



DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY

Purok 6, Casisang, Malaybalay City

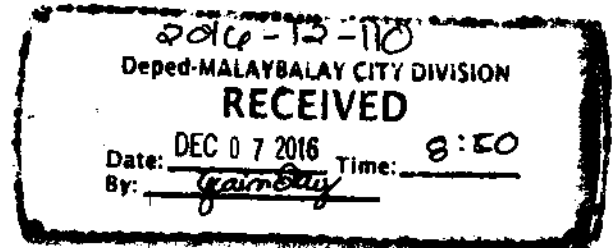
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DIVISION MEMORANDUM

No. 002 s. 2016

TO: **Administrative Officer, OSDS**
OSDS Section Heads
HRD Section
All others Concern
This Division



FROM: *MLA*
EDILBERTO L. OPLENARIA, CESO VI
AOIC- Schools Division Superintendent *ML*

DATE: December 6, 2016

SUBJECT: **RESOURCE SPEAKERS AND ACTIVITY MATRIX OF THE ORIENTATION SEMINAR-WORKSHOP OF THE NEWLY HIRED AND NEWLY PROMOTED NON-TEACHING PERSONNEL**

1. The Human Resource Development Section of the Schools Governance and Operations Division and the Office of the Schools Division Superintendent informs the Resource Speakers of their respective session slot of the Orientation Seminar-Workshop of the Newly Hired and Newly Promoted Non-Teaching Personnel scheduled for December 8-9, 2016 at Veranda, Casisang Malaybalay City.

2. All Resource Speakers of the above mentioned seminar-workshop must report to the venue an hour before their given slot and must submit their presentation to **Ms. Guia Ma. G. Gamutin** at the Personnel Section on or before December 7, 2016 (Wednesday).

3. Enclosed is the matrix of activities for reference.

4. For immediate dissemination and strict compliance.

Encl:
As stated
Copy furnished:
Records Unit
To be posted in the website.

**MATRIX OF ACTIVITIES OF THE ORIENTATION SEMINAR-WORKSHOP
OF THE NEWLY HIRED AND NEWLY PROMOTED NON-TEACHING
PERSONNEL**

TIME	ACTIVITY	POINT PERSON
Day 1: December 8, 2016-Module I- Human Resource and Development		
7:00- 8:30	Arrival/Registration	Secretariat
8:30 - 10:00	Visitation of the DepEd Mission, Vision & Goals, Division strategic plan and Salient Features of DO no. 19, s. 2016	Vince G. San Miguel Education Program Specialists-HRD
10:00-10:15	Health Break	
10:15-11:00	School Operating Budget & Other Concerns	Sibyl L. Maputi Administrative Officer V-Budget
11:00-12:00	Grant, Utilization & Liquidation of School MOOE	Rhysa Cyle C. Rosalejos, CPA Accountant III
12:00 - 1:00	NOON BREAK	
1:00 - 2:00	Cont. of Grant, Utilization & Liquidation of School MOOE	Rhysa Cyle C. Rosalejos, CPA Accountant III
2:00 - 2:30	Opening of Account Issuance and Preparation of Checks and Other Reports	Cheryl Peñalosa Administrative Aide VI
2:30-3:00	Documentary Requirements for Salary Claims, integration, adjustments and additional dependents.	Gerardo C. Pasia Jr. Administrative Assistant III
3:00 - 3:15	Health Break	
3:15-3:30	Preparation of DTRs, COC and CTO	Keziah Melendez Un Administrative Aide IV
3:30-4:30	Government office hours and Leave Privileges	Guia. Ma. G. Gamutin Administrative Officer IV-Personnel
4:30-5:00	Preparation of Documents for First Salary Claims	Roxel M. Gimarangan Administrative Aide
Day 2: December 9, 2016- Module 2 – Administrative Operations		
7:30- 8:00	Management of Learning	Participants
8:00- 9:30	Office Communication and Issuances and Grievance Machinery	Jutchel L. Nayra, DPA Administrative Officer V
9:30- 10:30	File Management	Christine Joy Calnday Administrative Aide VI
10:30 – 10:45	Health Break	
10:45-11:15	Salient Points on the Procurement Law (RA 9184)	Kervi Don Abendaño Administrative Aide VI
11:15-12:00	Utilization of PPMP & PhilGEPS	Xian April Jude Alas Administrative VI
12:00 - 1:00	NOON BREAK	
1:00 - 2:00	Inventory-taking and School Property Custodianship	Davy C. Daguimol Administrative Officer IV- Supply
2:00-3:15	Administrative Offense, Discipline and Conflict Resolution	Atty. Ophelia Pilar R. Zamora Attorney III
3:15 - 4:30	Result-Based Performance Management System : an Overview	Guia Ma. G. Gamutin Administrative Officer IV- Personnel
4:30 - 5:00	Closing Program	Personnel