



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

Office of the Schools Division Superintendent

Department of Education
Division of Marinduque
RECORDS SECTION
RELEASE
002678
SEP 20 2023

September 19, 2023

DIVISION MEMORANDUM

No. 56, s. 2023

TRAINING-WORKSHOP ON THE ADMINISTRATIVE SERVICE MANAGEMENT

- TO:
- Public Schools District Supervisors
 - Elementary Central School Principals
 - Administrative Officer IV
 - Administrative Officer II
 - Administrative Assistant III
 - Administrative Assistant II
 - Administrative Aide VI
 - All Others Concerned

1. The Department of Education Schools Division of Marinduque is strengthening its capability-building efforts for the non-teaching personnel to be able to provide our clientele with economical, efficient, and effective services related to personnel management, records management, delivery and receipt of correspondence, and property and supply management which includes buildings, school furniture, supplies, equipment, cash management, collections, disbursements, security and custodial works. With this, a Division-Training Workshop on Administrative Service Management will be held at SDO Conference Hall on September 26-28, 2023.

2. This training workshop aims to:

- a. provide Fundamental knowledge and understanding on Administrative Functions, Processes, and Procedures in the following areas:
 - a.1. Personnel Administration
 - a.2. Property and Supply
 - a.3. Cash Management
 - a.4. Records Management

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



T. Roque St., Malusak, Boac, Marinduque
Email: deped_marinduque@yahoo.com • Tel. No.: (042) 332-1009
FB Page: DepEd Tayo Marinduque
Official Website: depedmarinduque.com

- b. familiarize the Administrative Officer II, Administrative Assistant III and Administrative Assistant II with their specific roles, duties and responsibilities.
3. Participants in this training are as follows:

Day 1 September 26, 2023

Administrative Officer II, Administrative Assistant III, Administrative Assistant II, Administrative Aide VI

Day 2 September 27, 2023

Administrative Officer II, Administrative Assistant III, Administrative Assistant II, Administrative Aide VI

Day 3 September 28, 2023

Public Schools District Supervisors, Central School Principals. Administrative Officer II, Administrative Assistant III, Administrative Assistant II, Administrative Aide VI

4. Each participant is advised to bring laptops and extension wire for the workshop.
6. Immediate dissemination of and compliance with the contents of this Memorandum are desired.


LYNN G. MENDOZA, EdD
OIC, Schools Division Superintendent 

Encls: as stated

Reference: Regional Memorandum No. 14, s. 2023

To be indicated in the Perpetual Index
under the following subjects:

COMPETENCY EMPLOYEES

TRAINING PROGRAMS

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



T. Roque St., Malusak, Boac, Marinduque
Email: deped_marinduque@yahoo.com • Tel. No.: (042) 332-1009
FB Page: DepEd Tayo Marinduque
Official Website: depedmarinduque.com

LIST OF PARTICIPANTS

Name		Position	District/School		
For Day 3 Only					
1	ALCOBER	PABLITO	LUZ	PSDS	Boac South
2	LABAY	MYRA	RAMOS	PSDS	Buenavista District
3	PERLAS	ELVIN	CASTILLON	PSDS	Gasán District
4	RICOHERMOSO	MARIA LOURDES	PROFUGO	PSDS	Sta Cruz East District
5	MARCIANO	JOSEPHINE	VELASCO	PSDS	Mogpog District
6	LINCALLO	MARIDEL	GANUELAS	PSDS	Torrijos District
7	CONSTANTINO	WARLITO	PUENTE	PSDS	Sta Cruz South District
8	PEÑA	JAY	PERNIA	PSDS	Torrijos District
9	VASCO	CONSTANCIA	REGALADO	PSDS	Sta Cruz North District
10	MAZO	AUREA	LOGMAO	PSDS	Boac North
11	MAMING	ERLAN	MAGALING	SP	Gasán CS
12	ROLLUQUI	LINA	RACELIS	SP	Sta Cruz North CS
13	PERLAS	DEZZA	DE GUIA	SP	Buenavista CS
14	LINGA	JOEMAR	LAYLAY	SP	Boac South CS
15	MAPACPAC	LEO	LALO	SP	Mogpog CS
16	GARCIA	MATEO	GAUDIA	SP	Sta Cruz East CS
17	PERNIA	APOLLO	RAMIRO	SP	Sta Cruz South CS
18	LINGA	JOSELITO	PILAR	SP	Torrijos CS
19	MAGCULANG	ROMUALDO	ORTIZ	SP	DLHMS

