



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE-CARAGA



REGIONAL MEMORANDUM

No. 0349, s. 2025

To: Schools Division Superintendent
All Others Concerned

CONDUCT OF CAPACITY BUILDING WORKSHOP FOR ADMINISTRATIVE
OFFICERS II OF DEPED CARAGA REGION

1. As outlined in Section 7 of the Republic Act 9155, also known as the Governance of Basic Education Act of 2001, "a core of non-teaching staff shall handle the school's administrative, fiscal, and auxiliary services." This provision emphasizes the vital roles of Administrative Officers for managing school operations and performing administrative tasks.

2. This activity aims to:
- equip AOs II with deeper understanding of their roles and responsibilities;
 - enhance their skills in human resource management, procurement processes, and financial reporting;
 - demonstrate knowledge and application of updated DepEd policies, systems, and procedure; and
 - foster a collaborative approach to problem-solving and administrative tasks.

3. The Capacity Building Workshop for Administrative Officers II of DepEd Caraga Region will be conducted on the following dates and venues:

Batch Number	Date	Venue
Batch 01	April 10-11, 2025	NEAP-Caraga Silver Hall Nickel
Batch 02	April 24-25, 2025	
Batch 03	May 08-09, 2025	
Batch 04	June 25-26, 2025	

4. The number of participants on this activity is segregated below:

Division	Batch 01	Batch 02	Batch 03	Batch 04	Total
Agusan del Norte	10	10	11	12	43
Agusan del Sur	21	21	22	22	86
Bayugan City	03	03	03	03	12

Bislig City	02	03	03	03	11
Butuan City	07	07	07	08	29
Cabadbaran City	01	01	02	02	06
Dinagat Islands	05	05	05	05	20
Siargao Islands	05	05	06	06	22
Surigao City	03	03	04	04	14
Surigao del Norte	08	09	09	09	35
Surigao del Sur	21	22	22	22	87
Tandag City	01	01	02	02	06
PMT	05	05	05	05	20
TOTAL	92	95	101	103	391

5. All participants are selected regardless of sex and gender, age, civil status, physical attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing or any other legally protected characteristics.

6. All participants are requested to bring their laptops, extension cord, and other necessary writing and notetaking materials/devices to ensure a conducive learning environment.

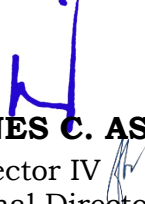
7. As such, we request confirmation on or before 04 April 2025. All confirmed participants are requested to accomplish this form: **<https://tinyurl.com/CapBAOII>**.

8. For immediate concerns and further coordination, you may contact Mr. Jimuel A. Diva of HRDD at **jimuel.diva@deped.gov.ph**.

9. All expenses incurred for this activity shall be charged to OPDNTP PSF FY 2024 OSEC-13-24-5631, subject to standard accounting and auditing rules and regulations.

Day	Accommodation	Breakfast	AM Snacks	Lunch	PM Snacks	Dinner
Day 1	/	/	/	/	/	/
Day 2	x	/	/	/	/	x

10. Travel expenses of the participants and invited resource person shall be charged to their local funds subject to standard accounting and auditing rules and regulations.
11. Attached are the Program Flow and List of Working Committees of the activity.
12. For wide dissemination and compliance.


MARIA INES C. ASUNCION
Director IV
Regional Director

Encl.: As stated

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

BENEFITS BUDGET EMPLOYEES PROCUREMENT RIGHTS WORKSHOPS

HRDD/jad
03/25/2025

Enclosure No. 001 to Regional Memorandum No. _____, s. 2025

PROGRAM FLOW

Time	Activities	Person Involved
Day 1		
07:00 – 08:00 a.m.	Registration of Participants	HRDD Personnel
08:01 – 08:30 a.m.	Preliminaries National Anthem Prayer DepEd Policy Statement Opening Remarks Statement of Purpose and Acknowledgement of Participants Inspirational Message House Rules Introduction of the Resource Persons	Multimedia Presentations Pedro T. Escobarte Jr. Phd. Assistant Regional Director Flordelisa R. Dalin, EdD. Chief, HRDD Maria Ines C. Asuncion Regional Director Jimuel A. Diva EPS, HRDD
08:31 – 10:00 a.m.	Overview of AO II Roles and Responsibilities (KRA)	Joel B. Rosales Chief, ASD Resource Person Alternate: Meriam C. Dela Rita SAO, ASD Resource Person
10:01 – 10:30 a.m.	Snack Break	
10:31 – 12:00 nn	Understanding DepEd Recruitment and Selection of Applicants and Latest HR-related Policies	Sheryl R. Puyo AO-V/HRMO Personnel Unit Head Resource Person Alternate: Jimuel A. Diva EPS-HRDD Resource Person
12:01 – 01:00 p.m.	Lunch Break	
01:01 – 02:30 p.m.	Deepening the Processes, Funding, and Release of Compensation and Benefits	Sheryl R. Puyo AO-V/HRMO Personnel Unit Head Resource Person

