



Republika ng Pilipinas
Kagawaran ng Edukasyon
Region 5 (Bikol)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

April 22, 2025

DIVISION MEMORANDUM
No. 372, s. 2025

DIVISION STAFF ORIENTATION WORKSHOP (DSOW) ON THE SKILLS ENHANCEMENT OF BOOKKEEPERS AND DISBURSING OFFICERS ON GOVERNMENT PROCUREMENT

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
OSDS Unit Heads/Section Heads
Non-Teaching Personnel
All Others Concerned

1. This is to inform the Program Management Team members and Resource Persons that the conduct of the **Division Staff Orientation Workshop (DSOW)** for the Training Workshop on the Skills Enhancement of Bookkeepers and Disbursing Officers on Government Procurement will be on **April 23, 2025, at Rhaj Executive Inn & Appartelle Inc., Gogon, Virac Catanduanes.**

2. The following are the expected participants:

NAME	POSITION	ROLE
Delfin A. Bondad	OIC-ASDS	DPDC Chairperson/Resource Person
Mary Jean S. Romero	Chief ES	DPDC Co-Chairperson
Romel G. Petajen	Chief ES	DPDC Co-Chairperson
Eva S. Tolentino	AO-V	DPDC Member/Resource Person
Atty. Norlito Jr. T. Agunday	Legal Officer III	Resource Person
Aroline T. Borja	EPS	SDO-NEAP Focal Person/Resource Person
Angelo James Aguinale	Accountant III	Resource Person
Floren S. Clavo	SEPS-PRU	Resource Person
Rey C. Bonayon	Planning Officer III	Resource Person
Ma. Rita SR. Tablate	SEPS-SMME	Onsite QAME/Resource Person
Carol P. Gil	SEPS-HRD	Program Lead
Elizabeth S. Urbano	EPS-II-HRD	Assistant Program Lead
Imaculate T. Latorre	EPS-II-SocMobNet	Documenter

4. Meals and other training expenses shall be charged from the Division OPDNTF Continuing Fund while travel expenses may be charged to local funds subject to usual accounting and auditing rules and regulations.

5. For information and guidance of all concerned.

By Authority of the OIC-Schools Division Superintendent:

DELFIN A. BONDAD
Asst. Schools Division Superintendent
Officer-In-Charge

