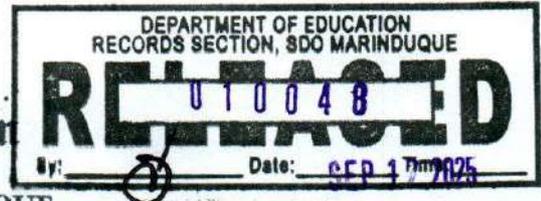




Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF MARINDUQUE



DIVISION MEMORANDUM

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Elementary/Secondary Schools Principals/TICs/Head Teachers
Heads, Administrative Units
All Others Concerned

FROM: 
LYNN G. MENDOZA, EdD ✓
OIC - Schools Division Superintendent

SUBJECT: **OATH-TAKING, ORIENTATION, AND MEETING OF ALL ADMINISTRATIVE OFFICER II (AO II) AND SCHOOL HEADS**

DATE: September 09, 2025

1. The Schools Division of Marinduque, through the Administrative Services Unit shall conduct an in-person Orientation and Meeting of all Administrative Officer II on September 16 and 17, 2025 at 8:00 AM to 5:00 PM at the Schools Division Office Marinduque Conference Hall.
2. Participants for Day 1, September 16, 2025 will be AO II and School Heads of Boac North, Boac South, Buenavista, Gasan, and Mogpog Districts. For Day 2, September 17, 2025 attendees will be AO II and School Heads of Santa Cruz East, Santa Cruz North, Santa Cruz South, and Torrijos Districts.
3. There will be no food provision on this activity. Hence, participants are advised to bring their snacks and lunch.
4. Immediate dissemination of and compliance with the contents of this Memorandum are desired.

*"DepEd Marinduque: Heart of the Philippines.
Lead to Excel. Excel to Lead."*



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Facebook Page: DepEd Marinduque



Republic of the Philippines
Department of Education
 MIMAROPA REGION
 SCHOOLS DIVISION OF MARINDUQUE

**DIVISION OATH-TAKING, ORIENTATION AND MEETING OF ALL
 ADMINISTRATIVE OFFICER II AND SCHOOL HEADS**
Boac North, Boac South, Buenavista, Gasan, and Mogpog Districts
 September 16, 2025 | SDO Marinduque Conference Hall

| TIME | ACTIVITY | PERSON/S IN-CHARGE / FACILITATORS |
|--|---|-----------------------------------|
| 7:00 – 8:00 AM | Arrival / Registration | Participants/PMT |
| 9:01 – 10:00 AM | Opening Program - Prayer - DepEd Quality Policy Statement | PMT |
| | - Presentation of Participants | May Bernadeth O. De La Rosa, AO V |
| | - Welcome Message | Mabel F. Musa, PhD, ASDS |
| | - Inspirational Message | Lynn G. Mendoza, EdD OIC-SDS |
| 10:01-10:10 AM | Oath-Taking of Newly Hired AO II | Lynn G. Mendoza, EdD OIC – SDS |
| 10:11-10:15 AM | Health Break | |
| 10:16-11:10 AM | Duties and Responsibilities of AO II - Personnel Administration | Maridell F. Hermosa, AO IV |
| 11:11 – 12:00 PM | Duties and Responsibilities of AO II - Property Custodianship | Ruby M. Tan, AO IV |
| 12:01 – 1:00 PM | Lunch Break | |
| 1:01- 1:30 PM | Duties and Responsibilities of AO II - General Administrative Support | May Bernadeth O. De La Rosa, AO V |
| 1:31 – 2:00 PM | Duties and Responsibilities of AO II - Records Management | Jinky L. Meron, AO IV |
| 2:01-2:30 PM | Duties and Responsibilities of AO II - Financial Management | John Dhelter P. Pastrana |
| 2:31-3:00 PM | Duties and Responsibilities of AO II - Financial Management | Aleli L. Arceo, AO IV |
| 3:01 – 3:30 PM | Open Forum | |
| 3:31 – 3:40 PM | Closing Remarks | May Bernadeth O. De La Rosa, AO V |
| MASTER OF CEREMONY : Jinky L. Meron, Administrative Officer IV | | |

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**DIVISION OATH-TAKING, ORIENTATION AND MEETING OF ALL
 ADMINISTRATIVE OFFICER II AND SCHOOL HEADS**
 Santa Cruz East, Santa Cruz North, Santa Cruz South, and Torrijos Districts
 September 17, 2025 | SDO Marinduque Conference Hall

| TIME | ACTIVITY | PERSON/S IN-CHARGE / FACILITATORS |
|--|---|--|
| 7:00 – 8:00 AM | Arrival / Registration | Participants/PMT |
| 9:01 – 10:00 AM | Opening Program - Prayer - DepEd Quality Policy Statement | PMT |
| | - Presentation of Participants | May Bernadeth O. De La Rosa, AO V |
| | - Welcome Message | Mabel F. Musa, PhD, ASDS |
| | - Inspirational Message | Lynn G. Mendoza, EdD OIC-SDS |
| 10:01-10:10 AM | Oath-Taking of Newly Hired AO II | Lynn G. Mendoza, EdD OIC – SDS |
| 10:11-10:15 AM | Health Break | |
| 10:16-11:10 AM | Duties and Responsibilities of AO II - Personnel Administration | Maridell F. Hermosa, AO IV |
| 11:11 – 12:00 PM | Duties and Responsibilities of AO II - Property Custodianship | Ruby M. Tan, AO IV |
| 12:01 – 1:00 PM | Lunch Break | |
| 1:01- 1:30 PM | Duties and Responsibilities of AO II - General Administrative Support | May Bernadeth O. De La Rosa, AO V |
| 1:31 – 2:00 PM | Duties and Responsibilities of AO II - Records Management | Jinky L. Meron, AO IV |
| 2:01-2:30 PM | Duties and Responsibilities of AO II - Financial Management | John Dhelter P. Pastrana, Accountant III |
| 2:31-3:00 PM | Duties and Responsibilities of AO II - Financial Management | Aleli L. Arceo, AO IV |
| 3:01 – 3:30 PM | Open Forum | |
| 3:31 – 3:40 PM | Closing Remarks | May Bernadeth O. De La Rosa, AO V |
| MASTER OF CEREMONY : Jinky L. Meron, Administrative Officer IV | | |

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