with this training is the **Mid-Year Performance Review and Plan Adjustment** on July 20-22, 2023 somewhere in Lake Sebu area. The exact venue shall be announced before the scheduled dates when the procurement process has been completed.
3. A one (1) day Compensatory Time Credit (CTC) shall be granted to all participants and members of the Technical Working Groups for a one (1) day service to be rendered subject to the existing guidelines of the Civil Service Commission.
4. A registration fee of **Three Thousand Five Hundred Pesos (P3,500.00)** shall be collected from each school-based participant to cover expenses for the accommodation/training venue, meals and snacks, honoraria of speakers, transportation and other incidental expenses relative to the conduct of the 3-day training to be charged from the school MOOE/local funds while training expenses for the



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SDO personnel shall be charged to the Division MOOE subject to budgeting, accounting and auditing rules and regulations.

5. The first snack shall be served on July 20, 2023 in the morning and the last shall be on July 22, 2023 in the afternoon.
6. Attached are the List of Participants and Training Schedule for ready reference.
7. Participants are advised to bring laptop and 2023 IPCRF (Performance Target).
8. Everybody is reminded to follow the health protocols relative to COVID-19 in the conduct of the said activity.
9. Concerned Cluster/School Heads shall ensure 100% attendance of all the identified personnel in the list.
10. Wide dissemination and compliance of this Memorandum is highly enjoined.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosure: As stated.

Reference: IPCRF 2022

Allocation:

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

PERFORMANCE REVIEW

TRAINING

ZNB/ADMIN/OSDS/DM/ CAPABILITY BUILDING AND MID-YEAR PERFORMANCE REVIEW OF THE ADMINISTRATIVE OFFICERS II/JULY 10, 2023



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**Capability Building and Mid-Year Performance
Review of the Administrative Officers II**

List of Participants

No.	Name	Positions	School
1	COSTAS, DANIEL E.	AO-II	BES
2	DORADO, MICHELLE M.	AO-II	EPBMES-MAIN
3	DUADUA, JACQUELINE F.	AO-II	SEES/PAES/CPVES
4	ESTANISLAO, DOREEN LOU J.	AO-II	RMES
5	LAVALLE, JOSIE E.	AO-II	JACS/UKES
6	LEYNES, RAIZA GRACE O.	AO-II	SAES
7	MACAILING, GEOSALYN L.	AO-II	NLES
8	PACLIBAR, CONCEPCION G.	AO-II	JHLES
9	QUIBUYEN, CHINNIE B.	AO-II	TES/SRES/VPDES
10	ROSALES, KRIZLE C.	AO-II	NICES
11	RUELAN, SARRAH JANE G.	AO-II	MAMMES
12	SANDIG, RADDY P.	AO-II	AFCES
13	SEBASTIAN, CHARIEBEN B.	AO-II	TPES
14	SEGURA, PAULO MIGUEL C.	AO-II	LMES
15	TORING, MARIALINA A.	AO-II	ASIS
16	VILLAMOR, MERRY ANN S.	AO-II	MZBES
17	ALBARAN, GLORY GRACE C.	ADAS-III	SDO PROPER
18	CARVAJAL, ROSELLE T.	ADAS-III	SDO PROPER
19	CUYONG, SHIRLYN D.	AO-II	SDO PROPER





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CAPABILITY BUILDING AND MID-YEAR PERFORMANCE REVIEW OF THE ADMINISTRATIVE OFFICERS II

Lake Sebu, South
July 20-22, 2023

DAY	ACTIVITIES/TOPICS	IN-CHARGE
<u>Day 1 (July 20, 2023)</u>		
<u>AM</u>		
6:00 – 8:00	- Travel Time	- Mary Loryne B. Ladigohon ADAs III
8:00 – 8:30	- Registration	- Liza P. De Luna AO IV (Cashier)
8:30 – 9:00	- Opening Program	-
	- Preliminaries	- Adelpa A. Abenoja ADAs III
	- Welcome Remarks	- Mayflor D. Romualdo Chief, SGOD
	- Presentation of Participants	- Glenda P. Orcinado AO IV (HRMO)
	- Message	- Gildo G. Mosqueda, CEO V Schools Div. Superintendent
9:00 – 9:15	- Break	-
9:15 – 10:00	- Rationale/Objectives/House Rules	- Zenaida B. Porras AO V
10:00 – 12:00	- RPMS/KRAs of AO/Review & Plan Adjustment	- Mayflor D. Romualdo Zenaida B. Porras
12:00 – 1:00	- Noon Break	-
<u>PM</u>		
1:00 – 3:00	- Workshop on IPCRF	- Mayflor D. Romualdo Zenaida B. Porras Glenda P. Orcinado
3:00 – 3:15	- Break	-
3:15 – 5:00	- Basics on Records Management	- Jennifer Claire A. Tayag AO IV (Records Officer)
5:00 – 6:00	- Administrative/Legal Matters	- Zenaida B. Porras
	*Ease of Doing Business (RA 11032)	
	*Citizen's Charter	
	*8888 Complaints	
6:00 – 7:00	- Dinner	-



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Day 2 (July 21, 2023)

AM

6:00 – 7:00	-	Breakfast	
7:30 – 8:00	-	MOL	
8:00 – 10:00	-	Asset Management	Melvin P. Fortuna AO IV (Supply Officer) Sultan Kudarat Division

10:00 – 10:15	-	Break	
10:15 – 12:00	-	Inventory Taking/One Time Cleansing of PPE	Melvin P. Fortuna
12:00 – 1:00	-	Noon Break	

PM

1:00 – 3:00	-	Workshop (Inventory)	Melvin P. Fortuna Vivien O. Lima
3:00 – 3:15	-	Break	
3:15 – 5:00	-	COA Matters on Asset Management - And Procurement	Johny H. Gavileño State Auditor III
5:00 – 6:00	-		
6:00 – 7:00	-	Fellowship Night	Mary Loryne B. Ladigohon Adelpha A. Abenoja

Day 3 (July 22, 2023)

AM

6:00 – 7:00	-	Breakfast	
7:30 – 8:00	-	MOL	Alma S. Gamboa ADAs III
8:00 – 8:45	-	ERF/Reclassification, Study Permit, Travel Abroad	
8:45 – 9:30	-	Service Credits, Form 7, Reinstatement to Duty	Chathryn Mae L. Seron Admin. Aide III
9:30 – 9:45	-	Break	
9:45 – 10:30	-	Salary Differential NOSA/NOSI) Salary Requirements for Newly- Hired/Transfer	Shirlyn D. Cuyong AO II (Payroll In-Charge)
10:30 – 11:00	-	Provident Loan, Retirement	Monalyn A. Lopez ADAs III
11:00 – 12:00	-	Leave Administration	Zenaida B. Porras
12:00 – 1:00	-	Lunch	

PM

1:00 – 3:00	-	New DepEd Merit Selection Plan (DepEd Order 19, s. 2022) & DepEd Order No. 07, s. 2023	Glenda P. Orcinado
3:00 – 3:15	-	Break	
3:15 – 3:30	-	Synthesis	Zenaida B. Porras
3:30 – 4:00	-	Closing Program	
4:00	-	HOME SWEET HOME	



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