



Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES

Advisory No. 50 s. 2023
May 12, 2023

In compliance with DepED Order No.s. 2013 this advisory is issued not for endorsement per DO 28, s. 2001, but only for the information of the ASDS, CES, Schools Heads, Section and Unit Heads and all others concerned.

CHANGE OF TITLE, DATE AND PARTICIPANTS OF OFFICE MEMORANDUM NO. 65, s. 2022 (BHROD-HRDD Year-End Assessment and Evaluation cum Strategic Planning)

This is to inform all concerned that the title of Office Memorandum No. 65, s. 2023 is changed to **Orientation-Workshop and Interfacing among Division Office and School-Based Administrative and Finance Personnel cum Orientation of School Heads, Administrative Officers and Administrative Assistant IIIs on DepEd Order 01, s. 2023 (Revised Designation of Undersecretaries and Assistant Secretaries to their Strands and Functional Areas of Responsibilities and Revised Signing Authorities) and Other Administrative Matters and Reorientation on KRAs of Division Office Staff anchored on DM-HROD-2023-0617 (DepED RO & SDO Office Functions Version 3) and other Administrative Matters.**

The activity will be conducted in two phases. Phase 1 (Orientation-Workshop and Interfacing among Division Office and School-Based Administrative and Finance Personnel cum Orientation of School Heads, Administrative Officers, and Administrative Assistant IIIs on DepEd Order 01, s. 2023 (Revised Designation of Undersecretaries and Assistant Secretaries to their Strands and Functional Areas of Responsibilities and Revised Signing Authorities) and Other Administrative Matters will be conducted on May 17-18, 2023. Phase 2 (Reorientation on KRAs of Division Office Staff anchored on DM-HROD-2023-0617 (DepED RO & SDO Office Functions Version 3) and other Administrative Matters) will be conducted on May 26, 2023). The participants to Phase 1 of the activity are found in Annex A and participants to Phase 2 are found in Annex 2 of this advisory. Likewise, the general program of activities is hereto attached as Annex C and Annex D.

The venue for both activities is at Shanedel's Inn. Participants from island schools shall be provided with hotel accommodation.

All other provisions of the said Office Memorandum shall remain.

For widest dissemination.

ALFREDO B. GUMARU JR. EdD, CESO V
Schools Division Superintendent

OSDS/ggc/agg



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Annex A

Phase 1 (Orientation-Workshop and Interfacing among Division Office and School-Based Administrative and Finance Personnel cum Orientation of School Heads, Administrative Officers, and Administrative Assistant IIIs on DepEd Order 01, s. 2023 (Revised Designation of Undersecretaries and Assistant Secretaries to their Strands and Functional Areas of Responsibilities and Revised Signing Authorities) and Other Administrative Matters

