



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

September 21, 2022

DIVISION MEMORANDUM

No. 676, s. 2022

**RESOURCE PACKAGE DEVELOPMENT FOR THE PRIORITY LEARNING NEEDS
OF SCHOOL DISBURSING OFFICERS AND BOOKKEEPERS**

To: Personnel Development Committee
OIC, CID and SGOD Chiefs
EPSs/PSDSs/PICs
Concerned Public Elementary and Secondary School Heads
Select Division Pool of Learning Facilitators
All Others Concerned

1. This Office, through the Human Resource Development Section (HRDS), shall conduct a three-day live-in workshop on the Development of Resource Package for the Priority Learning Needs of Disbursing Officers and Bookkeepers on **September 26, 27, & 28, 2022** at JS Building and Café Eusebio, Catarman, Northern Samar.
2. The objectives of this activity are to develop a resource package that addresses the priority learning needs of Disbursing Officers and Bookkeepers of the Schools Division of Northern Samar based on their SY 2021-2022 Individual Development Plan (IDP); and to enhance the knowledge, skills, and attitudes (KSAs) of Resource Package Developers in formulating session guides with respective slide deck presentations.
3. The participants of this activity are the select Division Certified Pool of Learning Facilitators, invited resource persons from the Commission on Audit and the Schools Division Office with the Program Management Team.
4. Attached are the list of participants, program management team, activity matrix, and sample confirmation letter of the participants. Participants must accomplish the online registration and health assessment checklist through the link <https://tinyurl.com/RPDADAS> to ensure the safety of everyone and logistical arrangements and concerns on or before September 23, 2022.
5. All involved individuals are advised to observe minimum health standards and follow health protocols of the Inter-Agency Task Force (IATF) and the Department of Health (DOH) before, during, and after the conduct of the activity. Anyone who experiences any COVID19 symptoms or has been exposed to a probable or confirmed

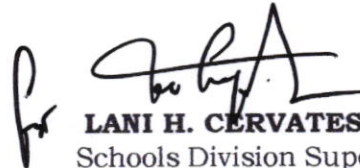


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COVID19 case before the conduct of the activity shall inform the management for proper coordination.

6. This Memorandum serves as the Travel Authority of the participants.
7. Expenses incurred relative to the conduct of the activity such as meals, accommodation, supplies and materials, and travel and other incidental expenses shall be charged against HRTD Fund with Activity Request per PMIS AC-22-5963/local MOOE subject to the usual accounting and auditing rules and regulations.
8. Immediate dissemination of and compliance with this Memorandum are desired.


LANI H. CERVATES, CESO VI
Schools Division Superintendent

RELEASED

As 9-22-22 1:40 PM

Enclosure to DM _____, s. 2022

LIST OF PARTICIPANTS

WRITERS/DEVELOPERS	
Name	District
Adiaton, Myla P.	Bobon
Ajel, Cicell Frances C.	Catarman V
Alcantara, Momar P.	Catarman VI
Añano, Jeprey C.	Bobon
Balatico, Pamela Q.	Bobon
Ballado, Irish E.	Capul
Banagbanag, Jeralyn M.	San Vicente
Banagbanag, Mat	Capul
Blasquillo, Chad C.	Capul
Bonabon, Mark P.	Biri
Brecio, Myla	Mapanas
Buensalida, Allen G.	Victoria
Cabacang, Ethel M.	Capul
Cabacang, Milaflor N.	San Isidro I
Calubag, Levi V.	Bobon
Cascaño, Oliver S.	San Isidro I
Castillo, Hezel G.	Capul
Cula, Elaine M.	San Vicente
Cula, Maricar A.	San Vicente
De Silva, Fontina Gracia A.	Mondragon I
Empag, Rona C.	Las Navas II
España, Rodessa L.	San Jose
Froilan, Michael J.	Laoang II
Galosmo, Be A.	Capul
Gasid, Joannie T.	San Vicente
Ibañez, Renelit T.	San Vicente
Lim, Merab B.	Allen I
Lutao, Solly T.	San Roque
Magdaraog, Laura B.	San Vicente
Mahinay, Princess E.	San Vicente
Mendoza, Belinda A.	Catarman III
Nueva, Ma. Letecia Rose C.	San Roque
Pedemonte, Eddie Boy G.	Catubig II
Pelito, Krithia C.	Capul
Salazar, Ben C.	Capul
Quijano, April R.	San Isidro II
Tepace, Michael P.	Laoang I

Two (2) from the Accounting Unit
Two (2) from the Commission on Audit