



Republic of the Philippines
Department of Education

REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

Advisory No. **034**, s. 2025

February 20, 2025

In compliance with Deped Order (DO) No. 8, s. 2013
this advisory is issued not for endorsement per DO 28, s. 2001
but only for the information of Deped officials,
personnel/staff, as well as the concerned public.
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**FINAL DETAILS ON THE TRAINING-WORKSHOP OF SCHOOL-BASED
NON-TEACHING PERSONNEL FOR OFFICE INNOVATION,
RESULTS-FOCUS AND SERVICE ORIENTATION**

The training-workshop as per **Division Memorandum (DM) 70, s. 2025**, titled Training-Workshop of School-Based Non-Teaching Personnel for Office Innovation, Results-Focus and Service Orientation, shall be conducted on **February 20-21 & 25, 2025**, at **M.I. Sevilla Resort, Brgy. Domoit, Lucena City**. Relative to this, this Office advises all concerned of the Final List of Participants, attached as Enclosure 1, and of Enclosure 2: Training Matrix. Further, participants are advised to bring their laptop, charger, extension wire, water tumbler, and the following: Inventory Reports, Copy of Purchase Orders, Requisition and Issue Slips, Inventory Custodian Slips, Report of Supplies and Materials Issued, Registry of Semi-expendable Property Report, as of January-December 2024, Sample Record Holdings, and other relevant documents.

All provisions in **DM 70, s. 2025**, remain in effect.

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SGOD- final details on the training-workshop of school-based non-teaching personnel for office innovation, results-focus and service orientation
SGOTO107-002467/February 20, 2025

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Enclosure 1

LIST OF PARTICIPANTS**Training-Workshop of School-Based Non-Teaching Personnel for Office
Innovation, Results-Focus and Service Orientation****FEBRUARY 20 -21 and 25, 2025**

No.	NAME	Position	Mother Station
1	April Jean V. Songcaya	Administrative Officer II	Dapdap Integrated School
2	Jerick C. Reyes	Administrative Officer II	East Palale Elementary School
3	Nathaniel G. Balbarosa	Administrative Officer II	Froilan.E. Lopez Elementary School
4	Beatrice B. Salazar	Administrative Officer II	Ipilan-Alitao Elementary School
5	Joy Liwayway O. Aguila	Administrative Officer II	Kalumpang Elementary School
6	Pazzyla Lydda A. Cabalsa	Administrative Officer II	Lawigue Elementary School
7	Ferex O. Zafranco	Administrative Officer II	Malao-a/Calantas Elementary School
8	Claribel C. Rada	Administrative Officer II	Masin Elementary School
9	Maria Elizabeth S. Pastrana	Administrative Officer II	Mayuwi Integrated School
10	Juslyn Rose F. Sanchez	Administrative Officer II	Potol Elementary School
11	Jeanette F. Evangelista	Administrative Officer II	South Palale Elementary School
12	Donnabelle F. Caagbay	Administrative Officer II	Tayabas East Cenral School
13	Loveday Alyssa O. Oabel	Administrative Officer II	Tayabas West Central School I
14	Juanito D. Domirez	Administrative Officer II	Tayabas West Central School IV
15	Desiree Carla C. Andanza	Administrative Officer II	Cipriano J. Querubin Elementary School
16	Rosemarie E. Morales	Administrative Officer II	West Palale National High School
17	Rosalie M. Salvan	Administrative Officer II	Ilasan Integrated School
18	Angelica A. Rada	Administrative Officer II	Mate Integrated School
19	Joselito R. Anareta	Administrative Officer II	Buenaventura Alandy NHS
20	Jeanette M. Buera	Administrative Officer IV	OSDS

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21	Conrado C. Gabarda	Administrative Officer V	OSDS
22	Grasiela L. Hernandez	Administrative Officer IV	OSDS
23	Joyce Anne P. Limbo	Administrative Officer IV	OSDS
24	Agnes M. Luzadas	Accountant III	OSDS
25	Benjamin A. Millares	Administrative Officer V	OSDS
26	Jennelyn M. Mirandilla	Administrative Officer II	OSDS
27	Dianah G. Tan	Administrative Officer IV	OSDS
28	Mark Bryan F. Valencia	Information Technology Officer I	OSDS
29	Mariles F. Contreras/ Lailani T. Omlas/ Alelie A. Padillo, /	Nurse II	SGOD
30	La Trisha R. Dalit	Education Program Specialist II	SGOD
31	Luzviminda E. Saludaes	Senior Education Program Specialist	SGOD
32	Maria Corazon A. Borbon	Education Program Supervisor	SGOD
33	Imelda C. Raymundo	Chief Education Program Supervisor	SGOD
34	Edwin R. Rodriguez	Chief Education Program Supervisor	CID
35	Monica Cablaida	ADAS II	TECS
36	Jobelle L. Maningas	PDO I	Kalumpang ES
37	Frenalyn B. Tabernilla	PDO I	TWCS I
38	Eldwin Saberola	Administrative Aide VI	OSDS
39	Felisa P. Rosilla	Administrative Officer I	LPIHS

