



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

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DIVISION MEMORANDUM
NO. 310, s. 2020

DECEMBER 14, 2020

To : **All School Heads, both in public elementary and secondary levels;
All Heads from the Sections of the Office of the Schools
Division Superintendent (OSDS);
All Others Concerned**

From : **GLORIA B. BUYA-AO**
Schools Division Superintendent

Subject : **Enhancement Training on Financial, Legal, Other Matters,
Personnel and Supply (FLOPS) Management**

Date : **December 27 to 29, 2020**

1. Pursuant to the mandated duties and responsibilities of the Office of the Schools Division Superintendent to organize and conduct activities that would capacitate school heads in managing their schools gearing towards improving School-Based Management level of practice and as a way in improving the delivery of quality, accessible, relevant and liberating basic education in all schools in the province, the Office of the Schools Division Superintendent of SDO Abra will be conducting a three-day **Enhancement Training on Financial, Legal, Other Matters, Personnel and Supply (FLOPS) Management on December 27** (afternoon) **to December 29, 2020.**

2. The objective of the enhancement training is to update the participants on financial, legal, other matters, personnel and supply concerns.

Specifically, it aims:

- a. To capacitate the participants on personnel actions, processes, procedures, benefits and wellness;
- b. To enhance the school heads' working knowledge on financial management to improve utilization of school funds in accordance with existing government rules and regulations;
- c. To equip School Heads with the proper Acquisition, Custodianship, Utilization and Disposal of Government Properties of Supplies, Materials and Equipment;
- d. To update the participants with the revised rules and regulations of RA 9184;
- e. To improve awareness of participants on the different processes and procedures in administrative and child protection cases.



Address: **Actividad-Economia St., Zone 2, Bangued, Abra**
Telephone No.: **(074)614-6918**
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3. The participants of this activity are as follows:

- a. All School Heads, both in public elementary and secondary levels;
- b. SDS, ASDS and OSDS Section Heads;
- c. All Heads from the Sections of the Office of the Schools Division Superintendent (OSDS);
- d. Administrative Officer II;
- e. Selected Administrative Assistant III (Senior Bookkeeper)
- f. Secretariat, QAME and Technical Working Group

Please see attached list of participants per class.

4. The venue of this activity shall be at the following:

CLASS 1 – Conference Hall 2A, 3rd Floor SDO Abra

CLASS 2 – Conference Hall 1, 2nd Floor SDO Abra

CLASS 3 – Bangued West Central School Conference Hall

5. Expenses in the conduct of this activity shall be charged from Schools Division MOOE Fund subject to usual budgeting, accounting and auditing rules and regulations. Lunch, am and pm snacks will be provided to all participants. Travelling expenses shall be charged from School MOOE Fund.

6. Health protocols and all precautionary measures of Covid-19 from the DOH and IATF will be strictly observed before, during and after the conduct of this activity. Social distancing, wearing of facemask, hand washing and disinfection should be done.

7. All participants are required to attend to this activity. Wide dissemination and strict compliance with this memorandum is hereby requested.

GLORIA B. BUYA-AO
Schools Division Superintendent



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ATTACHMENT TO DIVISION MEMORANDUM NO. _____

CLASS 1

No.	Station	Name
1	Secondary	Jan Nowel E. Peña
2	Secondary	Simplicio B. Beñas
3	Secondary	Villamor W. Pablo
4	Secondary	Emma C. Segundo
5	Secondary	Charito B. Dioayan
6	Secondary	Fe Ann Mary A. Callena
7	Secondary	Maria Teresa Cabcaban
8	Secondary	Eulalio B. Bosque
9	Secondary	Emerita J. Pacsa
10	Secondary	Herman M. Barcena
11	Secondary	Lino V. Queza
12	Secondary	Brenda L. Bose
13	Secondary	Herminio M. Dacquel, Jr.
14	Secondary	Cesaria T. Santos
15	Secondary	Memory O. Batondo
16	Secondary	Jun-Jun B. Cortel
17	Secondary	Nero B. Baculi
18	Secondary	Enrile B. Balais
19	Secondary	Norma T. Pineda
20	Secondary	Rufina B. Lazo
21	Secondary	Walter D. Navalta
22	Secondary	Marisol B. Reyes
23	Bangued East District	Bernadette B. Moyrong
24	Bangued East District	Catalino C. Bisquera
25	Bangued East District	Irenea A. Viado
26	Bangued East District	Margarita C. Balla
27	Bangued East District	May B. Arconado
28	Bangued East District	Melba B. Linggayo
29	Bangued East District	Nenita P. Sabino
30	Bangued East District	Rolando B. Belmes
31	Bangued East District	Segundina B. Pizarro
32	Bangued East District	Valeria A. Bayle
33	Bangued East District	Wendelino T. Arias
34	Bangued West District	Elsa P. Bliss
35	Bangued West District	Emyrose M. Cariño
36	Bangued West District	Fernandina B. Lagundino
37	Bangued West District	Imelda B. Dosono
38	Bangued West District	Merlita F. Bringas
39	Bangued West District	Rosell B. Polis
40	Bangued West District	Shirley W. Galera
41	Bangued West District	Virginia B. Baruela
42	Peñarubia District	Charito B. Soliven
43	Peñarubia District	Maria Lorena B. Bisares
44	Peñarubia District	Minerva Joy L. Addun
45	Peñarubia District	Pepito Q. Trinidad
46	Peñarubia District	Reynaldo D. Sabian