02:31 – 03:00 p.m.	Snack Break	
03:01 – 05:00 p.m.	Deepening on Budgeting and MOOE Downloading	Adrienne B. Planas Accountant III Resource Person
Day 2		
08:01 – 08:30 a.m.	MOL	
08:31 – 10:00 a.m.	Expanding Knowledge on Procurement Process and PhilGeps	Elsie D. Mongado AO IV Procurement Unit Head Resource Person
10:01 – 10:30 a.m.	Snack Break	
10:31 – 12:00 nn	Expanding Knowledge on ERF Processing	Fe M. Baring TCE II Resource Person
12:01 – 01:00 p.m.	Lunch Break	
01:01 – 03:00 p.m.	Introduction to Digital Tools or Portals for Administrative Functions	Nerison S. Pitogo Computer Programmer II Resource Person
03:01 – 03:30 p.m.	Snack Break	
03:31 – 05:00 p.m.	Review of Key Learnings Feedback and Evaluation Closing Program	Focal Person QATAME HRDD Personnel Participants

Enclosure No. 002 to Regional Memorandum No. _____, s. 2025

LIST OF WORKING COMMITTEES

Committee	Persons Involved	Team Of Reference
Executive Committee	Chairperson: Maria Ines C. Asuncion Regional Director Member: Dr. Pedro T. Escobarte Jr Assistant Regional Director Flordelisa R. Dalin. EdD. Chief, HRDD Jimuel A. Diva EPS-HRDD Program Owner	1. Acts as the over-all chair of the activity 2. Leads the planning of the activity 3. Provides support in the operationalization of the activity 4. Directs all concerned offices (SDO) for the participation of the activity 5. Monitors the progress of the activity 6. Reviews and approves documents relevant to the conduct of this capacity building 7. Provides moral support and inspirations to all the participants
Registration Committee	Chairperson: Thresia Kate T. Alipaspas Members: Natsume Suarez Jovelito R. Ibano Jimuel A. Diva	1. Prepares the attendance sheets 2. Asks for the Travel Authority of each participant 3. Makes sure that all participants have affixed their signatures 4. Distributes the supplies provided with Distribution List 5. Prepares Nametags to all the participants
Hall Preparation	Chairperson: Isidra C. Moral Members: Analou O. Hermocilla Jovanie B. Sumayo Jimuel A. Diva	1. Ensures the readiness of the halls such as chairs, tables, microphones, speakers, screens and all other needed logistics 2. Coordinates with the catering services for

		food stations 3. Coordinates with ICT personnel for technical assistance
NEAP Accommodations	Chairperson: Mary Carolyn B. Gambe Members: Nilda M. Precioso Jovanie B. Sumayo Jimuel A. Diva	1. Arranges room assignments to all the participants 2. Ensures cleanliness of the room and toilets 3. Ensures that the needs of all the participants are facilitated and provided for 4. Coordinates with program owner
Certificates and Tokens	Chairperson: Tiche Lynn G. Caparoso Members: Elmer Augustus F. Conde Jimuel A. Diva	1. Prepares the electronic Certificates of Participation to all the participants based on the actual attendance 2. Sends the E-Certificate of Participation to the individual DepEd email of the participants 3. Prepares the Certificate of Recognition and tokens to all the resource persons 4. Prepares the signed Certificate of Appearance
Hosting/Emceeing	Chairperson: Junnah B. Tiu Members: Elmer Augustus F. Conde Tiche Lynn G. Caparoso Jimuel A. Diva	1. Prepares slides for the preliminary activities during the opening and closing program 2. Assigns schedule for MOL 3. Facilitates the flow of the program
Documentation	Chairperson: Analou O. Hermocilla Members: Roy S. Rele Jimuel A. Diva	1. Facilitates in taking pictures for the attachment in documentation report 2. Coordinates with PAU for posting in social media page

		3. Sends the picture to Messenger – GC HRDD Documents and Files
Medical and Emergency Services Committee	Chairperson: Elmer Augustus F. Conde Member: Jimuel A. Diva	1. Ensures that health and safety measures are in place. 2. Coordinates with Medical Unit
Monitoring and Evaluation	Jimuel A. Diva	1. Requests for QATAME at Quality Assurance Division 2. Coordinates with QATAME Focal Person 3. Prints and posts the Activity Evaluation Code at the venue