



Republika ng Pilipinas
Kagawaran ng Edukasyon
Region 5 (Bikol)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

April 22, 2025

DIVISION MEMORANDUM
No. 375, s. 2025

ADDENDUM TO DIVISION MEMORANDUM NUMBER 227 S. 2025 RE: DATA PROFILING ON NON-TEACHING PERSONNEL FOR SKILLS ENHANCEMENT OF BOOKKEEPERS AND DISBURSING OFFICERS ON GOVERNMENT PROCUREMENT

To : OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public School Heads
OSDS Unit Heads/Section Heads
Bookkeepers/Disbursing Officers in Schools & in SDO
Non-Teaching Personnel
All Others Concerned

1. This is to inform the field that the venue for the Training Workshop on Skills Enhancement of Bookkeepers and Disbursing Officers in Government Procurement will be on **April 24-25, 2025** at **Rhaj Executive Inn & Appartelle Inc., Gogon, Virac Catanduanes.**
2. Participants in this training workshop are selected Administrative Officers, Bookkeepers and Disbursing Officers based on the results of the Learning Needs Assessment conducted last March 14, 2025.
3. Enclosures to this memorandum provide details as follows:
 - a. Training Matrix
 - b. List of Participants and PMT's
4. Target participants are requested to bring laptop and to pre-register in this link: <https://tinyurl.com/PreRegNT>.
5. Meals and other training expenses shall be charged from the Division OPDNTF Continuing Fund hence, NO registration shall be collected from the participants.
6. For information, guidance, and compliance of all concerned.

By Authority of the OIC-Schools Division Superintendent:

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



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Enclosure No. 1 in DM 375, S2025

TRAINING MATRIX

SKILLS ENHANCEMENT OF BOOKKEEPERS AND DISBURSING OFFICERS ON GOVERNMENT PROCUREMENT		
Time	Day 1	Day 2
8:00 - 8:30	PRELIMINARIES/Pre-Test	PRELIMINARIES
8:30 - 9:00	Opening Program	MOL
9:00-10:00	Session 1: Operational Planning RP: Rey C. Bonayon, Planning Officer III	Session 5: Understanding the Basics of Procurement process and document preparation RP: Eva S. Tolentino Administrative Officer V Delfin A. Bondad, ASDS
10:00-10:30	Snack Break	Snack Break
10:30-12:00	Session 2: <i>Workshop</i> RP: Rey C. Bonayon, Planning Officer III RP:Floren C. Clavo, SEPS	Session 6: <i>Financial Reporting and Record-Keeping</i> RP: Angelo James O. Aguinalde Accountant III
12:00-1:00	Lunch Break	
1:00-3:00	Session 3: Compliance with New Government Act RA 12009 RP: Atty. Norlito Jr. T. Agunday	Workshop RP: Angelo James O. Aguinalde Accountant III
3:00-3:30		
3:30-4:30	Session 4: <i>Implementation of Programs, Projects, and Activities</i> RP: Rey C. Bonayon, Planning Officer III RP: Floren C. Clavo, SEPS	Session 7: <i>Preparation of Monitoring and Evaluation Tool</i> RP: Maria Rita SR Tablate, SEPS-SMME Session 8: Preparation Re-Entry Action RP: Aroline T. Borja, EPS
4:30-5:00	Debriefing	Post Test/Closing Program



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Enclosure No. 2 in DM 375 2025

PROGRAM MANAGEMENT TEAM

Executive Committee:

1. Cecile C. Ferro, CESO VI- Schools Division Superintendent, Officer-In-Charge
2. Delfin A. Bondad, PhD- PSDS-OIC Office of the Assistant Schools Division Superintendent
3. Mary Jean S. Romero- SGOD Chief
4. Romel G. Petajen- CID Chief
5. Eva S. Tolentino- Administrative Officer V

NAME	POSITION	ROLE	TERMS OF REFERENCE
Carol P. Gil	SEPS-HRD	Program Lead	<ul style="list-style-type: none"> • Coordinates with team members and program partners to ensure proper implementation of the program • Responds promptly to all program implementation concerns • Facilitates the pre -and post-meetings • Prepares attendance/ registration sheets/certificates • Coordinates with training venue for accommodation, meals, and other concerns • Prepares the program completion report
Delfin A. Bondad Eva S. Tolentino Rey C. Bonayon Angelo James Aguinalde Atty. Norlito Jr. Agunday Aroline T. Borja Floren Clavo Ma. Rita Tablate	ASDS AO-V PO-III Accountant III Legal Officer III EPS SEPS SEPS	Resource Speaker/Subject- Matter Expert	<ul style="list-style-type: none"> • Applies effective presentation and facilitation techniques in conducting assigned sessions • Provides expert content input during learning sessions
Ma. Rita SR. Tablate	SEPS-SMME	QAME Associate	<ul style="list-style-type: none"> • Takes charge of Monitoring and Tracking Evaluation Forms • Crafts and Quality Assures M&E tools needed to gather relevant data and outputs



