



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

April 28, 2025

DIVISION MEMORANDUM

No. 126, s. 2025

**CAPACITY BUILDING OF THE NEWLY APPOINTED
ADMINISTRATIVE OFFICERS II**

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
District and Schools Heads
Unit and Section Heads
Newly Appointed Administrative Officers II
All Others Concerned

1. In the commitment of this Division to capacitate its personnel to ensure efficiency and effectiveness in the discharge of duties and responsibilities, this Division, through the Administrative Services Unit, will conduct a three-day live-in **Capacity Building of the Newly Appointed Administrative Officers II** on May 14-16, 2025, at Red Iron Hotel, Calbayog City.
2. This activity aims to orient the participants to their Key Result Areas (KRA), capacitate them on personnel administration, records management, property custodianship, general administrative support, and financial management, and address issues and concerns in the performance of their functions.
3. Participants to this activity are the Newly Appointed Administrative Officers II. (See enclosed complete list of participants)
4. All Participants, including the Resource Speakers and the Program Management Team, are highly requested to respond to the online registration on or before May 12, 2025, through the link or by scanning the QR code below to ensure logistical arrangements.



Address: Mabini St., Brgy. Acacia, Catarman, 6400, Northern Samar

Telephone Nos: (055) 500 1020

Email Address: northernsamar@deped.gov.ph

Division Official Website: <https://northernsamar.deped.gov.ph>



<https://forms.gle/aLTr28b1Gdzftzo68>

5. Participants are expected to be at the venue before 8:00 AM on May 14, 2025. Breakfast shall be served as the first meal.
6. Expenses incurred relative to the conduct of this activity shall be charged against the Division Fund, while traveling and other incidental expenses of the participants, resource speakers, and the program management team shall be charged against their respective School/Division funds, subject to the usual accounting and auditing rules and regulations.
7. This Memorandum shall serve as the Travel Authority of all concerned.
8. For information and wide dissemination.

GAUDENCIO C. ALJIBE, JR., PhD, CESO VI
Schools Division Superintendent

DepEd Northern Samar
RELEASED

By: 126
Date: MAY 05 2025

Enclosure No. 1 of DM No. _____, s. 2025

LIST OF PARTICIPANTS

Name of Administrative Officer II	District	School /Station
1. BELLA B. TRAJE	Catarman IV	Bangkerohan ES
2. MARBEN J. ARGENIO	Allen I	Pili ES
3. JAN JAN R. BESARINO	Allen I	Frederick ES
4. JESSA C. SOLANA	Allen II	Calarayan ES
5. MIRIAM P. MARTIREZ	Biri	Cawayan ES
6. JOAN P. PAREDES	Biri	Palhugan ES
7. JEOFFREY J. ARCE	Biri	San Antonio ES
8. WENA FE D. CELESPARA	Bobon	Acereda IS
9. ANGELO N. LAZO	Capul	Capul Central II ES
10. ARVEL H. CORONG	Capul	Capul AIS (SHS)
11. RONGEN D. JAO	Capul	Landusan NHS
12. RANDY S. BRENUZUELA	Capul	Sawang ES
13. MORITO M. OBONG JR.	Capul	Dalaquit ES
14. GERARDO A. MEGENIO JR.	Capul	San Luis ES
15. JASMIN JOY S. PADIN	Capul	Jubang ES
16. PRIMO S. RECLUTA JR.	Capul	Capul I Central ES
17. CARMELITA E. DE FRANCISCA	Catarman I	Galutan NHS
18. ROBERTO P. PIAZA	Catarman VI	San Pascual ES
19. MARIA MINERVA C. BALASTA	Catubig I	Opong ES
20. SHEILA MARIE C. NUGUIT	Catubig I	Irawahan ES
21. ROSELYN E. ESER	Catubig I	Catubig Valley Nhs
22. KRISTIANE T. TORRES	Catubig II	Hibulo ES
23. MIJAN DE SILVA	Catubig II	San Vicente ES
24. MARTHA P. BULAG	Catubig II	Anongo ES
25. CHARITY T. DE GUIA	Catubig III	Bongog ES

