



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM


No. *127*, s. 2022

April 11, 2022

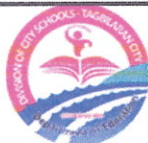
**ADDENDUM TO DM NO.120, s.2022
(RE: ORIENTATION ON THE ROLES, DUTIES, AND
FUNCTIONS OF NEWLY-HIRED ADMINISTRATIVE OFFICERS II
AND NON-IU SCHOOL HEADS)**

To: Assistant Schools Division Superintendent
Division Chiefs, CID and SGOD
Division Administrative Personnel
Division Accounting & Budget Personnel
Division Cash & Supply Personnel
Non-Implementing Unit School Principals
Administrative Officers II

1. Pursuant to Division Memorandum No. 120, s.2022 dated March 9, 2022, the conduct of the orientation on the roles, duties, and functions of newly-hired Administrative Officers II and School Principals of Non-Implementing Units (17 Elementary schools and 2 Secondary schools), the venue will be in Bohol Shores, Brgy. Dao, Dauis, Bohol. It will be a 3-day live in activity.
2. The matrix of activities and the working committees are hereby enclosed.
3. All other provisions of Division Memorandum No. 120, s.2022 dated March 9, 2022 not consistent with this memorandum shall remain in effect.
4. For information and guidance to all concerned.


JOSEPH IRWIN A. LAGURA PhD
Schools Division Superintendent

JIAL/CPC/ADMIN/ATM/afvp



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**Orientation on the Roles, Duties, and Functions of Newly-Hired
Administrative Officers II and
School Principals of Non-Implementing Units**

**April 19 – 21, 2022
Bohol Shores, Brgy. Dao, Daus, Bohol**

Day 1 April 19, 2022	07:30 – 08:30 a.m.	Arrival/ Registration	
	08:30 – 09:30 a.m.	Philippine National Anthem Bohol and Tagbilaran City Hymns Doxology/ Prayer	
	09:00 a.m. - 12:00 p.m.	Welcome Remarks	Dr. Beatriz C. Luga <i>Chief, School Governance and Operations Division</i>
		Acknowledgement of Participants	Mary Melody A. Gutierrez <i>AO II, Booy ES</i>
		House Rules	Gina E. Gamao <i>AO II, Cabawan ES & Tiptip ES</i>
		Message	Dr. Joseph Irwin A. Lagura <i>Schools Division Superintendent</i>
		Leveling of Expectation	Ruben C. Lorejo <i>AO II, Dampas Es & SPED ES</i>
		"The Heart of a Civil Servant"	Dr. Casiana P. Caberte, CESE <i>Assistant Schools Division Superintendent</i>
	01:00 – 05:00 p.m.	Duties and Responsibilities of Administrative Officers II	Dr. Aquilino T. Milar Jr. <i>Administrative Officer V</i>
		RPMS - IPCRF	Dr. John Ariel A. Lagura <i>Chief, Curriculum Implementation Division</i>
Personnel Administration/ General Administrative Support		Dr. Aquilino T. Milar Jr. <i>Administrative Officer V</i> Jocelyn P. Cutin <i>Administrative Officer IV</i> Brendalou D. Arancana JD <i>Administrative Officer II</i> Joanalli R. Operiano <i>Administrative Assistant III</i>	

Day 2 April 20, 2022	08:00 a.m. - 12:00 p.m.	Nationalistic Hymns/ Prayer	
		Energizer	
	01:00 – 05:00 p.m.	Personnel Administration/ General Administrative Support	Dr. Aquilino T. Milar Jr. <i>Administrative Officer V</i>
		Property Custodianship	Marife C. Rallos <i>Administrative Officer IV</i> Japhet A. Revereal <i>Administrative Assistant II</i>
	SEF and Presentatio of Items Inventoriable by the LGU	Engr. Junicel T. Mancha <i>Project Development Officer II</i>	
	Financial Management	Michelle T. Sagaral CPA, MM <i>Accountant III</i> Rosalie A. Tambis <i>Administrative Assistant III</i> Christian John L. Capon <i>Administrative Assistant III</i> Marilou C. Bedrijo <i>Administrative Assistant III</i> Angeli Faith V. Pascual <i>Administrative Assistant III</i>	

Day 3 April 22, 2022	08:00 a.m. - 12:00 p.m.	Nationalistic Hymns/ Prayer	
		Energizer	
		Financial Management	Michelle T. Sagaral CPA, MM <i>Accountant III</i> Rosalie A. Tambis <i>Administrative Assistant III</i> Christian John L. Capon <i>Administrative Assistant III</i> Marilou C. Bedrijo <i>Administrative Assistant III</i> Angeli Faith V. Pascual <i>Administrative Assistant III</i>
	01:00 – 05:00 p.m.	Other Issues and Concerns/ Open Forum	Angeli Faith V. Pascual <i>Administrative Assistant III</i>

WORKING COMMITTEES

Registration/ Attendance	<i>Rosalie A. Tambis</i> <i>Marilou C. Bedrijo</i> <i>Angeli Faith V. Pascual</i>
Materials/ Certificates	<i>Japhet A. Revereal</i> <i>Christian John L. Capon</i> <i>Angeli Faith V. Pascual</i>
Technical	<i>Julie Ann Kristie A. Redillas</i> <i>Japhet A. Revereal</i> <i>Christian John L. Capon</i> <i>Engr. Junicel T. Mancha</i>
Venue	<i>Engr. Junicel T. Mancha</i>
Financial	<i>Michelle T. Sagaral CPA, MM</i> <i>Julie Ann Kristie A. Redillas</i> <i>Marife C. Rallos</i>
Lady of Ceremony	<i>Fairy Ann C. Babaison</i>