May 17-18, 2023
Shanedel's Inn

Name	Position	School/Station
1. Roland Catubag	Principal I	Raele Integrated School
2. Laila Salengua	ADAS II	Raele Integrated School
3. Jennifer D. Entela	Teacher-in-Charge	Yawran Barrio School
4. Delia Gato	Principal I	Mayan Elementary School
5. Jarah Denise Garcia	Administrative Officer II	Mayan Elementary School
6. Arnel Camacho	Head Teacher III	Itbayat Central School
7. Iza Villa	Administrative Officer II	Itbayat Central School
8. Roldan Ramos	Principal I	Sumnanga Elementary School
9. Bryan Akeem Acosta	Administrative Officer II	Sumnanga Elementary School
10. Alexander Geronimo	Principal I	Savidug Elementary School
11. Necy Alcazar	Administrative Officer II	Savidug Elementary School
12. Anna Liza Galasinao	Principal I	Sabtang Central School
13. Zoe Dymrna Cartano	Administrative Officer II	Sabtang Central School
14. Cristeta Balasbas	Teacher-in-Charge	Imnajbu Elementary School
15. Judy Delos Santos	Administrative Officer II	Imnajbu Elementary School
16. Jay Roldan Cobico	Teacher-in-Charge	Itbud Integrated School
17. Armie Nanud	ADASII	Itbud Integrated School
18. Zaldy Adri	Principal I	Uyugan Elementary School
19. Kristine Joy Cataluna	Administrative Officer II	Uyugan Elementary School
20. Jonathan Pagadut	Principal I	Batanes General Comprehensive HS
21. Lauren Mabelle Joan Elica	ADAS III	Batanes General Comprehensive HS
22. Carina delos Santos	Principal I	Ivana Elementary School
23. Daryll Keith Batallones	ADAS III	Ivana Elementary School
24. Veronica Fidel	Teacher-in-Charge	San Vicente Elementary School
25. Amie Carba	ADAS II	San Vicente Elementary School
26. Nelita Sebastian	Principal I	Ivana National High School
27. Vilma Bongay	Principal I	Mahatao Elementary School
28. Mary Grace Quijalvo	ADAS III	Mahatao Elementary School
29. Ador Ballada	Head Teacher I	Diura Barrio School
30. Sheila Carzon	Administrative Officer II	Diura Barrio School
31. Alfredo C. Tabuso	Principal I	Mahatao National High School
32. John Alvin Enego	ADASII	Mahatao National High School
33. Dennis Valdez	Principal I	Chanarian Elementary School
34. Jerilyn Quianzon	Administrative Officer II	Chanarian Elementary School
35. Jovencio Loreto	Head Teacher III	Tukon Elementary School
36. Evelyn Bartilad	ADAS III	Tukon Elementary School
37. Melanie Rodriguez	Teacher -in-Charge	Diptan Elementary School
38. Felma Balasbas	Administrative Officer II	Diptan Elementary School
39. Leilanie Ugali	Principal I	Valugan Integrated School
40. Hazel Espinosa	Administrative Officer II	Valugan Integrated School
41. Bernadette Vinalay	Principal II	Basco Central School
42. Leslie Come	ADAS III	Basco Central School
43. Derlie Mae Villa	ADAS III	(new)

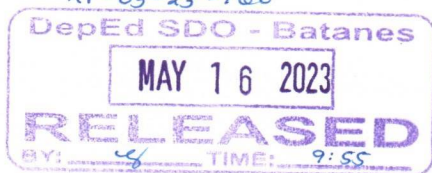


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44. Jay Ardie Fadriga	ADAS III	(new)
45. Jose Hector Trillana	ADAS II	(new)
46. Myla-Victoria Delos Santos	ADAS II	(new)
47. Alma Alcantara	ADAS II	(new)
Facilitators		
48. Alfredo B. Gumaru Jr		
49. Georgann G. Cariaso		
50. Virginia A. Vinalay		
51. Jemar T. Talosig		
52. Cristina B. Poncio		
53. Araceli G. Puno		
54. Ma. Esperanza B. Ereful		
55. Shirley V. Escalona		
56. Joel F. Camaya		
57. Sharon V. Gonzales		
58. Sheila H. Ydel		

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Phase 2 (Reorientation on KRAs of Division Office Staff anchored on DM-HROD-2023-0617 (DepED RO & SDO Office Functions Version 3) and other Administrative Matters)

