



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

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JAN 18 2022
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DIVISION MEMORANDUM

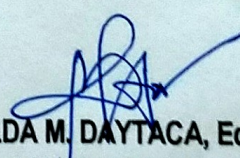
No. 010 s. 2022

January 19, 2022

ORIENTATION AND ON BOARDING OF NEWLY HIRED ADMINISTRATIVE OFFICER II

To: Concerned School Heads
Concerned Newly-hired Administrative Officer II
Other Concerned SDO Personnel

1. The Schools Division Office will conduct an orientation and onboarding for all newly-hired Administrative Officer II on January 24-31, 2022, 8:00am, SDO Conference Hall.
2. This onboarding activity aims to:
 - a. Introduce and orient on the duties and responsibilities in the areas of Human Resource Management, Supply Management and Financial Management.
 - b. Familiarize with the roles, rights, responsibilities and accountabilities attached to the position, and
 - c. Capacitate participants in performing assigned tasks
3. Participants to this activity are the Administrative Officers II who were hired in FY 2020 and FY 2021 and the Heads of the schools where they will be deployed.
4. Attendance of School Heads are required on the first day of the orientation (January 24, 2022), only. Refer to Enclosure A for the list of participants and Encl. B for the Activity Matrix.
5. Stringent health protocols should be observed before, during and after the conduct of the activity.
6. For information and immediate dissemination.


BENILDA M. DAYTACA, EdD, CESO VI
Assistant Schools Division Superintendent
OIC- Office of the Schools Division Superintendent

OSDS/Admin/jbb



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Encl. A to DM No. 10, s. 2022 Orientation and Onboarding of Administrative Officer II

LIST OF PARTICIPANTS TO THE ORIENTATION AND ONBOARDING OF ADMINISTRATIVE OFFICER II
On January 24-31, 2022

NAME	POSITION
1. Rolly Joy R.J. C. Barril	Administrative Officer II
1. Hazel B. Barona	Administrative Officer II
2. Erwin Luis F. Damian	Administrative Officer II
3. Nympha B. Parinas	Administrative Officer II
4. Silverio T. Carino	School Principal IV
5. Frederico Antonio B. Dumlao	Head Teacher II
6. Imelda B. Dosono	School Principal II
7. Catalino C. Bisquera	School Principal I
8. Melba B. Linggayo	School Principal I
9. Nenita P. Sabino	School Principal II
10. Irene A. Viado	School Principal I
11. Celia S. Bolante	Accountant
12. Janet B. Pascua	Administrative Officer V
13. Gemma B. Cabutaje	Administrative Officer IV
14. Merly B. Bargas	Administrative Officer IV
15. Lourdes S. Centeno	Administrative Officer II



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ENCL. 8.

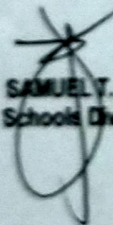
ACTIVITY TITLE: ON BOARDING OF NEWLY APPOINTED ADMINISTRATIVE OFFICER II
 DATE OF CONDUCT:

Date and Time (Day, Date, Month, Year)	TASKS TO BE PERFORMED	PERSONNEL WHO WILL PROVIDE TA
<u>Week One</u> Day 1 & 2 (Jan. 24, 2022)	I. Introduce and welcome newly hired AO II	Gemma B. Cabutaje, AO IV
	II. Orient personnel on new Job Description	Janet B. Pascua, AO V
	III. Provide technical assistance on:	Gemma B. Cabutaje, AO IV
Day 3	a. Personnel Administration (Recruitment and Selection, Personnel Records and other HR-related functions)	Lourdes S. Centeno, AO II
	b. Compensation and Benefits (computation of benefits such as maternity, step increment, salary differentials, PVP etc)	Gemma B. Cabutaje, AO IV
Day 4	c. General Administrative Services (preparation of F7, encoding of reports etc)	Merly B. Bargas, AO IV
Day 5	d. Property Custodianship (procurement, inventory and issuance of supplies)	
<u>Week Two</u> Day 1 & 2	d. Financial management (Cash disbursement, liquidation reports and supporting documents etc)	Celia S. Bolante, Accountant

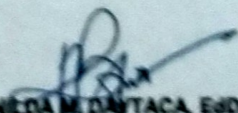
Prepared by:

JANET B. PASCUA
 Administrative Officer V (Admin. Services)

NOTED:


 SAMUEL T. EGSAEN, JR.
 OIC, Ass. Schools Division Superintendent

APPROVED:


 BENILDA M. DAYTACA, EdD, CESO VI
 Assistant Schools Division Superintendent
 OIC, Office of the Schools Div. Superintendent



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