DEPARTMENT OF EDUCATION, SCHOOLS DIVISION OF NORTHERN SAMAR

26. MARK C. TAN	Catubig III	Inuboran ES
27. MARY ROSE A. DOLO	Catubig III	P. Rebadulla ES
28. JIA J. DE ASAS	Catubig III	Magtuad ES
29. MIKE VIRON ESPÍÑA	Gamay I	Anito ES
30. ROSE ANN O. MACALLAN	Gamay I	Cadac-An ES
31. RADEN S. LUCBAN	Gamay I	Gamay Vocational School
32. CHRISTIAN PAUL T. TRONGCOSO	Gamay I	Gamay West ES/Gamay East ES
33. ROCHELLE D. CESISTA	Gamay II	Cagamutan CES
34. LOURDES BALADAD	Gamay II	Bangon ES
35. ERWIN M. CAPOQUIAN	Gamay II	Cagamutan NHS
36. ANN PEARL S. ESTORES	Laoang I	Suba NHS
37. FERNANDO R. BALICOT	Laoang I	Vigo ES
38. BERNADETTE C. SERAFIN	Laoang I	Atipolo ES
39. JESUS MARLON R. TEPACE JR.	Laoang I	Laoang National Technical High School (JHS)
40. NILDA D. CABALES	Laoang I	Suba ES
41. MA. LUISA G. GONDEZ	Laoang II	Cahayagan ES
42. JERRIL T. CAPALES	Laoang II	Langob ES
43. GRACE A. LOYOGOY	Laoang II	Laoang NHS
44. DINA L. PAREDES	Laoang II	Aguadahan ES
45. LOVELLA S. ESPAÑO	Laoang II	P. M. Geta Memorial Central ES
46. REGINE C. MAJERANO	Laoang II	Mualbual ES
47. MARY ROSE R. ORTEGO	Catarman IV	Hinatad ES/Mckinley ES
48. AIRA L. CARIN	Laoang III	Cangcahipos ES
49. DARRYBERT T. CUSTORIO	Laoang III	Rawis NHS
50. JOSE MARIE J. DAMAYO	Laoang III	Bobolosan ES
51. ADAN H. BALANQUIT	Laoang IV	Cabadiangan ES
52. ALVIN C. LIPATA	Laoang IV	Marubay ES
53. RHEA JANE M. GALIT	Laoang IV	Pangdan ES

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54. MARIFE A. DACULAN	Laoang IV	Marubay NHS
55. MYLENE E. GALLEG0	Laoang IV	Napotiocan ES
56. PATRICIA JOY T. LUTAO	Laoang V	Oleras ES
57. JOSE L. FEDERNALES	Laoang V	Cabagnan ES
58. ELNA D. BARREL	Laoang V	Cagdara0 ES
59. CHARLYN B. BORJA	Laoang V	Oleras NHS JHS
60. CHERRY I. SISTER	Laoang V	Bawang ES
61. BILLY JONEL L. MARTIRES	Laoang V	E.J. Dulay ES
62. MARY GRACE A. ROCHA	Laoang V	Simora ES
63. MARGIE ROCHELLE G. SANCHEZ	Laoang V	Oleras NHS SHS
64. JONALYN L. DOLORZO	Laoang V	Bayog ES
65. CLARISSE Z. ODINADA	Laoang V	Cabulaloan ES
66. JOMILA Z. NUGUIT	Laoang V	Gibatangan ES
67. MEREDITH M. CABALLA	Lapinig	May-Igot ES
68. KRISTELLE JOY B. GONZALES	Lapinig	Potong ES
69. BRIDGET U. PAJARES	Lapinig	Lapinig Central ES
70. ROLANDO A. ORGAS JR.	Lapinig	Alang-Alang ES
71. MARIA GOLDIE D. ORAY	Lapinig	Potong NHS
72. MERCY C. PILAR	Las Navas I	Las Navas I CS
73. AIREEN C. GORDA	Las Navas I	Las Navas NHS
74. MARYNOLD PETER L. BATO	Las Navas I	Dapdap ES
75. GLEIZA U. PECAYO	Las Navas I	Guyo ES
76. JEANEIL O. COROT	Las Navas I	Lomalaog ES
77. MARIAN E. SALDO	Allen I	Londres ES
78. ABBIE B. QUEROBINES	Las Navas II	Sto. Tomas ES
79. DIANA ROSE E. CELESPARA	Las Navas II	San Miguel NHS
80. MARY JEAN P. VIBAR	Las Navas II	Magsaysay ES
81. JAYLOREN P. ARAGON	Laoang III	Junction ES & Talisay ES
82. LEAH B. QUIÑONES	Las Navas II	San Isidro NHS

