



Republic of the Philippines
Department of Education
 CARAGA REGION

DEPARTMENT OF EDUCATION
 RECORDS UNIT, REGIONAL OFFICE-CARAGA
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JULY 16 2025

REGIONAL MEMORANDUM

No. 0714, s. 2025

To: Schools Division Superintendent
 All Others Concerned

CONDUCT OF CAPACITY BUILDING WORKSHOP FOR ADMINISTRATIVE
 OFFICERS (AO II) OF DEPED CARAGA REGION – BATCH 5

1. As outlined in Section 7 of Republic Act No. 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 role of Administrative Officers in managing school operations and performing administrative tasks. In line with this, the Capacity Building Workshop for Administrative Officers (AO II) of DepEd Caraga Region – Batch 5 will be held on August 7-8, 2025, at NEAP-Caraga (Nickel Hall), Butuan City.

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

3. The number of participants for this activity is segregated below:

Division	Participants		
	Male	Female	Total
Agusan del Norte	4	5	9
Agusan del Sur	3	6	9
Bayugan City	2	4	6
Bislig City	3	3	6
Butuan City	4	2	6
Cabadbaran City	0	6	6
Dinagat Islands	2	4	6

Siargao Islands	3	3	6
Surigao City	4	2	6
Surigao del Norte	2	4	6
Surigao del Sur	1	9	10
Tandag City	2	4	6
Resource Person	1	7	8
PMT	3	3	6
TOTAL	34	62	96

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

5. Participants are requested to bring their laptops, extension cords, and other necessary writing and notetaking materials or devices to ensure a conducive learning environment.

6. Participants are also required to bring a photocopy of their approved Travel Authorities.

7. For immediate concerns and further coordination, please contact Mr. Jimuel A. Diva of HRDD at jimuel.diva@deped.gov.ph.

8. 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

9. Travel expenses of participants and invited resource person shall be charged to their respective local funds subject to standard accounting and auditing rules and regulations.

10. Attached are the Program Flow, List of Participants, and List of Working Committees for the activity.

11. 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
07/15/2025

Enclosure No. 001 to Regional Memorandum No. 0714, 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)	Meriam C. Dela Rita SAO, ASD Resource Person
10:01 – 10:30 a.m.	Snack Break	
10:31 – 12:00 nn	Deepening the Roles and Responsibilities and Administrative Officers II – Supply Concern	Zenylou F. Buyan AO-V Asset Management Unit Head Resource Person
12:01 – 01:00 p.m.	Lunch Break	
01:01 – 02:30 p.m.	Deepening on Budgeting and MOOE Downloading	Adrienne B. Planas Accountant III Resource Person
02:31 – 03:00 p.m.	Snack Break	
03:01 – 05:00 p.m.	Understanding DepEd Recruitment and Selection of Applicants, Compensation and Benefits, and Lates HR-related Policies	Sheryl R. Puyo AO-V/HRMO Personnel Unit Head Resource Person
Day 2		
08:01 – 08:30 a.m.	MOL	
08:31 – 10:00 a.m.	Deepening the Roles and Responsibilities and	Cristabelle R. Jaguit AO V

	Administrative Officers II – Supply Concern	Records Unit Head Resource Person
10:01 – 10:30 a.m.	Snack Break	
10:31 – 12:00 nn	Expanding Knowledge on Procurement Process and PhilGeps	Elsie D. Mongado AO IV Procurement Unit Head Resource Person
12:01 – 01:00 p.m.	Lunch Break	
01:01 – 02:30 p.m.	Expanding Knowledge on ERF Processing	Fe M. Baring TCE II Resource Person
02:31 – 03:00 p.m.	Snack Break	
03:01 – 04:30 p.m.	Introduction to Digital Tools or Portals for Administrative Functions	Nerison S. Pitogo Computer Programmer II Resource Person
04:31 – 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. 0714, s. 2025

