

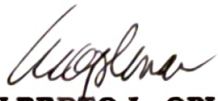


Republic of the Philippines  
Department of Education  
Region X – Northern Mindanao  
**DIVISION OF LANA O DEL NORTE**  
Gov. A. Quibranza Prov'l. Gov't. Compound  
Pigcarangan, Tubod Lanao del Norte  
(063)227 – 6633, (063)341 – 5109  
[lanao.norte@deped.gov.ph](mailto:lanao.norte@deped.gov.ph)



Division Memorandum  
No. 048 s. 2021

To : Assistant Schools Division Superintendent  
Chief Education Program Supervisor – CID  
Chief Education Program Supervisor – SGOD  
Section Heads  
Secondary & Elementary School Heads  
All Others Concerned  
*This Division*

From:   
**EDILBERTO L. OPLENARIA, CESO V**  
Schools Division Superintendent

Date: **January 29, 2021**

Subject: **DIVISION ORIENTATION FOR NEWLY HIRED NON-TEACHING PERSONNEL**

1. This Office through the Human Resource Development Section will conduct an Orientation for the Newly Hired Administrative Assistants II and III on February 4, 2021, 8:00 AM at the Division Office Conference Hall.
2. This orientation aims to acquaint/introduce them to:
  - 2.1 Department of Education mandates and thrusts;
  - 2.2 roles, rights, responsibilities and accountabilities attached to the position;
  - 2.3 RA 11032 (Ease of Doing Business); and
  - 2.4 personnel benefits and employee's welfare.
3. Attached is the list of participants and training matrix for your reference.
4. Participants are obliged to wear face mask and face shield and observe the health protocols and guidelines set by the Inter Agency Task Force (IATF).
5. Immediate dissemination of and compliance with this Memorandum is highly enjoined.



# ORIENTATION FOR NEWLY HIRED NON-TEACHING PERSONNEL (ADAS II & III)

February 4, 2021

## Training Workshop Matrix

TIME	ACTIVITIES	RESOURCE PERSON
8:00 –8:15 AM	Attendance	Secretariat
8:15 – 9:30 AM	Ease of Doing Business (EODB)	Armando B. Pasok Administrative Officer V
9:30 – 10:00 AM	Salaries, Wages & Benefits & Computation of Tardiness & Undertime	Warnie B. Edrea Administrative Officer IV  Alice B. Baricuatro ADA VI
10:00 AM-11:00 AM	Financial Management Overview  Bookkeepers Roles and Functions	Torr Aurelio M. Ardon, CPA Accountant III
11:00 – 12:00 NN	Disbursing Officers Roles and Functions  Importance of Cash Book & Preparation and Disbursement Procedures through Bank Advice and Check Issued	Mariam A. Mapandi AO IV (Cashier)
12:00 - 1:00 PM	Lunch Break	
1:00 AM–2:00 PM	Procedural Guidelines on the Management of Cash Advances for School Maintenance and other Operating Expenses and Program Funds of Non-Implementing Units pursuant to COA, DBM And DepEd Joint Circular No. 2019-1	Leah A. Aleria-Pina ADAS-III
2:00 PM-3:00 PM	BIR Withholding Tax Computation and List of Monthly Alphalist of Payees (MAP)	Glaiza H. Balatero ADAS III
3:00 PM–4:00 PM	Division & School Monthly, Quarterly and Annual Financial Reporting	Rizzel D. Mamac ADAS III
4:00 PM–5:00 PM	Open Forum/Queries/ Mentoring	



**LIST OF PARTICIPANTS TO THE DIVISION ORIENTATION FOR NEWLY HIRED NON-TEACHING PERSONNEL  
(ADAS II AND ADAS III)**

No	Position Title	Name	Workstation	Effectivity Date
1	Administrative Assistant III	LALA, NASRIMA Mamay	Nunungan NHS	04/03/2019
2	Administrative Assistant III	RAÑO, JOHN OSWALD Ardon	Accounting Unit - Finance Division	11/02/2019
3	Administrative Assistant III	DINGAL, SHARLENE MAE Caracol	Office of the ASDS	28/01/2019
4	Administrative Assistant II	CEBEDO, IRENE MAE Palang	Accounting Unit - Finance Division	18/09/2020
5	Administrative Assistant II	GORECHO, CHEMELYN Apilan	Accounting Unit - Finance Division	18/09/2020
6	Administrative Assistant III	ADALA, KARLO Alvarico	Kauswagan CES	18/09/2020
7	Administrative Assistant III	LIMOT, HONEY LEE Lim	Budget Unit - Finance Division	22/01/2019
8	Administrative Assistant III	BALONGKIT, JENNY ROSE Romena	Administrative Unit - Personnel Section	07/01/2019
9	Administrative Assistant III	GAMALE, MELIZA Edria	Administrative Unit - Property and Supply Section	07/01/2019
10	Administrative Assistant II	DELA CERNA, MONA GRACE SAHARA Ausa	Kalinaw-Kalilitad IPS	18/09/2020
11	Administrative Assistant II	BATUCAN, MAYLYN Briones	Bacolod CIS	18/09/2020
12	Administrative Assistant II	CASULOG, ASNAIFAH Didato	Poonapiagapo NHS	18/09/2020
13	Administrative Assistant II	LUBA, LORDEN MAE Generalao	Linamon CES	18/03/2019
14	Administrative Assistant II	ALBAÑA, APRIL ROSE Garlit	Panoloan NHS	04/03/2019
15	Administrative Assistant II	ELEMOS, NIÑO RAY Llanos	Bansarvil NHS	18/09/2020
16	Administrative Assistant III	PAGLINAWAN, DAISY JEAN Atad	Binuni Demologan NHS	21/09/2020
17	Administrative Assistant III	BATUTO, CHERIENESAN Pedraza	Salvador NHS	16/11/2020
18	Administrative Assistant II	MENION, LUIDA Campaner	Bansarvil NHS	04/03/2019
19	Administrative Assistant II	ACURAM, OLIVE Balansag	Placida Meguiabas MNHS (Lapinig)	04/03/2019
20	Administrative Assistant II	CAMILO, DAISY ROSE Calo	Panoloan NHS	04/01/2021
21	Administrative Assistant III	MUSTAPHA, ASNAIRA Mangoranda	Pantao-Ragat Agro-Industrial HS	13/03/2019
22	Administrative Assistant III	CABATAÑA, WENDELLA Dozano	Placida Meguiabas MNHS (Lapinig)	04/01/2021
23	Administrative Assistant II	MAGPILI, MARIO Palma	Placida Meguiabas MNHS (Lapinig)	04/01/2021
24	Administrative Assistant II	DINGSON, ALLAN Villondo	Baloi NHS	01/09/2020
25	Administrative Assistant II	VALEN, MYRNA Planar	Kapatagan NHS	21/10/2019
26	Administrative Assistant II	ECHIVARRE, MARICEL Condes	Lanao del Norte National Comprehensive HS	19/04/2019
27	Administrative Assistant II	LABE, AINA Maruhom	Nunungan NHS	18/09/2020
28	Administrative Assistant II	MANGANDINGAN, NUR ASIAH Torondaya	Tangcal NHS	08/02/2019
29	Administrative Assistant II	TALADUA, GUENDELYN Inzo	Diosdado Yap Sr. NHS	04/03/2019