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83. JUNE ROBERT B. BRACAMONTE	Las Navas II	H Jolejole ES
84. CHERLY L. BIADO	Las Navas II	San Miguel ES
85. JABEGUEL J. ESQUILLO	Las Navas II	Bulao ES/Dolores ES
86. CRESILDO R. LAMBERTE JR.	Las Navas III	Lakandula ES
87. CHRISTINE D. CABER	Las Navas III	Paco ES
88. BERNALYN A. POTOT	Las Navas III	Bugtusan ES/Lourrdes ES
89. SAL JOMAR L. COLLAMAR	Las Navas III	Cuenco ES
90. CLARISSA C. CABILI	Las Navas III	Poponton NHS
91. LEODA O. DIOLA	Las Navas III	Bukid NHS
92. ANABELLE C. CLEMENTIR	Las Navas III	Geguinta ES
93. BIANCA BUNA	Lavezares I	Datag ES
94. ARLENE C. DELOS SANTOS	Lavezares I	Enriqueta ES
95. LEONARD C. ESCALANTE	Lavezares I	Toog ES
96. MONICA B. ESMEÑA	Lavezares II	Kaluy-Ahan ES
97. HAZEL A. OBINGUAR	Lavezares II	San Agustin ES
98. MARY ELLEN ROSE P. ESIDERA	Lavezares II	Balicutro ES
99. NENIO B. DELORINO	Lope De Vega	Gebonawan ES
100. JAY FRANCIS M. CAHUSAY	Lope De Vega	Curry ES/Old Somoroy ES
101. SHALA D. GORDA	Lope De Vega	Sampaguita ES
102. SISINIA C. PALANDO	Lope De Vega	Old Somoroy ES
103. JINEFER D. LAGBAS	Lope De Vega	Lope De Vega NHS
104. SAMUEL D. DOCIL JR	Mapanas	Jubasan ES
105. LUISA L. GALUPO	Mapanas	Mapanas AIHS
106. ANNABELLE G. SALES	Mapanas	Mapanas North Ps
107. AIZEL L. PEÑARANDA	Mapanas	Siljagon ES
108. ELIZABETH L. BALLONICO	Mondragon I	San Agustin ES
109. JERALYN A. MANGA	Mondragon II	Nenita NHS
110. WENDY S. FULGAR	Palapag I	B. Aquino Jr ES
111. CLARICE C. FULGAR	Palapag I	Maragano ES

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112. MARY JOY B. RONATO	Palapag I	Binay ES
113. ROCHELLE L. BALANDRAY	Palapag I	Sumuroy Agro Is
114. GERYLYN M. PAJAROJA	Palapag II	Sinalaran ES
115. TERESA T. TAN	Palapag II	Manajao ES
116. ROCHELLE JANE B. DUAZO	Palapag II	Nagbobtac ES
117. HANNY ROSAL C. OFILANDA	Palapag II	Simora ES
118. GILBERT C. VILLAFLORES	Palapag II	Jangtud IS
119. DARLETH FRANCE M. BOHOL	Palapag I	Cabatuan NHS
120. ARVIN CHRISTIAN A.ORTENERO	Palapag II	Tinampo ES
121. JACKILYN C. DORIAS	Palapag III	Napo ES
122. REGINE P. GIME	Palapag III	Osmeña ES
123. JOVANIE L. CLUTARIO	Palapag III	Canonghan ES
124. EMERALD P. DICCION	Palapag III	Capacujan Nhs
125. MARWIN A. DIAZ	Palapag III	Bangon ES
126. LAIZALYN B. ANTIPORTA	Palapag III	Sangay ES
127. LEIANNE P. ARIAS	Pambujan I	Giadgawan ES
128. MARVIN D. LUTAO	Pambujan II	Zoilo T. Lobos NHS
129. BRIGITTE B. TREMENIO	Pambujan II	Tula ES
130. FRANCO T. SURIO JR.	Pambujan II	Pambujan II CS
131. JELLY S. TUELLA	San Antonio	Manraya ES
132. MARIE GRACE E. SUAN	San Antonio	Dalupirit ES
133. BERNALENE C. LOZANO	San Isidro I	Buenavista ES
134. PASCUAL B. CLUTARIO III	San Isidro II	Palanit ES
135. ABRIELE U. IBRA	San Isidro II	Ruperto S. Sampayan NHS
136. VERNER D. ROSALES	San Isidro II	Mabuhay ES
137. RACHEL D. JABAGUE	San Isidro II	Alegria ES
138. RUEL E. MADULID	San Isidro II	Veriato NHS
139. JELLIAN ROSE B. BERE	San Roque	Bantayan NHS
140. JOSIERAZ P. BULOSAN	San Roque	Malobago Pagsang An NHS

