



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

October 5, 2023

DIVISION MEMORANDUM

No. 323, s. 2023

**COMPETENCY ENHANCEMENT TRAINING: STRENGTHENING FUNCTIONAL,
BEHAVIORAL COMPETENCIES AND CORE SKILLS FOR DISBURSING
OFFICERS AND BOOKKEEPERS**

To: Assistant Schools Division Superintendent
Functional Division Chiefs
District Heads
Public Elementary and Secondary School Heads
Concerned Non-Teaching Personnel
All Others Concerned

1. In line with the mandate of this Office to conduct necessary learning and development interventions to its personnel for enhanced performance of their functions and duties, this Office, through the Human Resource Development Section (HRDS), in collaboration with the Division Accounting Section, shall conduct the **Competency Enhancement Training: Strengthening Functional, Behavioral Competencies, and Core Skills for Disbursing Officers and Bookkeepers** on **October 11-13 at SaSa Pension House, Catarman, Northern Samar.**

2. This activity is the pilot implementation of the developed Resource Package for the priority learning needs of the Disbursing Officers and Bookkeepers which underwent series of tests (Alpha and Beta Testing) and quality assurance. Furthermore, this competency enhancement training aims to:

- a. enhance the application of government regulations and accounting principles in disbursement and bookkeeping processes;
- b. develop and reinforce functional competencies including financial reporting accuracy and effective liquidation report preparation;
- c. foster behavioral competencies by promoting teamwork, improving team dynamics, and enhancing self-management techniques;
- d. strengthen core skill competencies in group communication and information retrieval, targeting specific improvement percentages within designated timeframes; and
- e. elevate the overall performance and efficiency of Disbursing Officers and Bookkeepers in their roles.



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**LIST OF PARTICIPANTS FOR THE COMPETENCY ENHANCEMENT TRAINING:
STRENGTHENING FUNCTIONAL, BEHAVIORAL COMPETENCIES AND CORE
SKILLS FOR DISBURSING OFFICERS AND BOOKKEEPERS**

Alfredo E. Tobes, Jr.	Cecilio P. Tingkingco, Jr.
Victoria T. Caparosso	Romel F. Lim
Adelaida O. Esponilla	Shala D. Gorda
Romeo T. Olitan, Jr.	Angel Echaluze
Ma. Lyra L. Hernandez	Regine Majerano
Rose Ann S. Cabahug	Jayloren P. Aragon
Jennifer M. Andaya	Ruel E. Madulid
Marcelino C. Muncada	Arvin A. Vetonio
Roliza G. Casaljay	Ruth G. Cariño
Geraldine T. Colinares	Hasmina G. Villanueva
Goldy P. Miranda	Charmaine U. Bonabon
Aida C. Sularta	Roy Gaspar
Melba S. Cervantes	Mengie Tan
Jonnell P. Nociete	Jia J. De Asas
Gregorio A. Camacho	Jackelyn Tenedero
Albert A. Abanes	Mary Ellen Rose P. Esidera
Racquel A. Laguitan	Zelma Morallos
Mylene A. Diaz	Nicky Diola
Rossel M. Blanco	Liza Bianes
Josephine C. Mejos	Mary Joy Narca
Paul Anthony Cho	Clarisse Z. Odinada
Abegail C. Bañez	Belinda Aducal
Jessie N. Tenedero	Menny Joy De Guia
Janette M. Atencio	Jennifer Bernaldez
Janice T. Gallego	Amy P. Conge
Nova Rarela	Calvin Anjoe S. Nieto
Eunice Acosta	Marina Doroquez
Christopher M. Yruma	Jennilyn Mejos
Andrio A. Martires III	Rachiel R. Ochondra
Elizabeth Ballonico	Cherry Sister
Roberto P. Piazza	Rosie S. Jazmin
Anie N. Rivera	Luz L. Paderog
Wenzy L. Revillas	Marigrace M. Quiñones
Ruby Aleria	Noli Galupo
Nenio Delorino	Merly Morales

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October 11-13, 2023

Venue: SaSa Pension House, Catarman, Northern Samar

ACTIVITY MATRIX

ALPHA and BETA TESTING				
Time	Day 0	Day 1	Day 2	Day 3
8:00-9:30 AM		Arrival	MOL	MOL
9:30-12:00 NN		Opening Program Show Me The Way: A Redirection in Financial Reporting And Accounting Of Mooe Deah A. Gamao Learning Facilitator	DUWA: Doing Unity in Work Area Jeprey Anano Learning Facilitator	Tara, Usap Tayo! Effective Interpersonal Communication @ Work Ma. Letecia Rose C. Nueva Learning Facilitator
LUNCH BREAK				
1:00-5:00 PM	Arrival and Checkin time	LET ME CHECK YOUR WORK! Evaluating a School MOOE Liquidation Report Momar P. Alcantara Learning Facilitator	Life, Work, Love & Passion: Improving Self-Management Skills in the Workplace Levi V. Calubag Learning Facilitator Accounting Updates	Checkout time Securing Information from NIDS (Notices, Instructions, Directories, and Schedules): An Information Literacy Workshop Mark P. Bonabon Learning Facilitator Closing Program

Prepared by:

PETER R. BOBILES

Senior Education Program Specialist

Noted by:

NOE M. HERMOSILLA

Chief Education Supervisor

Schools Governance and Operations Division

PROGRAM MANAGEMENT TEAM

NAME	DESIGNATION
Gaudencio C. Aljibe Jr., PhD, CESO VI	Activity Manager
Dr. Crista Joy Abogadie-Torbila, CESE	Co-Activity Manager
Noe M. Hermosilla	Onsite Managers
Dr. Elna D. Enano	Co-onsite Manager
Deah A. Gamao	Finance Manager
Merlita B. Fajardo	QAME Manager
Dr. Elna D. Enano	Resource Persons
Peter R. Bobiles	
Pepito E. Saldo Jr.	
Temothy G. Clutario	
Wilkins S. Wong	HRD Staff