For Days 1 - 3					
20	LABAYNA	SHERLY	MALANGIS	AO II	HR
21	LOZANO	MA. CONCEPCION	MACALOOD	AO II	DLHMS
22	RETARDO	DONNA	MALING	AO II	Cawit ES
23	MIRONES	SHEILA GRACE	MIRALLES	AO II	Gasán CS
24	JARLEGO	MARITES	BILAY	AO II	Mogpog CS
25	DEL MUNDO	CHRISTEL DIANE	HISTORILLO	AO II	Tigwi ES
26	PIEDAD	RAQUEL	MAJABA	AO II	Marinduque NHS
27	JASMIN	JANE CARLA	FAJARDO	AO II	Balanacan ES
28	MORTEL	VINA	PALOMARES	AO II	Buenavista NHS - Sihi Annex
29	FRANCISCO	ROSEWEL	NITORAL	AO II	Dawis ES
30	DE TORRES	NEBAR	QUEROL	AO II	Malibago ES

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



31	MORALES	CHERRY LOU	GUITERREZ	AO II	Masiga ES
32	MANZO	MARIETA	JINAO	AO II	Buyabod ES
33	JARDELEZA	LEIZIEL	MORTEL	AO II	Buenavista CS
34	PAR	AVE LYNE	VILLA	AO II	Sta Cruz North District
35	SAN DIEGO	ANDRO NIKKO	NAGUTOM	AO II	Butansapa NHS
36	MANTARING	ELAYZAH	REJANO	AO II	Sta Cruz East District
37	LABAY	MARIEL	MAGCAMIT	ADAS III	Gasán CS
38	MARIANO	LORNA	LLAVE	ADAS III	Boac South District
39	MAYORES	ABEL	LOS BAÑOS	ADAS III	Mogpog District
40	LARRAQUEL	MA. VENUS	MABUTE	ADAS III	Mogpog District
41	ZAMORA	REGINALDO	WATIWAT	ADAS III	Buenavista CS
42	PEREYRA	ADELAIDA	REYNOSO	ADAS III	Torrijos District
43	RIOFLORIDO	MARITES	QUIJANO	ADAS III	Sta Cruz East District
44	AMOYAN	ALEXANDER	JAO	ADAS III	DLHMS
45	REGALA	WILLIAM	CULALA	ADAS III	Torrijos District
46	VILLALUZ	MA ELDA	LAMBOLOTO	ADAS III	Mogpog District
47	LIVELO	FRANCO BALTAZAR	AZAGRA	ADAS III	Boac South CS
48	ESTRELLA	ROSABELLE	REGIS	ADAS III	Sta Cruz South CS
49	ALTAMARINO	MARIVIC	RODAS	ADAS III	Sta Cruz East CS
50	OMAGAP	ANNA CHRISTINA	SAPULPAYA	ADAS III	Gasán CS
51	RIOFLORIDO	JAY LYNE	REMENTILLA	ADAS III	Torrijos District
52	SEMILLA	ROCHELLE	FRIAS	ADAS III	Buenavista CS
53	VILLARUEL	GRACE	PLATA	ADAS III	Sta Cruz North CS
54	MALIMATA	CHERILYN	LAZO	ADAS III	TIGWI NHS
55	PORTELA	MAY ANN	QUINDOZA	ADAS III	Sta Cruz South CS
56	JALOS	GEORLY	MANDIA	ADAS III	Sta Cruz North CS
57	LOZANO	JEPHTHAH	S	ADAS II	Sta Cruz North CS
58	ORENCIO	EMILY	SAPUNGAN	ADAS II	Buenavista CS
59	ABUYAN	JEFFANY ANNE	RONDINA	ADAS II	Torrijos CS
60	PUENTE	VALENTINO	REGINIO	ADAS II	Sta Cruz East District
61	BERNALDEZ	ARMILY	LAGRAN	ADAS II	Mogpog CS
62	LUARCA	ELEONOR	COTIGUIERA	ADAS II	Boac South CS
63	SORE	ALMAR	SALUDO	ADAS II	Gasán CS
64	GRIPO	MARIA ASUNCION	NILO	ADAS II	DLHMS
65	LUMALANG	MITZI GAY	SAPORNA	ADAS II	Bangbang NHS
66	RETARDO	ANNE REMCY	SALES	ADAS II	BOGNUYAN NHS