CLASS 2

No.	Station	Name
1	Bucay District	Ailyn B. Taberdo
2	Bucay District	Amelia B. Tubaña
3	Bucay District	Annabelle T. Guidang
4	Bucay District	Bernardino B. Lazo, Jr.
5	Bucay District	Catherine A. Peig
6	Bucay District	Edralyn B. Alvarez
7	Bucay District	Fedelyn M. Tacis
8	Bucay District	Gabriel B. Velasco
9	Bucay District	Jovy T. Bugaoisan
10	Bucay District	Mario P. Garcia
11	Bucay District	Mary Hazel B. Ballena
12	Bucay District	Rosa Maria G. Bides
13	Manabo District	Caridad C. Teneza
14	Manabo District	Cleto T. Batondo
15	Manabo District	Cristina B. Padayao
16	Manabo District	Loreto A. Peñalosa, Jr.
17	Manabo District	Rebelita Q. Bejarin
18	Manabo District	Rudyrick S. Cayto
19	Bucloc District	Ireneo A. Lalin
20	Bucloc District	Jovelyn L. Manuel
21	Bucloc District	Urbana C. Valeros
22	Daguioinan District	Christine D. Poblete
23	Daguioinan District	Sozie Pearl T. Balagso
24	Boliney District	Daisy U. Dalmacio
25	Boliney District	Mary Ann R. Valera
26	Boliney District	Melody P. Gumban
27	Boliney District	Pablo Pol S. Mayugo
28	Boliney District	Samuel T. Miguigan
29	Sallapadan District	Anthony G. Batalao
30	Sallapadan District	Benjie B. Gupaal
31	Sallapadan District	Gamie P. Gayao
32	Sallapadan District	Gina S. Martinez
33	Sallapadan District	Juliet T. Cruz
34	Sallapadan District	Kennedy C. Isiguen
35	Sallapadan District	Leila O. Mapa
36	Sallapadan District	Rafael T. Calubing
37	Luba District	Cynthia T. Del Rosario
38	Luba District	Dominic D. Lang-ayan
39	Luba District	Emilia T. Garcia
40	Luba District	Florenda A. Ingo
41	Luba District	Jose P. Garcia
42	Luba District	Malelyn B. Candong
43	Luba District	Natividad M. Lumaang
44	Luba District	Ricky D. Manuel
45	Tubo District	Agustin B. Lawagan
46	Tubo District	Alma T. Wagayen

47	Pidigan District	Amelita B. Paculdar
48	Pidigan District	Emma P. Madriaga
49	Pidigan District	Manuela B. Garcia
50	Pidigan District	Pilita C. Apolinar
51	Pidigan District	Ursalina P. Panelo
52	Langiden District	Delfin B. Blando
53	Langiden District	Dina T. San Miguel
54	Langiden District	Josemar M. Madriaga
55	San Quintin District	Hilda M. Palecpec
56	San Quintin District	Honorata M. Perlas
57	San Quintin District	Marissa V. Bayle
58	Dolores District	Alejandria B. Fernandez
59	Dolores District	Conchita T. Zapata
60	Dolores District	Dahlia L. Silvania
61	Dolores District	Marlene A. Tesoro
62	Dolores District	May Edina B. Timbreza
63	Dolores District	Pepito T. Biccay
64	Dolores District	Prescila B. Tesoro
65	Technical Working Group	Hazel B. Baroña
66		Shelyn Grace B. Balderama
67		Agneda G. Princer
68		María Fe B. Alcos
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47	Tube District	Elizabeth M. Manggalis
48	Tube District	George D. Daagdag
49	Tube District	Loreta T. Ignacio
50	Tube District	Norma T. Diaken
51	San Juan District	Artemio L. Lazo
52	San Juan District	Brenda Grace B. Soriano
53	San Juan District	Leonila A. Sagisi
54	San Juan District	Nathaniel T. Dickson
55	San Juan District	Natividad D. Gandeza
56	San Juan District	Windelma P. Alcantara
57	San Juan District	Zenaida Yolanda B. Billedo
58	Tineg District	Frederick L. Panabang
59	Tineg District	John C. Palangi
60	Tineg District	Jovel B. Pacapac
61	Tineg District	Lehis B. Ferras, Jr.
62	Tineg District	Mary Grace L. Apalin
63	Tineg District	Menchie T. Sagudang
64	Tineg District	Petronila S. Fidelino
65	Tineg District	Rosano M. Quizada
66	Technical Working Group	Florgale B. Panelo
67		Jam Rally B. Ballesta
68		Pacita T. Molina
69		Esther R. Tamayo
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CLASS 3

