



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

July 22, 2025.

DIVISION MEMORANDUM

OSDS No. 096, s. 2025

**2nd QUARTER COORDINATION MEETING OF ADMINISTRATIVE OFFICER II
AND SDO ADMINISTRATIVE STAFF**

To: Assistant Schools Division Superintendent
School Heads
Section Heads
Administrative Officers II
All Others Concerned
This Division

1. The administrative personnel play important roles in ensuring the effective and efficient implementation of administrative functions within the Schools Division. As support personnel in human resource management, records keeping, property and supply, finance, and general administrative services, coordination and alignment of policies, procedures, and reporting requirements is necessary.

2. Hence, the 2nd Quarter Coordination Meeting of Administrative Officer II will be conducted at the SDO Conference Hall on July 31, 2025 which aims to:

2.1. Strengthen collaboration and alignment in the implementation of policies, guidelines, processes and standard procedures among schools and SDO particularly on the following subjects:

- a. Medical Allowance of DepEd Personnel
- b. Records Disposal
- c. EMS Updates
- d. Unified IPCRF

2.2. Present updates from every functional units in the SDO

2.2. Address operational/functional challenges in the school level and identify practical solutions to improve administrative efficiency and service delivery

3. Participants are the AO II and other administrative personnel performing the same functions. Please refer to the following enclosures for ready reference:

Enclosure No. 1: List of Participants
Enclosure No. 2: Program Matrix



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-562-4880; 0919-065-6425
Email: tacurong.city@deped.gov.ph
Website: depedtacurong.org



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

4. Expenses to be incurred in this activity shall be charged to the Division MOOE subject to the usual accounting and auditing rules and regulations.
5. 100% attendance of all Administrative Officer II and other identified participants is enjoined.
6. For the information and guidance of all concerned.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosures: As stated

References: None

Allotment: None

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

MEETING PROCESSES SYSTEM

ZNB/OSDS/DM/2nd QUARTER COORDINATION MEETING OF ADMINISTRATIVE OFFICER II AND SDO
ADMINISTRATIVE STAFF/July 22, 2025



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-562-4880; 0919-065-6425
Email: tacurong.city@deped.gov.ph
Website: depedtacurong.org



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

Enclosure No. 1 to DM OSDS No. 096, s. 2025

Program Management Team/Resource Persons/Support Staff/Secretariat

No.	Name	Position/Designation	Station
1	Gildo G. Mosqueda	SDS	SDO
2	Gilbert B. Barrera	OIC – ASDS	SDO
3	Zenaida B. Porras	AO V	SDO
4	Sheryll A. Moradas	AO V	SDO
5	Jonel G. Solomon	ACCOUNTANT III	SDO
6	Joey M. Lozano	ITO I	SDO
7	Liza P. De Luna	AO IV	SDO
8	Glenda P. Orcinado	AO IV	SDO
9	Jennifer Claire A. Tayag	AO IV	SDO
10	Vivien O. Lima	AO IV	SDO
11	Akifa H. Guindo	MO III	SDO
12	Mohani A. Paguita	SREPS	SDO
13	Alma S. Gamboa	ADAS III	SDO
14	Chatryn Mae L. Seron	ADAS III	SDO
15	Menard-Dence S. Villa	ADAS III	SDO
16	Neil Christian P. Pedregosa	AA-III	SDO
17	Ellen Rose L. Bade	ADAS III/TWG	SDO
18	Mark Anthony C. Sareno	ADAS III/TWG	SDO

List of Participants

No.	Name	Position/ Designation
1	Abenoja, Adelpa A.	Administrative Officer II
2	Albaran, Glory Grace C.	Administrative Officer II
3	Arroza, Heaven Grace B.	Administrative Officer II
4	Carvajal, Roselle T.	Administrative Officer II
5	Celendro, Katryna S.	Administrative Officer II
6	Costas, Daniel E.	Administrative Officer II
7	Cuyong, Shirlyn D.	Administrative Officer II
8	Daros, Cleo Irene I.	Administrative Officer II
9	Dasmariñas, Glaiza S.	Administrative Officer II
10	Dorado, Michelle M.	Administrative Officer II
11	Duadua, Jacqueline F.	Administrative Officer II
12	Estanislao, Doreen Lou B.	Administrative Officer II
13	Fabrigar, Clarise G.	Administrative Officer II
14	Garcia, Charlote M.	Administrative Officer II
15	Lavalle, Josie E.	Administrative Officer II
16	Leynes, Raiza Grace O.	Administrative Officer II
17	Lozano, Catherine M.	Administrative Officer II
18	Macailing, Geosalyn L.	Administrative Officer II



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-562-4880; 0919-065-6425
Email: tacurong.city@deped.gov.ph
Website: depedtacurong.org



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

19	Paclibar, Concepcion G.	Administrative Officer II
20	Pama, Reymark B.	Administrative Officer II
21	Pamposa, Grace A.	Administrative Officer II
22	Pirote, Avaglez C.	Administrative Officer II
23	Quibuyen, Chinnie B.	Administrative Officer II
24	Quines, Merry Queen S.	Administrative Officer II
25	Rivalal, Rodna N.	Administrative Officer II
26	Rosales, Krizle C.	Administrative Officer II
27	Ruelan, Sarrah Jane G.	Administrative Officer II
28	Sandig, Raddy S.	Administrative Officer II
29	Sebastian, Charieben B.	Administrative Officer II
30	Segura, Paulo Miguel C.	Administrative Officer II
31	Toring, Ma. Lina A.	Administrative Officer II
32	Villamor, Merry Ann S.	Administrative Officer II



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-562-4880; 0919-065-6425
Email: tacurong.city@deped.gov.ph
Website: depedtacurong.org



Republic of the Philippines
Department of Education
Region XII

Schools Division Office of Tacurong City

Enclosure No. 2 to Division Memorandum No. 096, s. 2025

Program Matrix

Date and Time	Activity	Person(s) Responsible/Resource Speaker
July 31, 2025		
08:00 a.m. – 8:30 a.m.	Opening Program <ul style="list-style-type: none">PreliminariesAcknowledgement of ParticipantsOpening RemarksRationale of the ActivityMessageEmcee:	Secretariat Glenda P. Orcinado AO IV/HR Gilbert B. Barrera OIC – Assistant Schools Division Superintendent Zenaída B. Porras AO V Gildo G. Mosqueda School Division Superintendent Mark Anthony C. Sareno Zenaída B. Porras/Akifa H. Guindo AO V Medical Officer III
09:00 a.m. – 10:00 a.m.	Session 1: Orientation on Medical Allowance	
10:00 a.m. – 10:15 a.m.	Health Break	
10:15 a.m. – 11:00 a.m.	Session 2: Orientation on Records Disposal	Jennifer Claire A. Tayag AO IV
11:00 a.m. – 12:00 p.m.	Session 3: Updates on EMS	Joey M. Lozano ITO I
12:00 p.m. – 01:00 p.m.	Lunch Break	
01:00 p.m. – 03:00 p.m.	Session 4: Unified IPCRF	Zenaída B. Porras AO V
03:00 p.m. – 03:15 p.m.	Health Break	
03:15 p.m. – 04:00 p.m.	Session 5: Updates from different Section Heads	HR, Supply, Records, GSO, Admin
04:01 p.m. – 05:00 p.m.	Session 6: Ways Forward/ Meeting/ Open Forum	
05:00 p.m.	Closing	



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-562-4880; 0919-065-6425
Email: tacurong.city@deped.gov.ph
Website: depedtacurong.org