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



T. Roque St., Malusak, Boac, Marinduque
 Email: deped_marinduque@yahoo.com • Tel. No.: (042) 332-1009
 FB Page: DepEd Tayo Marinduque
 Official Website: depedmarinduque.com

67	MALING	ROSE ANN	OSICOS	ADAS II	BUENAVISTA NHS
68	SALVACION	MARIE ANTONETTE	GATCHALIAN	ADAS II	BUENAVISTA NHS
69	ROSALES	MARIETA	QUIJANO	ADAS II	LANDY NHS
70	FLORES II	CELEDONIO	MALARAYAP	ADAS II	Marinduque NHS
71	DE CASTRO	MARIANNE	MOGOL	ADAS II	Sibuyao NHS-SHS
72	SAJUL	JOSEPHINE	LAGAR	ADAS II	Bangbang NHS-SHS
73	MASBATE	LADY ANN	MINGA	ADAS II	Makapuyat NHS-SHS
74	MALING	SHIELA	HERNANDEZ	ADAS II	Marinduque NHS-SHS
75	CONSTANTINO	NONITA	JAVIER	ADAS II	Bognuyan NHS-SHS
76	LOPE	SHIELA	LOLONG	ADAS II	Buenavista NHS
77	SUBION	MA CRISTINA	MAYORES	ADAS II	Balanacan NHS-SHS
78	MOTOL	JOAN	PINEDA	ADAS II	Tapuyan NHS-SHS
79	PACLIBAR	CLARISSA	MAPACPAC	ADAS II	BNHS-Bagacay Annex
80	JALOS	JORGE II	NARVAEZ	ADAS II	Ilaya NHS-SHS
81	REFORMA	JANICE	GEROMO	ADAS II	Hupi NHS-SHS
82	RODAS	MARICEL	MUHI	ADAS II	Mogpog NCHS-SHS
83	OLIVAR	JOSE NIKKO	DEL ROSARIO	ADAS II	MNHS
84	ORILLA	CECILIA	SOSA	ADAS II	PACIANO A. SENA MHS
85	DECENA	ROBINA	RETARDO	ADAS II	Mongpong NHS
86	PAEZ	MARIANE	ZULUETA	ADAS II	Kilo-Kilo NHS-SHS
87	RED	JANEL AMORETTE	PEVIDAL	ADAS II	MASAGUISI ANNEX
88	PASTRANA	MELBA	ROLLE	ADAS II	Matuyatuya NHS
89	DULAY	LORENA	OPIS	ADAS II	Botilao NHS-SHS
90	MALANGIS	SHIELLA MAY	LAYO	ADAS II	Landy NHS
91	TAGBAGO	ELTHEZA MARISA	RAMIRO	ADAS II	Tigwi NHS-SHS
92	ROCHA	EMMALYN	REGINIO	ADAS II	Matuyatuya NHS
93	FELLIZAR	ALLEN	LASAC	ADA VI	Division Office
94	PAZ	GLYNNIS LYZETTE	DIONISIO	ADAS II	Division Office
95	REANZARES	PAUL ANGELO	MACANDOG	ADA VI	Division Office
96	MALELANG	ANA MARIE	HISTORILLO	ADAS III	Division Office
97	MADUROG	DONNA BELLE	LIGERALDE	ADAS II	Division Office
98	MALABUNGA	MICHELLE	MALAPAD	ADAS III	Division Office
99	LLENA	LUZVIMNDA	MAGALLON	ADAS III	Division Office
100	MALVAR	JEROME	LEAL	ADAS III	Division Office
101	ORILLA	HENSLY	SENA	ADAS III	Division Office

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



T. Roque St., Malusak, Boac, Marinduque
 Email: deped_marinduque@yahoo.com • Tel. No.: (042) 332-1009
 FB Page: DepEd Tayo Marinduque
 Official Website: depedmarinduque.com

102	LABAGUIS	GLEN MARK	JINANG	ADA VI	Division Office
103	INGCO	ALMIRA	CUEVAS	ADA VI	Division Office
104	MACUTONG	ANTHONY	MAGCAMIT	ADA VI	Division Office
105	LABAGUIS	KELVIN	JARDELEZA	JO	Division Office
106	MERCENE	MELODY	PEREGRIN	ADAS III	Division Office
107	BALANZA	NATHALIE	LEAL	ADAS III	Division Office