May 26, 2023

Shanedel's Inn

<i>Name</i>	<i>Position</i>	<i>School/Station</i>
1. Alfredo B. Gumaru Jr	Schools Division Superintendent	OSDS
2. Georgann G. Cariaso	Asst. Schools Division Superintendent	OSDS
3. Violeta B. Gasilao	Chief Education Supervisor	CID
4. Marcial Y. Noguera	Chief Education Supervisor	SGOD
5. Felix Y. Adami	Education Program Supervisor	CID
6. Carmencita Adami	Education Program Supervisor	CID
7. Myrna H. Agudo	Education Program Supervisor	CID
8. Elena A. Baldomar	Education Program Supervisor	CID
9. Violeta H. Binalon	Education Program Supervisor	CID
10. Evangeline Castillo	Education Program Supervisor	CID
11. Jay Gonzales	Education Program Supervisor	CID
12. Jenifer H. Moro	Education Program Supervisor	CID
13. Bernadette Vinalay	Education Program Supervisor	CID
14. Natalia Nicolas	Education Program Specialist II	CID
15. Oswaldo A. Valiente	Project Development Officer II	CID
16. Joy Dee Bacsa	Librarian II	CID
17. Arnulfo Arn Hortiz	Education Program Supervisor	SGOD
18. Ayrine Geronimo	Senior Education Program Specialist	SGOD
19. Glyza Ma Valiente	Education Program Specialist II	SGOD
20. Miah Daphnie Buenafe	Senior Education Program Specialist	
21. Jonas Carlo F. Trillana	Education Program Specialist II	SGOD
22. Fred Gimenez	Project Development Officer II	SGOD
23. Oliver R. Cariaso	Planning Officer III	SGOD
24. Dencio Ereful	Project Development Officer I	SGOD
25. Xantifa M. Noblejas	Dentist II	SGOD
26. James Jack delos Santos	Nurse II	SGOD
27. Karen Baldomar	Nurse II	SGOD
28. Jocelyn Cobico	Nurse II	SGOD
29. Grentt Dale Calosa	Nurse II	SGOD
30. Mae Pacapac	Nurse II	SGOD
31. Kathleen Castillo	Nurse II	SGOD
32. Jean De sagon	Nurse II	SGOD
33. Jemar T. Talosig	Accountant III	Accounting
34. Nathalie Joyce Balles	ADAS III	Accounting
35. Carl Bayaras	ADAS III	Accounting
36. Leslie Joy Merina	ADAS III	Accounting
37. Genevieve Enego	ADAS III	Accounting
38. Cristina B. Poncio	Administrative Officer V	Budget
39. Raisa Beronque	ADAS III	Budget
40. Monica Gavilan	ADAS I	Budget
41. John Michael Viola	ADA VI	Admin
42. Ma. Esperanza B. Ereful	Administrative Officer IV	Personnel
43. Shiela Ydel	Administrative Officer II	Personnel
44. Nida Fajado	ADAS III	Personnel
45. Mary Joan Arca	ADAS III	Personnel
46. Emma Zabala	ADA VI	Personnel
47. Joel F. Camaya	Administrative Officer IV	Supply



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48. Pierce John Vargas	ADA VI	Supply
49. Shirley Escalona	Administrative Officer IV	Cash
50. Shirly Gutierrez	ADAS III	Cash
51. Sharon V. Gonzales	Administrative Officer IV	Records
52. Fairley de Sagon	ADAS III	Records
53. Scheiner Elinorre Acebes	ADA VI	OSDS Proper
54. Emerita Castellon	ADA I	OSDS Proper
55. Necita Ramos	ADAS III	OSDS Proper
56. Araceli Puno	ITO I	OSDS Proper
57. Jennilyn Valiente	ADAS III	OSDS Proper
58. Maphe G. Poncio	ADA VI	OSDS Proper



Program of Activities (Phase 1)

Day 1

- 8:00 – 8:30 - Preliminaries
- 8:30 – 8:45 - Job Description of AOs
- 8:45 – 10:00 - DepED Order 1, s. 2023
- 10:00 – 12:00 - Guidelines on the Utilization and Management of School MOOE
Other Funds
- 12:00 – 1:00 - Lunch Break
- 1:00 – 2:30 - Continuation – Guidelines on the Utilization and Management of
School MOOE & other Funds
- 2:30 – 4:00 - Cash Management and Reports
- 4:00 – 5:00 - Personal Benefits

Day 2

- 8:00 – 8:30 - Preliminaries
- 8:30 – 10:00 - Supply and Property Management
- 10:00 – 11:00 - Updates on Procurements (RA 9184)
- 11:00 – 12:00 - Records Management
- 12:00 – 1:00 - Lunch Break
- 1:00 – 3:00 - Personnel Matters
- 3:00 – 4:00 - New Merit and Selection Plan
- 4:00 – 5:00 - Open Forum



Program of Activities (Phase 2 – DO Personnel)

Day 1

- 8:00 – 8:30 - Preliminaries
- 8:30 – 10:00 - Presentation of Revised Office Functions
- 10:00 – 12:00 - OPCR and Review of Processes
- 12:00 – 1:00 - Lunch Break
- 1:00 – 2:30 - New Merit and Selection Plan
- 2:30 – 4:00 - Other Matters
- 4:00 – 5:00 - Open Forum



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