



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

March 29, 2022

DIVISION MEMORANDUM

No. 119, s. 2022

**TWO-DAY FACE-TO-FACE GENERAL ORIENTATION AND REFRESHER TRAINING FOR
ADMINISTRATIVE OFFICERS AND ADMINISTRATIVE ASSISTANTS**

To: SGOD and CID Chiefs
All SDO Unit Heads
SDO, Districts, and Schools Administrative Officers
SDO, Districts, Schools Administrative Assistants
All Others Concerned

1. In consonance to the primary goal of DepEd to provide guidance and support to non-teaching personnel, this Division shall conduct a general orientation and refresher training for all Elementary and Secondary Administrative Officers and Assistants on April 19 – 20, 2022, 8:00am – 5:00pm at Guiguinto Municipal Athletes and Cultural Center, Bulacan.

2. The training program aims to capacitate participants in terms of:
a. acquiring basic knowledge in DepEd organization, structure, culture, vision, mission and values
b. providing support in the performance of their tasks and
c. developing camaraderie and support among each other for enhanced collaboration

3. Participants on April 19 – 20, 2022 include:

SDO Management (SDS, ASDS, Chiefs, Unit Heads, HRD, M & E)	16
ADAS and AOs from D.O., District Offices and Schools	618
Admin Staff as TWG	16
Total	650

4. 100% Attendance of all concerned is required and substitution will not be accepted.

5. Attached as enclosure No. 1 to this Memorandum is the Training Matrix for reference.

6. Meals will be provided by the Division Office while the other related expenses of the participants such as transportation and supplies will be funded using their respective school's MOOE.

7. The participants are expected to bring their own papers and pens for taking down notes.

8. Immediate and wide dissemination of this Memorandum is desired.


ZENIA G. MOSTOLES, EdD, CESO Vd
Schools Division Superintendent





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Enclosure No. 1 to Division Memo No: _____, s. 2022

Training Matrix for Two-Day Face-to-Face General Orientation and Refresher Training	
Day 1: April 19, 2022	
7:00am - 8:00am	Registration
8:00am - 8:30am	OPENING PROGRAM <ul style="list-style-type: none"> Philippine National Anthem Prayer Bulacan Hymn Introduction of Participants/ Checking of Attendance <i>Statement of Purpose:</i> Josefina S. Pedroche Administrative Officer V <i>Welcome Remarks:</i> Cecille Custodio, PhD SGOD Chief <i>Inspirational Message:</i> Zenia G. Mostoles, EdD, CESO V Schools Division Superintendent
8:30am-8:45am	<i>Pretest on the Standard Operating Procedure of the Usual Processes in the Division Office</i>
8:45am-10:00am	<i>DepEd Mission, Vision, Core Values, Strategic Directions</i> Rowena T. Quiambao, CESE Asst. Schools Division Superintendent
10:00am-11:00nn	<i>Organizational Structure (from DepEd Central down to Division Level)</i> Gregorio Quinto, PhD CID Chief
11:00am – 12:00nn	<i>Duties and Functions of Administrative Officers</i> Josefina S. Pedroche Administrative Officer V for General Services
12:00nn – 1:00pm	LUNCH BREAK
1:00pm-2:00pm	<i>Duties and Functions of Administrative Assistants</i> Josefina S. Pedroche Administrative Officer V for General Services
2:00om – 3:15pm	<i>Work Ethics R.A. 6713 (Code of Conduct and Ethical Standards according to Civil Service)</i> Cecilia E. Valderama, PhD Asst. Schools Division Superintendent
3:15pm-3:30pm	HEALTHBREAK
3:30om-5:00pm	<i>Open Forum</i>
Day 2: April 20, 2022	
7:00am-8:00am	Registration
8:00am – 8:30am	Management of Learning
8:30am – 9:00am	<i>Video presentation of simulations of frequently transacted processes</i> <ol style="list-style-type: none"> Downloading of funds of Elementary Schools and non-IUs Purchase of Common Use Supplies Processing and Payment of STEP Increment
9:00am – 10:00nn	<i>Personnel Benefits</i> Victoria Madrigal





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	Unit Head, Personnel
10:00am – 11:00am	<i>Process Flow in the Division Office according to Citizen's Charter</i> Rowena T. Quiambao, CESE Asst. Schools Division Superintendent
11:am – 12:00nn	<i>Program and Rewards & Awards Incentive Service for Excellence (PRAISE)</i> Gregorio Quinto, PhD CID Chief and Marilen G. Ramos. SEPS-I HRD
12:00nn – 1:00pm	LUNCH BREAK
1:00pm – 2:30pm	<i>Responsibility, Accountability & Liability</i> <i>Anti-Red Tape Act</i> Atty. Elmer Lopez Unit Head, Legal
2:30pm – 2:45pm	HEALTHBREAK
2:45pm – 5:30pm	Open Forum / Post Test

Ms. Cecile Cruz
Master of Ceremony