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



T. Roque St., Malusak, Boac, Marinduque
 Email: deped_marinduque@yahoo.com • Tel. No.: (042) 332-1009
 FB Page: DepEd Tayo Marinduque
 Official Website: depedmarinduque.com

TRAINING-WORKSHOP ON THE ADMINISTRATIVE SERVICE MANAGEMENT
September 26-28, 2023
SDO Conference Hall

PROGRAM MATRIX

Day 1 - September 26, 2023

TIME	ACTIVITY	PERSON(S) IN-CHARGE
8:00-8:30 a.m.	Preliminaries Nationalistic Song Ecumenical Prayer DepEd Quality Policy Statement	Personnel Section MARIDELL F. HERMOSA Administrative Officer IV
8:30-8:45 a.m.	Opening Remarks and Statement of Purpose	MAY BERNADETH O. DE LA ROSA Administrative Officer V
8:45-9:00 a.m.	Message	JOHN M. CHAVEZ Chief Education Supervisor-CID Officer-In-Charge
9:00-9:15 a.m.	Health Break	
9:15-11:45 a.m.	Session I Personnel Management (Reclassification of Position-Teaching Positions)	MARIDELL F. HERMOSA Administrative Officer IV
11:45 a.m. - 1:00 p.m.	LUNCH BREAK	
1:00-3:00 p.m.	Session II Personnel Management (Reclassification of School Administrator Positions and Organization and Staffing Standards for School)	MARIDELL F. HERMOSA Administrative Officer IV
3:00-3:15 p.m.	Health Break	
3:15-5:00 p.m.	Session III Personnel Management Workshop (Checking of PDS)	MARIDELL F. HERMOSA Administrative Officer IV
EMCEE		
JINKY L. MERON Administrative Officer IV		

Day 2 - September 27, 2023

TIME	ACTIVITY	PERSON(S) IN-CHARGE
8:00-8:30 a.m.	Preliminaries Nationalistic Song Prayer	Property and Supply Section RUBY M. TAN Administrative Officer IV
8:30-8:45 a.m.	Management of Learning	Representative from the Administrative Officer II
8:45-9:30 a.m.	Session I Property and Supply Management	RUBY M. TAN Administrative Officer IV

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



9:30-9:45 a.m.	Health Break	
9:45-11:45am	Session II Property and Supply Management Workshop	RUBY M. TAN Administrative Officer-IV
11:45 a.m. - 1:00 p.m.	LUNCH BREAK	
1:00-3:00 p.m.	Session III Cash Management	ALELI L. ARCEO Administrative Officer-IV
3:00-3:15 pm	Health Break	
3:15 -5:00pm	Session IV Records Management	JINKY L. MERON Administrative Officer-IV
EMCEE		JINKY L. MERON Administrative Officer-IV

Day 3- September 28,2023

TIME	ACTIVITY	PERSON(S) IN-CHARGE
8:00-8:30 a.m.	Preliminaries Nationalistic Song Prayer	Cash Section Aleli L. Arceo Administrative Officer IV
8:30- 8:45 a.m.	Management of Learning	Representative from the Administrative Assistant III
8:45-9:30 a.m.	Session I Individual Duties and Responsibilities	MARIDELL F. HERMOSA Administrative Officer IV
9:30 – 9:45 a.m.	Health Break	
9:45-11:45 a.m.	Session II Technical Writing	JELLY L. SORE Education Program Supervisor
11:45 a.m. - 1:00 p.m.	LUNCH BREAK	
1:00-3:00 p.m.	Session III Workshop on Technical Writing	JELLY L. SORE Education Program Supervisor
3:00-3:15 p.m.	Health Break	
3:15-4:00 p.m.	OPEN FORUM	MAY BERNADETH O. DE LA ROSA Administrative Officer-V
4:00-5:00 p.m.	CLOSING PROGRAM Prayer - AVP Closing Remarks	MAY BERNADETH O. DE LA ROSA Administrative Officer-V
EMCEE		JINKY L. MERON Administrative Officer-IV

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



T. Roque St., Malusak, Boac, Marinduque
 Email: deped_marinduque@yahoo.com • Tel. No.: (042) 332-1009
 FB Page: DepEd Tayo Marinduque
 Official Website: depedmarinduque.com