No.	Station	Name
1	La Paz District	Andres E. Cay-an
2	La Paz District	Archie C. Pre
3	La Paz District	Cayetano B. Barcena
4	La Paz District	Jacinto S. Bose
5	La Paz District	Jomar P. Brub
6	La Paz District	Loma C. Belena
7	La Paz District	Marcelo A. Ton
8	La Paz District	Nora V. Bugasto
9	La Paz District	Rolando S. Blanes
10	Danglas District	Agnes M. Dolaoen
11	Danglas District	Danilo L. Balling
12	Danglas District	Hector B. Escala
13	Danglas District	Oly Joy R. Sulian
14	Danglas District	Rose P. Casigay
15	Lagayan District	Balmarie D. Bayle
16	Lagayan District	Felimar C. Molina
17	Lagayan District	Matilde S. Ci-o
18	Lagayan District	Simplicia G. Donato
19	Lagangilang District	Anicia M. Bersalona
20	Lagangilang District	Edsel Benedicto Q. Manangbao
21	Lagangilang District	Jayfee G. Calubing
22	Lagangilang District	Lailani P. Camello
23	Lagangilang District	Noralyn C. Padilla
24	Lagangilang District	Orlando G. Baisa
25	Lagangilang District	Paulina Corazon T. Gandeza
26	Lagangilang District	Rico T. Tubadeza, Jr.
27	Lagangilang District	Rolando M. Torres
28	Lagangilang District	Rubelita C. Almodobar
29	Lacub District	Elmer M. Eguem
30	Lacub District	Grace B. Baldemor
31	Lacub District	Virginia B. Dreu
32	Baay-Licuan District	Ellen Ruth A. Domingo
33	Baay-Licuan District	Jovelyn P. Ambre
34	Baay-Licuan District	Leonarda G. Turalba
35	Baay-Licuan District	Ma Lourdes O. Blanca
36	Baay-Licuan District	Rafael E. Tejero
37	Malibcong District	Amalia D. Panabang
38	Malibcong District	Cristina M. Ollanas
39	Malibcong District	Teresita L. Bides
40	Malibcong District	Yolanda G. Lingayo
41	Pilar District	Adoracion C. Beroña
42	Pilar District	Angeline C. Maguensay
43	Pilar District	Grace L. Dizon
44	Pilar District	Napoleon B. Bobias
45	Pilar District	Petronilo C. Asuncion
46	Pilar District	Rodolfo G. Castro
47	Pilar District	Rolando D. Antonio
48	Pilar District	Rosewel G. Labutong

49	San Isidro District	Grace C. Tadeo
50	San Isidro District	Maricel B. Carsola
51	San Isidro District	Narlyn B. Eduarte
52	San Isidro District	Nestor C. Pacsa
53	Villaviciosa District	Arturo G. Ferrer
54	Villaviciosa District	Corazon C. Gandeza
55	Villaviciosa District	Freddie B. Suaso
56	Villaviciosa District	Juanita S. Garcia
57	Villaviciosa District	Loma C. Castañeda
58	Villaviciosa District	Sonia B. Barbero
59	Tayum District	Christine B. Gandeza
60	Tayum District	Eugenio P. Millare
61	Tayum District	Flordeliza T. Orio
62	Tayum District	Frederico Antonio B. Dumlaog
63	Tayum District	Silverio T. Cariño
64	Tayum District	Stanley P. Millare
65	Tayum District	Teresa B. Arias
66	Technical Working Group	Lourdes A. Centeno
67		May Flor T. Sanchez
68		Angelica P. Bermudez
69		Lovely Kris C. Uy
70		
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LEARNING FACILITATORS		
1	SDS	Gloria B. Buya-ao
2	ASDS	Soraya T. Faculo
3	AO V	Elmer V. Batondo
4	Accountant III	Celia S. Bolante
5	AO V	Janet B. Pascua
6	AO IV	Gemma B. Cabutaje
7	AO IV	Fatima Ava A. Batondo
8	AO IV	Wilma P. Palecpec
9	AO IV	Merly B. Bargas
10	Attorney III	Janneliza M. Taloma

$$70+71+71+10=222$$