



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

DIVISION MEMORANDUM  
No. 106 series 2024

**DIVISION TRAINING FOR ADMINISTRATIVE OFFICER II ON EFFECTIVE AND EFFICIENT DELIVERY OF ADMINISTRATIVE FUNCTIONS**

1. The Schools Division of Bulacan through the Administrative Services Units of the Office of the Schools Division Superintendent will conduct the Division Training for Administrative Officer II on Effective and Efficient Delivery of Administrative Functions.
2. The said activity aims to:
  - 2.1 Provide a deeper understanding of the importance of effective records management in schools/districts, and the guidelines governing the proper handling of public documents.
  - 2.2 Capacitate the participants with enough knowledge on recruitment and selection, personnel actions, compensation and benefits, other HR-related functions.
  - 2.3. Acquire vast learning on Property Custodianship and the policies and guidelines attached to it.
3. Participants in this training seminar are Administrative Officers II from the elementary level of various districts. The schedule of this training is as follows:

DATE	Districts	Venue
March 6-8, 2024	Plaridel, Pulilan, Bustos, San Rafael West, San Rafael East, San Ildefonso North, San Ildefonso South, San Miguel North, San Miguel South, San Miguel Central, Norzagaray East, Norzagaray West, Angat, DRT, Sta. Maria East, Sta Maria West, Sta Maria Central	Casa Cirila Bulihan, Plaridel, Bulacan
April 3-5, 2024	Balagtas, Bocaue, Marilao North, Marilao South, Hagonoy East, Hagonoy West, Paombong, Bulakan, Guiguinto, Pandi,	TBA





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4. Attached as enclosure No. 1 is the Training Matrix for reference.
5. Expenses to be incurred shall be charged against Division Inset Funds subject to the usual accounting and auditing procedures.
6. This Memorandum shall serve as the travel authority of the participants.
7. For more information, details, queries and other concerns, please contact Records Officer Lorena Bodoso at (044) 795-04-56.
8. Immediate and wide dissemination of this Memorandum is desired.

  
**NORMA P. ESTEBAN, EdD, CESO V**  
Schools Division Superintendent

Office of the Administrative Officer V  
February 29, 2024





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Enclosure No. 1 to Div. Memorandum No. s. 2024

<b>TRAINING MATRIX</b>		
<b>Day 1, March 6, 2024</b>		
8:00-8:30	Registration	Technical Working Group
	OPENING PROGRAM:  Philippine National Anthem Prayer Bulacan Hymn	Audio Visual Presentation
	Checking of Attendance	
	Statement of Purpose	JOSEFINA S. PEDROCHE Administrative Officer V
8:31-8:30	Welcome Remarks	MARIA CELINA L. VEGA, CESO VI Assistant Schools Division Superintendent
	Inspirational Message	NORMA P. ESTEBAN, EdD, CESO V Schools Division Superintendent
8:31- 9:00	Revisiting/ Review of the Duties and Responsibilities of Administrative Officer	JOSEFINA S. PEDROCHE Administrative Officer V <i>Administrative Services</i>
9:01-9:30	Preparation of Individual Performance Rating Form (IPCRF)	
9:31-10:00	Code of Conduct and Ethical Standards for Public Officials and Employees (RA 6713)	ELISEO GODOY, PhD Education Program Supervisor
10:01-10:30	Health Break	
10:31-12:00	Records Management <ul style="list-style-type: none"> <li>• Principles</li> <li>• Records Inventory</li> <li>• Protection of Legal Documents and Vital Records</li> </ul>	LORENA P. BODOSO Administrative Officer IV <i>Records</i>
12:01-1:00	Lunch Break	
1:01-3:00	Continuation of Records Management	LORENA P. BODOSO Administrative Officer IV <i>Records</i>
3:01-5:00	Personnel Management <ul style="list-style-type: none"> <li>• Recruitment, Selection and Placement</li> <li>• Personnel Actions</li> </ul>	VICTORIA O. MADRIGAL Administrative Officer IV <i>Personnel</i>
	<ul style="list-style-type: none"> <li>• Guidelines on the Grant of Step Increment</li> <li>• Other Personnel Benefits</li> </ul>	GELENE ANNE SANTOS Administrative Aide VI





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<b>DAY 2: March 7, 2024</b>		
8:00-12:00	Continuation of Personnel Management	VICTORIA O. MADRIGAL, AO IV
12:01-1:00	LUNCH BREAK	
1:01-3:00	Continuation of Personnel Management	VICTORIA O. MADRIGAL, AO IV
3:01-5:00	Property and Supply Management <ul style="list-style-type: none"><li>• Acquisition</li><li>• Utilization</li><li>• Disposal</li><li>• Other matters</li></ul>	RAQUEL I. CLIMACO
<b>DAY 3: March 8, 2024</b>		
8:00-12:00	Continuation of Property and Supply Management	RAQUEL I. CLIMACO Administrative Officer V <i>Supply and Property</i>
12:01 -1:00	LUNCH BREAK	
1:01-3:00	Continuation of Property and Supply Management	
3:01-4:30	Open Forum	
4:30-5:00	Challenges and Commitment	