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Enclosure 2

**Training-Workshop of School-Based Non-Teaching Personnel for Office
Innovation, Results-Focus and Service Orientation
February 20-21 & 25, 2025
TRAINING MATRIX**

Day 1

Time	Sessions/Activities	Persons Involved	Expected Outputs
8:00 – 8:45 a.m.	Opening Program Pre-Test	PMT	Pre-Test Results
8:46 – 9:15 a.m.	Session 1: Overview and Rationale of the Training-Workshop/ Setting of Expectations	Dr. Luzviminda E. Saludaes	Insights
9:16-10:00 a.m.	Session 2: Review of Duties and Responsibilities of Administrative Officers and Project Development Officer I	Conrado C. Gabarda	Insights
10:01-10:15 a.m.	HEALTHY BREAK		
10:15a.m.- 12:00 noon	Session 3: Enhanced School-Based Management System	Dr. Maria Corazon A. Borbon	SBM Enhancement Mechanism
12:01 p.m.- 12:45 p.m.	LUNCH BREAK		
12:46-1:00 p.m.	MINDFULNESS ACTIVITY		
1:01 -4:00 p.m.	Session 4: Asset Management (Phases, Processes, Forms and System)	Joyce Anne P. Limbo	Inventories
HEALTHY BREAK			
4:01 -4:45 p.m.	Continuation of Asset Management System	Joyce Anne P. Limbo / Eldwin Saberola	Inputs in the System
4:46 -5:00 p.m.	DEBRIEFING/EVALUATION		

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Day 2

Time	Sessions/Activities	Persons Involved	Expected Outputs
8:00 – 8:45 a.m.	Management of Learning	La Trisha R. Dalit	Insights
8:46 – 10:00 a.m.	Session 5: Human Resource Actions (Forms, Processes, Systems/Mechanisms)	Grasiela L. Hernandez	Insights
10:01-10:15 a.m.	HEALTHY BREAK		
10:16-10:30 a.m.	Session 6: Procurement Processes and Forms	Jennelyn M. Mirandilla	Insights
10:31-11:00 a.m.	Session 7: Release and Liquidation of School MOOE	Agnes M. Luzadas,	SBM Enhancement Mechanism
11:01 a.m.-12:00 noon	Session 8: Basic Records Management/5S Principle applied in Records/Knowledge Management	Jeanette M. Buera	Inventories
12:00-12:45 noon	LUNCH BREAK		
12:45-1:00 p.m.	MINDFULNESS ACTIVITY		
1:00-2:00 p.m.	Continuation of Session 8	Jeanette M. Buera	Inventories
2:00-4:00 p.m.	Session 9: Workshop on Knowledge Management Applied in School-Based Management System	Maria Corazon A. Borbon/ Jeanette M. Buera	Labeled Document Repository
HEALTHY BREAK			
4:00-4:45 p.m.	Question and Answer / Ways Forward for February 25 Session with School Heads	Joyce Anne P. Limbo, AO IV/ Eldwin Saberola	Insights
4:45-5:00 p.m.	DEBRIEFING/EVALUATION		

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Day 3

Time	Sessions/Activities	Persons Involved	Expected Outputs
8:00 – 8:45 a.m.	Management of Learning	La Trisha R. Dalit	Insights
8:46 – 9:15 a.m.	Session 10: 12: Efficient, Quality and Timely Services in Schools	Imelda C. Raymundo	Insights
9:16– 10:00 a.m.	Session 11: Review of the Alignment of Duties and Responsibilities of School Heads, Administrative Officers and Project Development Officer I	Imelda C. Raymundo	Harmonized Functions
10:00- 10:15 a.m.	HEALTHY BREAK		
10:00 a.m.- 12:00 noon	Session 12: Workshop on Alignment of Functions viz-a-viz reportorial requirements and expected outcomes	Imelda C. Raymundo	Harmonized Functions
12:00- 12:45 noon	LUNCH BREAK		
12:45- 1:00 p.m.	MINDFULNESS ACTIVITY		
1:00-3:00 p.m.	Session 13: Preparation of Administrative Plan	Maria Corazon A. Borbon	Administrative Plans
3:00 – 3:15 p.m.	HEALTHY BREAK		
3:00-4:00 p.m.	Presentation and Critiquing of Administrative Plans	Edwin R. Rodriguez/ Imelda C. Raymundo	Administrative Plans
4:00-4:45	CLOSING CEREMONY	PMT	Insights