



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

Office of the Schools Division Superintendent

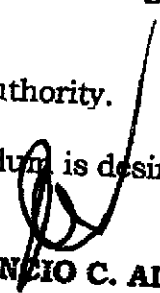
DIVISION MEMORANDUM
No. 240, s. 2023.

August 3, 2023

**ANNUAL CONVERGENCE OF ADMINISTRATIVE OFFICERS
OF DEPED NORTHERN SAMAR**

To: Assistant Schools Division Superintendent
Chief, Functional Divisions
All Other Concerned

1. This Office hereby announces the conduct of the "Annual Convergence of Administrative Officers of DepEd Northern Samar" on August, 14, 15 and 16, 2023 at Ciriaco Hotel and Resort, Calbayog City, Samar.
2. Participants are likewise required to fill-out and confirm attendance using this link <https://tinyurl.com/y8swa5ki> on or before **August 8, 2023**. See attached list of participants.
3. This Memorandum shall serve as Travel Authority.
4. Immediate dissemination of this Memorandum is desired.


GAUDENCIO C. ALJIBE, JR, CESO VI
Assistant Schools Division Superintendent,
Officer-in-Charge
Office of the Schools Division Superintendent

RELEASED

8-3-23 4:06



Mabini St., Brgy. Acacia, Catarman, 6400, Northern Samar
Telefax: (055) 500 9801
Email: nsamardivision@deped.gov.ph
Division Official Website: <https://depednsamar.ph>



Enclosure ___ to DM No. 240 s, 2023

LIST OF PARTICIPANTS

1. ABIENA, CASSANDRA P.
2. ACCION, JULIE ANN B.
3. ACIBAR, MADONNA E.
4. ADUCAL, ERMELINDA A.
5. ALTA, EVELYN D.
6. ANDALES, ANGELICA JANELOU M.
7. ANGILAN, LORY
8. ARCE, RAQUEL O.
9. ARNIÑO, EUGENIO B.
10. BALANQUIT, MARK EDDISON L.
11. BALASOLLA, RITZ ADRIAN V.
12. BALEÑA, ERMA C.
13. BALLADO, CARLY S.
14. BAOY, FE MARY JAYNE G.
15. BAOY, JAY ELISEO G.
16. BONABON, MARIELLE C.
17. BUNA, VERGEL E.
18. BUNYI, MARIANNE FE M.
19. CAGRO, MARBE ANN S.
20. CALIXTRO, JOEY B.
21. CASIS, JERICSON R.
22. CASTILLO, RINIZZA
23. CAYSON, NIZA QUINZ P.
24. CENTINO, IAN ZANDRO
25. CHING, CHRISTIAN
26. CINCO, DIANAME
27. COLINARES, GERALDINE
28. COPRADA, JOAN ROSARY A.
29. CUANICO, LARIZZA A.
30. DESPE, AMADO
31. DOMASIG, JANICE A.
32. ECHALUCE, ALDEN F.
33. ELLETA, CRISTITA S.
34. ESPAÑO, CARLITO JR. G.
35. ESTILERO, JOEL E.
36. EULIN, MARIA LITA V.
37. FIGUEROA, RAUL, JR. P.
38. FLORES, GEMMA A.
39. FLORES, MARIZEL B.
40. GABEJA, ARNEL C.
41. GALERO, RONALYN B.
42. GALLANO, DAVE E.
43. GALLEGO, ALLAN C.
44. GAMAY, ELSA G.
45. GLOTON, ABEGAIL D.
46. GOBRIN, DINA F.
47. GUNDINO, GRETCHEN B.
48. HERRERA, ALLIOLIZA P.
49. HERRERAS, ANTONIO D.
50. IBAÑEZ, MICHAEL NEIL M.
51. IRLANDEZ, ELVIE Q.
52. LACSAMANA, VANESSA LOVE H.
53. LAGRIMAS, KEEVIN C.
54. LAO, JOSEPH CHRISTOPHER G.
55. LAUDENIO, NANCY P.
56. LETADA, LAIZA O.
57. LIBAN, RENANTE
58. LLEGOS, MARITES A.
59. LOBERIO, HERSHELYN M.
60. LOBOS, MYRA LYN T.
61. LOGARTA, MARIA GLORIA F.
62. LONGCOP, VIRGILIO
63. LOPEZ, MARIETTA DIMPLE D.
64. LOYOGOY, MARLOWE
65. LOYOGOY, ROGER V.
66. MAHINAY, JULIUS G.
67. MAJERANO, CONTESSA PAULINE
68. MARTIRES, ANGELO F.
69. MARTIRES, JESSICA B.
70. MEJOS, JOSEPHINE
71. MENDOZA, DEXTER JADE
72. MOLLEJON, JAMES JUDE V.
73. MORALLOS, MARY ANNS.
74. OLCHONDRA, RACHIEL R.
75. ORONOS, MELDY ANN J.
76. ORTEGO, MELJOHN Q.
77. PACHECO, DON DANIELE O.
78. PALMA, IRENE T.
79. PAULINO, RUVELYN O.
80. PEDIMONTE, RONATO J.
81. PEREZ, CARYL DEANNE R.
82. POLICARPIO, GILDA D.
83. PUASO, RHEALYN L.
84. RAGUAL, NATASSJA JANE L.
85. SANTIAGO, MA. NESLY ANN E.
86. SAYAWAN, CRISTINA D.
87. SIMANGAN, NILA P.
88. TOBES, FRANCIS RICO E.
89. TRINIDAD, CHERRYLN N.
90. TURLA, MARGARET A.
91. ULTRA, ANSELMO B.
92. ULTRA, KISHA MAE G.
93. UY, MARIBEL N.
94. UY, NESETH B.
95. VALENCIA, LORENZO B.
96. VIBAL, JUAN D.
97. VILLAFLORES, MERLANIE G.