LIST OF PARTICIPANTS FOR BATCH 5

No.	Name	Sex	Division Office
01	Jame Patrick C. Minao	Male	Agusan del Norte
02	Dee Jay G. Felicilda	Male	Agusan del Norte
03	Barry D. Manalili	Male	Agusan del Norte
04	Chuckie D. Garrido	Male	Agusan del Norte
05	Nice T. Batuhan	Female	Agusan del Norte
06	Vea Nicole E. Calonia	Female	Agusan del Norte
07	Fierol Christianne R. Fie	Female	Agusan del Norte
08	Daisy Grace R. De Jesus	Female	Agusan del Norte
09	Roxan R. Bagaipo	Female	Agusan del Norte
10	Raymart C. Osigan	Male	Agusan del Sur
11	Romer John U. Cultura	Male	Agusan del Sur
12	Lambert Neil S. Plaza	Male	Agusan del Sur
13.	Mary Coleen G. Mabras	Female	Agusan del Sur
14.	Jessa M. Dela Cruz	Female	Agusan del Sur
15.	Charmae Grace D. Olita	Female	Agusan del Sur
16.	Irish A. Bacat	Female	Agusan del Sur
17.	Kathleen C. Mondilla	Female	Agusan del Sur
18.	Elgie S. Alboria	Female	Agusan del Sur
19.	Anthony T. Cabando	Male	Bayugan City
20.	Dennis D. Yaranon	Male	Bayugan City
21.	Noket B. Mercales	Female	Bayugan City
22.	Ivy Mae T. Escura	Female	Bayugan City
23.	Geraldine V. Boniel	Female	Bayugan City
24.	Christian C. Luminarias	Female	Bayugan City
25.	Oliver W. Jugarap	Male	Bislig City
26.	Eleazar Jr. P. Chavez	Male	Bislig City
27.	Jovit M. Juagpao	Male	Bislig City
28.	Angelica S. Villaruel	Female	Bislig City
29.	Princess May Lustiva	Female	Bislig City
30.	Wincy E. Pague	Female	Bislig City
31.	Aries A. Sobrevilla	Male	Butuan City
32.	Marco Kevin P. Fortun	Male	Butuan City
33.	Cheto L. Galleros	Male	Butuan City
34.	Ritchie R. Dolera	Male	Butuan City
35.	Mary Grace A. Odiver	Female	Butuan City
36.	Marjorie P. Abella	Female	Butuan City
37.	Leodie L. Amoy	Female	Cabadbaran City
38.	Manelyn T. Cepeda	Female	Cabadbaran City
39.	Bella Angely B. Tuloy	Female	Cabadbaran City
40.	Gvishiane M. Magarin	Female	Cabadbaran City
41.	Floriefe M. Marzon	Female	Cabadbaran City
42.	Rhea Mae S. Paduganan	Female	Cabadbaran City
43.	Reymon C. Adana	Male	Dinagat Islands

44.	Vebien B. Abodezo	Male	Dinagat Islands
45.	Maria Deza M. Panol	Female	Dinagat Islands
46.	Rizzl-N E. Petracorta	Female	Dinagat Islands
47.	Ma. Theresa F. Butra	Female	Dinagat Islands
48.	Julie Ann P. Pegarro	Female	Dinagat Islands
49.	Kevin Kyle E. Abuton	Male	Siargao Islands
50.	Ryan S. Dumadag	Male	Siargao Islands
51.	Jayson N. Bayeta	Male	Siargao Islands
52.	Erlina L. Abarico	Female	Siargao Islands
53.	Mary Grace T. Goña	Female	Siargao Islands
54.	Aurifen P. Cordero	Female	Siargao Islands
55.	Mark Hendrick G. Rejuso	Male	Surigao City
56.	Victor B. Gorgonio	Male	Surigao City
57.	Rhiland Duane N. Dumas	Male	Surigao City
58.	Jerome C. Berdin	Male	Surigao City
59.	Rusil R. Samarca	Female	Surigao City
60.	Marie Ann Ivo A. Llano	Female	Surigao City
61.	Vincent Edgar C. Lisondra	Male	Surigao del Norte
62.	Jefry P. Alpetche	Male	Surigao del Norte
63.	Ofelia E. Dumalag	Female	Surigao del Norte
64.	Aisa L. Tadulan	Female	Surigao del Norte
65.	Mira Lona U. Taer	Female	Surigao del Norte
66.	Rimarie E. Odtojan	Female	Surigao del Norte
67.	Alvin Julius O. Dollano	Male	Surigao del Sur
68.	Agnes M. Lazon	Female	Surigao del Sur
69.	Shiela Mae A. Palmera	Female	Surigao del Sur
70.	Jasmine G. Roz	Female	Surigao del Sur
71.	Lovely Pearl M. Raman	Female	Surigao del Sur
72.	Genelvie F. Cubero	Female	Surigao del Sur
73.	Gretchen F. Tejano	Female	Surigao del Sur
74.	Lovely A. Niñal	Female	Surigao del Sur
75.	Shiella Mae O. Montenegro	Female	Surigao del Sur
76.	Marry Grace M. Cortes	Female	Surigao del Sur
77.	John Phillip B. Bolabola	Male	Tandag City
78.	Rey A. Canda	Male	Tandag City
79.	Jamaica C. Igot	Female	Tandag City
80.	Danica Zaida P. Digaum	Female	Tandag City
81.	Jessie Marie L. Mercado	Female	Tandag City
82.	Princess Goldwyn M. Irizari	Female	Tandag City
83.	Meriam C. Dela Rita	Female	Resource Person
84.	Zenylou F. Buyan	Female	Resource Person
85.	Adrienne B. Planas	Female	Resource Person
86.	Sheryl R. Puyo	Female	Resource Person
87.	Cristabelle R. Jaguit	Female	Resource Person
88.	Elsie D. Mongado	Female	Resource Person
89.	Fe M. Baring	Female	Resource Person
90.	Nerison S. Pitogo	Male	Resource Person
91.	Flordelisa R. Dalin, EdD.	Female	HRDD Chief

92	Thresia Kate T. Alipaspas	Female	PMT
93	Junnah B. Tiu	Female	PMT
94	Jimuel A. Diva	Male	PMT
95	Jovanie B. Sumayo	Male	PMT
96	Elmer Augustus F. Conde	Male	PMT

Enclosure No. 003 to Regional Memorandum No. 0714, 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. Ibane 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