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141. ROSIELYN E. MABESA	San Roque	Lawaan ES
142. ALLAN PAUL L. LOYOGOY	San Vicente	Sangputan ES
143. AIRA MAE C. RAMILLA	San Vicente	San Vicente Cs
144. EUGENE D. BABALCON	San Vicente	Tarnate ES
145. JEAN T. GULAREZ	Silvino Lubos	Silvino Lubos Central ES
146. DENNIS ADRIAN H. CUI	Silvino Lubos	San Isidro ES
147. JULIUS A. DELA CRUZ	Silvino Lubos	Camayaan ES
148. JOHN T. DULZA	Silvino Lubos	Victory ES
149. EFREN E. MORENO JR.	Silvino Lubos	Deit De Suba ES
150. NIFFERTA V. BANTILO	Silvino Lubos	Cababayogan ES
151. MICHAELA JHYZZEL D. LIPATA	Silvino Lubos	Ginagasan ES
152. MARLOWE S. LOYOGOY	Silvino Lubos	Silvino Lubos VHS
153. DELY G. MANAHAN	Victoria	Acedillo ES
154. ANA JESSA M. CIEGO	Victoria	Lungib ES
155. LADY MAY E. TAGROS	Victoria	Libertad ES
156. ANNY ROSE M. PADASAY	Victoria	Victoria SHS
157. CLYNTE M. CABANZA	Victoria	Erenas ES
158. ARVIN A. VETONIO	Victoria	Colab-Og ES
159. JEYREL ANN P. SUBIAGA		Bulao NHS
160. ABEGAIL C. BAÑEZ		E.J Dulay NHS
161. ABEGEIL D. NEBRAO		Salvacion NHS
162. SHARITY S. EBINA	Mapanas	Mapanas AIS-Magno Siljagon NHS Annex
163. JOSE KAISER T. ATENCIO	Palapag	Sumoroy-AIS Pangpang Integrated School Annex
164. ANELDA F. ECHALUCE		Rosario Lim Uy NHS
165. GREGORIO A. CAMACHO	Gamay I	Gamay NHS
166. EDILBERTO D. LOBINO JR.	Pambujan II	Paninirongan ES
167. EDMARIE CHO		Elementary

DEPARTMENT OF EDUCATION, SCHOOLS DIVISION OF NORTHERN SAMAR

168. REA L. DURANGO	Las Navas I	Tagab-iran ES/Tagan-ayan ES
169. KENNETH C. ABUDA		Romualdo T. Vicencio NHS
170. HERSHEY E. LOTT	Las Navas II	Las Navas II CES/Epaw ES
171. AMIEL MART P. ORIO	Lapinig	Lorenzo S. Menzon Agro Industrial School



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Enclosure No. 2 of DM No. _____, s. 2025