Training Management Team

1. MICHELLE D. CAGUIMBAL - AO V / On Site Manager
2. RAUL EPIFANIO FIGUEROA, JR - ICT Staff
3. JENNELYN MEJOS - ADAS II
4. DENNIS MERK DJ ORSOLINO ADAS III
5. FEMMY C. ALCERA, RN
6. JACKELYN B. MORALES, RN
7. EUNICE V TARINGTING - AO II/ Payroll Officer
8. REMA H. ALLADO - AO IV/ Records Officer
9. ROMEO D. MIJARES - Supply Officer
10. TERESITA ACIBAR - Cashier
11. CARMENCITA L. MARTIRES - AO IV/ HRMO
12. MERLITA B. FAJARDO - QAME
13. PETER R. BOBILES - HRDD

Resource Speakers

1. ARIEM V. CINCO - Regional Records Officer
2. JOSE MARIANO E. BARIL - AO IV/ HRMO, Leyte Division
3. ATTY. RISTY T. ADAYARAN - Atty III Division Legal Unit
4. ROLANDO P. LUCENECIO, JR. -ITO-I

Enclosure ___ to DM No. 240 s, 2023

TRAINING MATRIX

Time	Personnel Responsible/ Resource Speaker	Activity/Topic
Day 1 August 14, 2022		
10:00am	Management Team	Arrival and Registration of Participants Room Assignment and distribution of kits
11:00am	Management Team	Preliminary Activities Opening Program
Lunch		
1:30-2:30pm	ATTY. RISTY T. ADARAYAN Attorney III/ Legal Officer Department of Education Northern Samar Division Division Legal Office	"Orientation on Administrative Rights and Obligations in the Civil Service" <ul style="list-style-type: none"> • 2017 Revised Rules on Administrative Cases in the Civil Service (RACCS) • DepEd Order No. 49, s. 2006 - Revised Rules of Procedure of The Department of Education in Administrative Cases
Snack		
2:30-4:00pm	ATTY. VERGEL E. BUNA Administrative Officer II Department of Education Northern Samar Division Division Legal Office - Special Legal Counsel	"Orientation on Building a Client-Centered Service Delivery in the Workplace" <ul style="list-style-type: none"> • RA 6713: Code of Conduct and Ethical Standards for Public Officials and Employees • RA 11032: Ease of Doing Business and Efficient Government Service Delivery
4:00pm	DAVE E. GALLANO Administrative Officer II Department of Education Northern Samar Division	"Workshop: Presentation of Uniform KRAs for IPCRF and OPCRf for Administrative Officers"
4:30pm	Management Team/ Resource Persons	Open Forum
Dinner		

Time	Personnel Responsible/ Resource Speaker	Activity/Topic
Day 2 (August 14, 2022)		
Breakfast		
8:00am	Management Team	Attendance of Participants Recap and morning energizers
8:30am- 2:30pm	JOSE MARIANO E. BARRIL Administrative Officer IV Human Resource Management Officer Department of Education Leyte Division	"Orientation on Human Resource Management Functions of Administrative Officers" <ul style="list-style-type: none"> • DepEd Order No. 07, s. 2023 "Guidelines on Recruitment, Selection and Appointment in the Department of Education" with emphasis on Initial Evaluation of Qualifications of Applicants
Lunch		
2:30 - 4:30pm	ARIEM V. CINCO Administrative Officer V Regional Records Officer Department of Education Regional Office VIII	"Orientation on CAV and Records Management" <ul style="list-style-type: none"> • DepEd Order No. 48, s. 2017 Procedural Guidelines on CAV of Basic Education School Records • Rules on Disposal of Damaged/ Non-essential Government Records
4:30PM	Management Team/ Resource Persons	Open Forum
Dinner		

Time	Personnel Responsible/ Resource Speaker	Activity/Topic
Day 3 (July 14, 2022)		
Breakfast		
9:30AM	ROLANDO P. LUCENECIO, JR IT Officer I Department of Education Northern Samar Division	"Updates on Human Resource Information System"
11:00AM	Management Team/ Technical Working Group	Continuation of Open Forum and other Updates
	Management Team/ Technical Working Group	Impression
11:30AM	Management Team/ Technical Working Group	Closing Activities Awarding of Certificates and tokens to In-house speakers
	Management Team/ Technical Working Group	Awarding and distribution of certificates to participants and resource persons