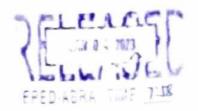


Republic of the Philippines

Department of Education

Cordillera Administrative Region SCHOOLS DIVISION OFFICE OF ABRA



Office of the Schools Division Superintendent

DIVISION MEMORANDUM No. 003 s. 2023

January 03, 2023

ORIENTATION AND ON BOARDING OF NEWLY HIRED ADMINISTRATIVE OFFICER II (FY 2021)

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

- The Schools Division Office will conduct an orientation and on boarding for all newly hired Administrative Officer II on January 05-13, 2023, 8:00 a.m., at Bangued West Central School, Gymnasium.
- 2. This on boarding activity aims to:
 - To orient on the duties and responsibilities of Administrative Officer II in the areas of Personnel Administration, Property Custodianship, General Administrative Support, and Financial Management.
 - To Capacitate participants in performing assigned tasks.
 - c. To enhance sense of pride and appreciation among participants for being DepEd personnel.
- Participants to this activity are the Administrative Officer II who were hired in FY 2021 and the Heads of
 the schools wherein they will be deployed. Attendance of School Heads are highly encouraged on the
 first day of the orientation (January 05, 2023 only). Refer to Enclosure A for the List of Participants and
 Enclosure B for the Activity Matrix.
- Stringent health protocol should be observed before, during and after the conduct of the activity.
- For information and immediate dissemination.

BENICDA II. DAYTACA EdD, CESO V Schools Division Superintendent

OSDS/Admin/RJB



Address: Actividad-Economia St., Zone 2 (Consiliman), Bangued, Abra

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Enclosure A to DM No. _____, s. 2023 Orientation and On Boarding of Newly Hired Administrative Officer II

LIST OF PARTICIPANTS TO THE ORIENTATION AND ON BOARDING OF NEWLY HIRED ADMINISTRATIVE OFFICER II On January 05-13, 2023

No.	Name	Station	Position	
1	Benilda M. Daytaca EdD, CESO V	SDO	SDS	
2	Samuel T. Egsaen Jr.	SDO	ASDS	
3	Jumar T. Princer	Licuan IS	Administrative Officer II	
4	Loma B. Paet	Layugan IS	Administrative Officer II	
5	Kheila C. Siganay	Lapaz IS	Administrative Officer II	
6	Hermanlo S. Molina	Ba-I IS	Administrative Officer II	
7	Novie Haze G. Lamagan	Maguyepyep IS	Administrative Officer II	
8	Arnold B. Domingo	An-anaao ES	Administrative Officer II	
9	Loide M. Quezada	Naglibacan IS	Administrative Officer II	
10	Deserie F. Paderes	Tuquib IS	Administrative Officer II	
11	Zoraida V. Sharief	Lumaba IS	Administrative Officer II	
12	Rafael E. Tejero	Licuan IS	Head Teacher III	
13	Gabriel B. Velasco	Layugan IS	Principal II	
14	Esteban Lope N. Tamayo	Lapaz IS	Principal I	
15	Felimar C. Molina	Ba-I IS	Principal I	
16	Leila Mapa	Maguyepyep IS	Principal I	
17	Crisostomo Balneg	An-anaao ES	Principal i	
18	Mary Jane T. Mailed	Naglibacan IS	Head Teacher I	
19	Juanita S. Garcia	Tuquib IS	Head Teacher II	
20	Arturo G. Ferrer	Lumaba IS	Principal II	
21	Celia S. Bolante	SDO	Accountant III	
22	Janet B. Pascua	SDO	Administrative Officer V - Admin	
23	Gemma B. Cabutaje	SDO	Administrative Officer IV - Personnel	
24	Merly B. Bargas	SDO	Administrative Officer IV – Supply	
25	Atty. Aileen Joy C. Fuentes	SDO	OIC-Legal Officer	
26	Florgale B. Panelo	SDO	Administrative Officer III – Personnel	
27	Hazel B. Baroña	SDO	Administrative Officer III – Supply	
28	Milagros P. Acelador	SDO	Agriculturist I	
29	Jam Rally B. Ballesta	SDO	Administrative Assistant III	
30	Garnette Mayer P. Ton	SDO	Administrative Assistant III	
31	Janine Erika B. Belisario	SDO	Administrative Assistant III	
32	Jesren Rona B Barbon	SDO	Administrative Assistant III	
33	Pacita T. Molina	SDO	Administrative Assistant III	
34	Lovely Kris C. Uy	SDO	Administrative Assistant III	
35	Loma B. Llaneza	SDO	Administrative Assistant III	
36	Eden T. Adriatico	SDO	Administrative Assistant III	



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Enclosure B

ACTIVITY MATRIX

	ACTIVITY MATRIX	
Date and Time		
January 5, 2023 8:00 am - 5:00 pm	Registration	
	Introduce the Newly Appointed Administrative Officer II	Gemma B. Cabutaje
	Oath Taking of Newly Appointed AO II	Benilda M. Daytaca EdD, CESO V
	Orientation on New Job Description	Janet B. Pascua
January 6, 2023 8:00 am - 5:00 pm	Provision of Technical Assistance on:	
•	Personnel Administration	
	(Recruitment and Selection,	
January 9, 2023 8:00 am - 5:00 pm	Personnel Records and Other	
	HR Related Functions)	
	B. Compensation and Benefits	
January 10, 2023 8:00 am – 5:00 pm	(Computation of benefits such as maternity claim, salary differentials, PVP, etc.	Gemma B. Cabutaje and Team
January 11, 2023 8:00 am - 5:00 pm	C. General Administrative Services (Preparation of Form 7, encoding of repots, etc.)	
January 12, 2023 8:00 am - 5:00 pm	 Property Custodianship (Procurement, inventory and issuance of supplies) 	Merely B. Bargas
January 13, 2023 8:00 am - 5:00 pm	Financial Management (Cash Disbursements, Liquidation Reports and completeness of supporting documents)	Cella S. Bolante
	Closing	Samuel T, Egsaen Jr.

Prepared by:

JANET & PASCUA Administrative Officer V – Admin

Noted by:

SAMUEL T. EGSAEN JR. Assistant Schools Division Superintendent

Approved by:

BENILDA M. DAYTACA EdD, CESO V Schools Division Superintendent

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