RESOURCE SPEAKERS AND PROGRAM MANAGEMENT TEAM

GAUDENCIO C. ALJIBE, JR. CESO VI <i>Schools Division Superintendent</i>	Activity Manager
REY F. BULAWAN, EdD <i>Asst. Schools Division Superintendent</i>	Co-Activity Manager
MICHELLE D. CAGUIMBAL <i>Administrative Officer V</i>	On-Site Manager
MERLITA B. FAJARDO <i>SEPS – SMME</i>	QAME
WARREN L. OTADOY, MD MELODY CABALES FEMMY ALCERA	Medical Personnel
ATTY. RISTY T. ADARAYAN ROBERT ORIAS MA. JOY L. GEPOLLO JOCELYN ACEBUCHE MICHELLE D. CAGUIMBAL EUNICE V. TARINGTING EDMARIE CHO JOEY CALIXTRO JESSICA MARTIRES MA. GLORIA LOGARTA JINEFER LAGBAS CLYNTE CABANZA PASCUALITO CLUTARIO	Resource Speakers
DAVE E. GALLANO RAUL FIGUEROA JR. MARIA JENNILYN MEJOS MARIBEL UY JENNIFER UY JO-ANN LUTAO JAYSON DIANO ANGELICA JANELOU M. ANDALES SAIF FIALDE	Logistics Officers and Documenters
NICANOR BARANDINO	Driver

Enclosure No. 3 of DM No. _____, s. 2025

**CAPACITY BUILDING OF THE NEWLY APPOINTED
ADMINISTRATIVE OFFICERS II**

MAY 14-16, 2025
RED IRON HOTEL

PROGRAM OF ACTIVITIES

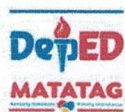
TIME	ACTIVITY	RESOURCE PERSON
DAY 1		
7:00 AM – 8:00 AM	Arrival and Registration of Participants	PMT
8:00 AM – 9:00 AM	Preliminaries • Prayer • National Anthem • Bagong Pilipinas Hymn • DepEd Quality Policy Statement • Division Hymn • Acknowledgement of Participants • Opening Remarks • Message • Expectation Setting • House Rules	PMT HRMO ASDS SDS
9:00 AM – 12:00 PM	KRA 1: Personnel Administration ➤ Recruitment & Selection ➤ Other HR-Related Function	Eunice V. Taringting AO IV/HRMO
12:00 PM – 1:00 PM	L U N C H B R E A K	
1:00 PM – 2:30 PM	➤ Personnel Records	Jessica B. Martires AO II
2:30 PM – 4:00 PM	➤ Compensation & Benefits	Edmarie C. Cho AO II/ Payroll Officer
4:00 PM – 5:00 PM	KRA 3: General Administrative Support	Rema H. Allado



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DEPARTMENT OF EDUCATION, SCHOOLS DIVISION OF NORTHERN SAMAR

	➤ Records Management	<i>AO IV/Records Officer</i>
DAY 2		
8:00 AM – 8:30 AM	Preliminaries	PMT
8:30 AM – 10:15 AM	KRA 3: General Administrative Support ➤ Preparation of School Form 7(ESF7)	Jocelyn I. Acebuche <i>Planning Officer III</i>
10:15 AM – 12:00 PM	➤ Preparation of SIP/AIP	Robert T. Orias, Jr <i>SEPS-Planning and Research</i>
12:00 PM – 1:00 PM	L U N C H B R E A K	
1:00 PM – 2:00 PM	➤ Budget Cycle	Ma. Joy L. Gepollo <i>AO V/Budget Officer</i>
2:00 PM – 4:00 PM	KRA 2: Property Custodianship ➤ Procurement at the School Level	Atty. Risty T. Adarayan <i>Attorney III/Legal Officer</i>
4:00 PM – 5:00 PM	➤ Property Accountability ➤ Inventory and Other Reports	Maria Gloria F. Logarta <i>AO II</i>
DAY 3		
8:00 AM – 8:30 AM	Preliminaries	
8:30 AM – 10:00 AM	KRA 4: Financial Management	Clynte M. Cabanza Jinefer D. Lagbas <i>AO II</i>
10:00 AM – 12:00 PM	Presentation of Innovations on HR System	Pascualito B. Clutario III <i>AO II</i>
12:00 PM – 1:00 PM	L U N C H B R E A K	
1:00 PM – 3:00 PM	Updates on Administrative Issuances ➤ DO 2, s. 2024 ➤ DO 5, s. 2024 ➤ DM 53, S. 2024 ➤ DO 13, S. 2024 ➤ DO 004, S. 2025	Michelle D. Caguimbal <i>AO V</i>



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3:00 PM – 4:00 PM	CLOSING PROGRAM	
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