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			<ul style="list-style-type: none">Analyzes and Interprets M&E tools utilized and presents them to the group during debriefing.Provides suggestions and inputs based on Evaluation results as the basis for Improvement of Program Implementation
Imaculate T. Latorre	EPS-II-SocMobNet	Documenter	<ul style="list-style-type: none">Documents the proceedings of the learning sessions using the prescribed documentation templateTakes photos of the different parts of the program delivery
Wedding East Staff		Welfare Officer	<ul style="list-style-type: none">Ensures that provisions for inclusion, safety, security, health, and wellness of learners, PMT, and resource persons are adequate and available at all times in the venueAttends emerging inclusion, safety, security, health, and wellness concerns of participants, PMT, and resource speakers/subject-matter experts.
Carol P. Gil	Secretariat		<ul style="list-style-type: none">Attends to registration needs of learnersEnsures that learners fill up attendance sheets everydayPrepares directory of participants based on registration formsAssists in the distribution of learning materials and suppliesAssists in posting and collection of session outputsCompiles session documents and learning resource materials



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Enclosure No. 2.1 in DM 375, S 2025

TARGET PARTICIPANTS

No.	NAME	POSITION	STATION
1	Cristina Barrameda	AO-V	SDO-Proper
2	Anne Geisha Matienzo	Administrative Officer II	San Vicente ES
3	Ma. Carissa Gucerero	Administrative Officer II	Buyo IS
4	Lara Melissa Tito	Administrative Officer II	Panganiban CES
5	Raquel Tumala	Senior Bookkeeper	SDO-Proper
6	Marinela L. Pamplona	Senior Bookkeeper	SDO-Proper
7	Mark Silvestre	Senior Bookkeeper	SDO-Proper
8	Karen S. Tusara	Bookkeeper	SDO-Proper
9	Ma. Aileen Asuncion	Disbursing Officer	Calatagan HS
10	Santos T. Talion	Senior Bookkeeper	MilaViga IS
11	Ramze D. Surban	Disbursing Officer	MilaViga IS
12	Marisal Tomagan	Disbursing Officer-Designate	Gigmoto RDHS
13	Shemaine D.Torrecampo	Disbursing Officer	Tabugoc CES
14	Howell F. Tumampil	Senior Bookkeeper	Tabugoc CES
15	Elma V. Pitajen	Disbursing Officer	Virac Pilot ES
16	Geraldine Tano Sunga	Senior Bookkeeper	Pandan CES
17	Rose Ann Z. De Quiroz	Administrative Assistant III	LIV NHS
18	Joseph Arcilla	Administrative Officer IV	Baras RDHS
19	Hazel C. Manlangit	Senior Bookkeeper	San Andres
20	Virginia Soneja	AO-IV	San Andres
21	Jenelindo Teves	Administrative Officer	Elem School
22	Jennifer Ariate	Administrative Officer	Elem School
23	John Paul Vargas	Administrative Officer	Tambongon NHS
24	Julius Coronejo	Administrative Assistant II	Cobo IS
25	Emelda S. Soneja	Administrative Officer II	Tibo CS
26	Jonnell Sarmiento	Administrative Officer II	Manambrag ES
27	Joji De Leon	Administrative Officer IV	Bagamanoc RDHS
28	Elvis Mendador	Administrative Assistant III	Gigmoto CES
29	Lyn Antoneth Tedera	Administrative Officer II	Pagsangajan IS
30	Legie Marquez	Administrative Officer	Tariwara ES
31	Audrey Rose Avila	Administrative Officer I	SAVS
32	Debbie Go	Administrative Officer II	Cabcab CES
33	Jean Flor Cestina	Administrative Officer II	JMAMES
34	Richelle A. Agapen	Administrative Officer II	Guinsaanan ES
35	Jerald Sabayle	Administrative Officer II	Cabuyoan ES
36	Ruel T. Balane	Senior Bookkeeper	SDO-Proper
37	Marichu P. Valeza	Senior Bookkeeper	SDO-Proper