



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

RELEASED  
JAN 04 2023  
EPED-ABRA TIME 7:18

**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 2023)**

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

1. 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:
  - a. 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.
  - b. To Capacitate participants in performing assigned tasks.
  - c. To enhance sense of pride and appreciation among participants for being DepEd personnel.
3. Participants to this activity are the Administrative Officer II who were hired in FY 2023 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.
4. Stringent health protocol should be observed before, during and after the conduct of the activity.
5. For information and immediate dissemination.

  
**BENILDA M. DAYACA EdD, CESO V**  
Schools Division Superintendent

OSDS/Admin/RJB



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**SILNAG**

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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	Lorna 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-anao 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-anao 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	Lorna B. Llana	SDO	Administrative Assistant III
36	Eden T. Adriatico	SDO	Administrative Assistant III



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Enclosure B

**ACTIVITY MATRIX**

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

Prepared by:

**JANET B. 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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