



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

May 7, 2024

DIVISION MEMORANDUM

No. 238, s. 2024

To: Assistant Schools Division Superintendents
Division Chiefs (SGOD and CID)
Unit Heads
School Heads/Principals of Elementary Schools
All Others Concerned

Participation in the Training Needs Assessment Survey for Administrative Assistants III in Elementary Schools

1. In line with the implementation of Project MACE (M-entoring, A-dopting, C-
apacity Building, and E-mpowering) for Nonteaching Personnel with
Emphasis on Process Improvement in Budget, Accounting and Cashier Unit,
this Office recognizes that proper guidance plays a significant role in providing
the needed support of the Administrative Assistant III in performing their
crucial role duties and responsibilities.
2. To prepare for this, the SDU Finance Unit is requesting your participation in
the **Training Needs Assessment Survey for Administrative Assistants III
in Elementary Schools** which aims to determine the specific areas in the
process enhancement of the Budget, Accounting, and Cashier Unit.
3. The data and insights to be harvested from this survey will serve as the
baseline for the development of a training program.
4. All Administrative Assistants III from elementary schools are required to
accomplish the TNA survey on or before May 10, 2024. The link is to be sent
to your online group page.
5. Immediate and wide dissemination of this Memorandum is desired.

Accounting Unit
May 7, 2024

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



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**SURVERY QUESTIONNAIRE ON THE TRAINING NEEDS ASSESSMENT SURVEY
FOR ADMINISTRATIVE ASSISTANTS III IN ELEMENTARY SCHOOLS**

We aim to comply with the Data Privacy Act of 2012 (DPA) and cooperate fully in the National Privacy Commission (NPC). We regard your privacy with utmost importance. We are committed to meeting both your personal privacy, which is important to us, and ensuring that our genuine legitimate interests and our ability to fully and effectively carry out our responsibilities as such are met.

By filling up this form, you agree to the terms of the Data Privacy Act of 2012.

Educational District

I	II	III	IV	V	VI
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Municipal District

1	BULAKAN
2	CALUMPIT NORTH
3	CALUMPIT SOUTH
4	HAGONOY EAST
5	HAGONOY WEST
6	PAOMBONG
7	PULILAN
8	BALIWAG NORTH
9	BALIWAG SOUTH
10	BUSTOS
11	PLARIDEL
12	DOÑA REMEDIOS TRINIDAD
13	SAN ILDEFONSO NORTH
14	SAN ILDEFONSO SOUTH
15	SAN MIGUEL NORTH
16	SAN MIGUEL CENTRAL
17	SAN MIGUEL SOUTH
18	SAN RAFAEL EAST
19	SAN RAFAEL WEST
20	ANGAT
21	NORZAGARAY EAST
22	NORZAGARAY WEST
23	STA. MARIA EAST
24	STA. MARIA WEST
25	STA. MARIA CENTRAL
26	BALAGTAS



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27	BOCAUE
28	GUIGUINTO
29	PANDI NORTH
30	PANDI SOUTH
31	MARILAO NORTH
32	MARILAO SOUTH
33	OBANDO

Years of Service in DepEd

1	Less than 1 year
2	1 to 4 years
3	5 to 9 years
4	10 to 15 years
5	More than 15 years

To determine training priorities, kindly answer the following questions as accurately and honestly as possible. It is a critical step in creating your personal development plan and enabling you to achieve success in your current role. This information will help the Organizational Development Team to deliver the best training to meet your specific needs.

Choose the best answer that corresponds to your level of competency:

- 1 - High need for training
- 2 - Moderate need for training
- 3 - Low need for training
- 4 - No training need

No.	Particulars	1	2	3	4
1	Preparation and submission of all financial documents to the SDO such as: Work and Financial Plan, Annual Implementation Plan, and BED 3.				
2	Monitoring the implementation of Programs, Projects, and Activities by means of comparing the allocated funds and actual disbursements.				
3	Quarterly reporting of the comparison of budget versus actual expenses to the School Heads during the Program Implementation Review.				
4	Preparation and submission of monthly bank reconciliation to the SDO.				



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5	Assistance to the School Head in the preparation of the following documents such as but not limited to: Cash disbursement register and Liquidation Reports				
6	Maintenance of the school's subsidiary ledgers of accounts being used in the liquidation of Advances for Operating Expenses and Advances to Special Disbursing Officers.				
6	Audit of the the supporting documents in the Liquidation Reports before submission to the SDO.				
7	Checking of the amount of taxes to be withheld before payment to the suppliers.				
8	Preparation of Financial Reports of Canteen Reports using the format in accordance with DepEd Order no. 8, s. 2007.				
9	Submission of inputs for improvement of the Finance Unit of SDO.				
10	Audit of the payroll computation for salaries and wages of newly hired teachers and other related transactions for Supplementary Payrolls being processed the Division Payroll Services Unit.				

Give at least 3 priority trainings need relevant to your current position.



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