



Republika ng Pilipinas
Kagawaran ng Edukasyon
 REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

April 23, 2025

DIVISION MEMORANDUM
 No. 383, s. 2025

**CORRIGENDUM AND ADDENDUM TO DIVISION MEMORANDUM NO. 375 s. 2025,
 RE: TRAINING WORKSHOP ON SKILLS ENHANCEMENT OF BOOKKEEPERS
 AND DISBURSING OFFICERS ON GOVERNMENT PROCUREMENT**

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

1. This is to inform the field about the additional participants for the Training Workshop on Skills Enhancement of Bookkeepers and Disbursing Officers on Government of Procurement. The workshop will be conducted from April 24-25, 2025, at Rhaj Executive Inn and Appartelle Inc., Gogon Virac, Catanduanes. The updated list of participants and replacements is as follows:

Original Participant	Position	Replacement	Position
Cristina Barrameda	AO-V	Sheila Gascon	AO-II
Raquel Tumala	Senior Bookkeeper	Aileen Timajo	AO-II
Mark Silvestre	Senior Bookkeeper	Emily Augusto	Senior Bookkeeper
Ma. Aileen Asuncion	Disbursing Officer	Maricris Sarmiento	AO-II
Shermaine Torrecampo	Disbursing Officer	Janice Gianan	AO-II
Ruel T. Balane	Senior Bookkeeper	Pearl Aguinalde	Senior Bookkeeper
Marichu P. Valeza	Senior Bookkeeper	Carmela Molod	Senior Bookkeeper
Ma. Rita SR Tablate(PMT)	SEPS-SMME	Alfred Z. Bagadiong	PDO-I
Aroline T. Borja(PMT)	EPS	Nanette Sarmiento	AO-II
Wedding East Staff	Welfare officer	Rhaj Executive Inn	Welfare officer

2. Additionally, the adjusted Training Matrix is as follows:

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: Data Privacy Act RP: Atty. Norlito Jr. T. Agunday	Session 6: Understanding the Basics of Procurement process and document preparation RP: Delfin A. Bondad, ASDS



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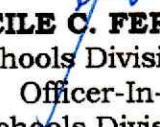
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10:00-10:30	Snack Break	Snack Break
10:30-12:00	Session 2: Strategic Planning RP: Floren C. Clavo, SEPS	Session 6: <i>Financial Reporting and Record-Keeping</i> RP: Angelo James O. Aguinalde Accountant III
12:00-1:00	Lunch Break	Lunch Break
1:00-3:00	<i>Presentation of Outputs</i> RP: Floren C. Clavo, SEPS	Workshop RP: Angelo James O. Aguinalde Accountant III
3:00-4:00	Session 3: Operational Planning RP: Rey C. Bonayon, Planning Officer III	Workshop RP: Angelo James O. Aguinalde Accountant III
4:00-4:30	Session 5: Workshop & Presentation of Outputs RP: Rey C. Bonayon, Planning Officer III	Session Application of Learning and Development RP: Carol P. Gil SEPS
4:30-5:00	Debriefing	Post Test/Closing Program

3. Other provisions stated in Division Memorandum No.375 s. 2025 shall remain in effect.

4. For information, guidance, and compliance of all concerned.


CECILE C. FERRO, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent