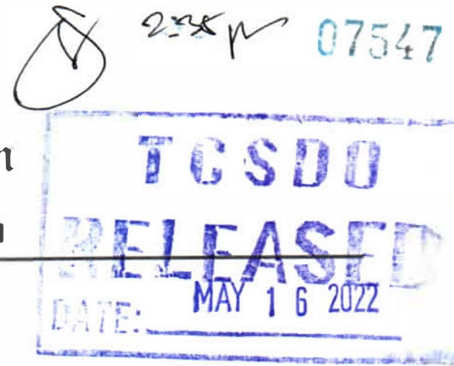




Republic of the Philippines
Department of Education
REGION III
TARLAC CITY SCHOOLS DIVISION



May 16, 2022

DIVISION MEMORANDUM

No. 29 s. 2022

To: OIC – ASDS
Division Chiefs
Public Elementary and Secondary School Heads
All Others Concerned

CAPACITY BUILDING AND PROFESSIONAL DEVELOPMENT FOR NON-TEACHING PERSONNEL OF TCSD OFFICE

1. In order to improve the efficiency and effectiveness of the underlying processes in the Tarlac City Schools Division, this Office will conduct the Capacity Building and Professional Development for Non-Teaching Personnel of TCSD Office on July 5, 6 and 7, 2022 via Limited Face-to-Face at Sto. Cristo Integrated School.
2. Participants to this activity are those enumerated together with the Technical Working Group (TWG) and Resource Persons in Enclosure No. 1. They will be given certificates upon validation of the Program Management Team.
3. The Program Matrix is attached as Enclosure No. 2.
4. All expenses relative to the conduct of this activity shall be charged against the Division MOOE subject to usual accounting rules and regulations.
5. Immediate and wide dissemination of this Memorandum is enjoined.


MARIA CARMEN P. CUENCO EdD, CESO V
Schools Division Superintendent



Juan Luna St., Brgy. Sto. Cristo, Tarlac City 2300
Email address: tarlac.city@deped.gov.ph
Website: <http://depedtarlacity.com>
Telephone Numbers: (045) 982 – 4514



Enclosure 1 to Division Memo No. 79, s. 2022

**CAPACITY BUILDING AND PROFESSIONAL DEVELOPMENT FOR NON-TEACHING
PERSONNEL OF TCSD OFFICE**

July 5-7, 2022, 8:00 am onwards at Sto. Cristo Integrated School

LIST OF PARTICIPANTS

MANAGEMENT TEAM

NO.	NAME	GENDER	POSITION
1	Maria Carmen P. Cuenco EdD, CESO V	F	Schools Division Superintendent
2	Lourdes G. Dela Cruz, PhD	F	OIC- Assistant Schools Division Superintendent
3	Ma. Victoria Q. Abulencia	F	Accountant III
4	Eliazer E. Sahagun	M	Administrative Officer V
5	Ma. Cristina A. Espiritu	F	Administrative Officer IV
6	Mary Grace R. Cawigan	F	Administrative Officer IV
7	Alvin P. Fabelico	M	Administrative Officer IV

TECHNICAL WORKING GROUP

NO.	NAME	GENDER	POSITION
1	Aileen D. Gonzales	F	Administrative Officer IV
2	Stephen Tracy E. Tabamo	M	Education Program Specialist II
2	Thalia Lei S. Pinca	F	Administrative Assistant III

PARTICIPANTS

NO.	NAME	GENDER	POSITION
1	Arrojo, Ariel Stephen L.	M	Administrative Officer II
2	Arrojo, Katreena D.	F	Administrative Officer II
3	Arrojo, Sharls Alpert L.	M	Administrative Officer II
4	Bacnis, Gil More C.	M	Administrative Officer II
5	Bacnis, Gina C.	F	Administrative Officer II
6	Balatbat, Mary Ann C.	F	Administrative Officer II
7	Bulatao, Jermaine Paul A.	M	Administrative Officer II
8	Caliboso, Joanna G.	F	Administrative Officer II
9	Calma, Ahmed A.	M	Administrative Officer II
10	Cruz, Shara Mayola P.	F	Administrative Officer II
11	Cua, Jireh Faith L.	F	Administrative Officer II
12	Dacallos, Girlie F.	F	Administrative Officer II
13	David, Jean Marie M.	F	Administrative Officer II
14	David, Rhoda C.	F	Administrative Officer II
15	Dueñas, Maria Theresa M.	F	Administrative Officer II

16	Dungca, Aimee R.	F	Administrative Officer II
17	Enriquez, Aqiyl B.	M	Administrative Officer II
18	Espinosa, Donabel C.	F	Administrative Officer II
19	Figueroa, Daryl S.	M	Administrative Officer II
20	Gacutan, Mary Jane W.	F	Administrative Officer II
21	Galano Jr, Romeo D.	M	Administrative Officer II
22	Guadalupe, Glaiza R.	F	Administrative Officer II
23	Gubaton, Shaira P.	F	Administrative Officer II
24	Lacsa, Gimleo L.	M	Administrative Officer II
25	Lapitan, Sandra C.	F	Administrative Officer II
26	Limvongvatana, Sheena L.	F	Administrative Officer II
27	Magat, Jeanne Marie T.	F	Administrative Officer II
28	Mamaril, Yolanda M.	F	Administrative Officer II
29	Mendoza, Paulo T.	M	Administrative Officer II
30	Mercado, Irene P.	F	Administrative Officer II
31	Milan, Ciara Mae F.	F	Administrative Officer II
32	Millora, Marisel U.	F	Administrative Officer II
33	Napo, Jenny Lyn S.	F	Administrative Officer II
34	Navarro, Tania Paola B.	F	Administrative Officer II
35	Nunag, Arnel S.	M	Administrative Officer II
36	Nunag, Jean P.	F	Administrative Officer II
37	Ocay, Ma. Cecilia F.	F	Administrative Officer II
38	Ocay, Mark Allen S.	M	Administrative Officer II
39	Osongco, Roberson D.	M	Administrative Officer II
40	Pablo, Jay Ann L.	F	Administrative Officer II
41	Parajas, Marideth J.	F	Administrative Officer II
42	Pasion, Mary Jeanny S.	F	Administrative Officer II
43	Principe, Karen M.	F	Administrative Officer II
44	Ramon, Jennie Rose T.	F	Administrative Officer II
45	Rivera, Shyr Christine B.	F	Administrative Officer II
46	Rodriguez, Charmaine.	F	Administrative Officer II
47	Sablay, Ferdinand C.	M	Administrative Officer II
48	Siron, Jobelle N.	F	Administrative Officer II
49	Tanig, Rowena C.	F	Administrative Officer II
50	Tipay, Marjorie C.	F	Administrative Officer II
51	Villanueva, Elizabeth Airen V.	F	Administrative Officer II
52	Viuya, Geneva A.	F	Administrative Officer II
53	Zarate, Francis Vincent Q.	M	Administrative Officer II

ACTIVITY MATRIX
CAPACITY BUILDING AND PROFESSIONAL DEVELOPMENT FOR
NON-TEACHING PERSONNEL OF TCSD OFFICE

July 5, 6 and 7, 2022 via Face to Face

DAY 1 July 5, 2022	DAY 2 July 6, 2022	DAY 3 July 7, 2022
<p>8:00 a.m.-8:30 a.m. Registration</p> <p>8:30 a.m.-9:00 a.m. Preliminary Activities</p> <p>Opening Remarks: MARIA CARMEN P. CUENCO EdD, CESO V <i>Schools Division Superintendent</i></p> <p>9:00 a.m.- 11:30 a.m.</p> <p>Topic: Financial Management MA. VICTORIA Q. ABULENCIA <i>Accountant III</i></p> <p>***LUNCH BREAK***</p> <p>1:00 p.m.-3:00 p.m.</p> <p>Topic: Crafting of Cash Disbursement Register and Presentation of Output MA. VICTORIA Q. ABULENCIA <i>Accountant III</i></p>	<p>8:00 a.m.-8:30 a.m. Management of Learning (MOL)</p> <p>8:30 a.m.- 10:30 a.m.</p> <p>Topic: Asset Management MARY GRACE R. CAWIGAN <i>Supply Officer</i></p> <p>10:30 a.m.- 11:30 a.m.</p> <p>Topic: Crafting of RPCPE and Presentation of Output MARY GRACE R. CAWIGAN <i>Supply Officer</i></p> <p>***LUNCH BREAK***</p> <p>1:00 p.m.-3:00 p.m.</p> <p>Topic: Compensation and Benefits MA. CRISTINA A. ESPIRITU <i>Administrative Officer IV</i></p> <p>3:00 p.m. - 4:00 p.m.</p> <p>Topic: Crafting of Leave Forms and Computation of Benefits and Presentation of Output MA. CRISTINA A. ESPIRITU <i>Administrative Officer IV</i></p>	<p>8:00 a.m.-8:30 a.m. Management of Learning (MOL)</p> <p>8:30 a.m.- 10:30 a.m.</p> <p>Topic: Records Management ALVIN P. FABELICO <i>Records Officer</i></p> <p>10:30 a.m.- 11:30 a.m.</p> <p>Topic: Crafting of Processing of CAV-DOCS and Presentation of Output ALVIN P. FABELICO <i>Records Officer</i></p> <p>***LUNCH BREAK***</p> <p>1:00 p.m.-3:00 p.m.</p> <p>Topic: Role of Non-Teaching in the Effectiveness and High Performance of an Organization. ELIAZER E. SAHAGUN <i>Administrative Officer V</i></p> <p>Closing Remarks: LOURDES G. DELA CRUZ PhD <i>OIC-Asst. Schools Division Superintendent</i></p>