



**DEPED-TAY-DM-OSDS-19- 275**

**TO : CHIEF EDUCATION SUPERVISORS  
HEADS, PUBLIC ELEMENTARY AND SECONDARY  
SCHOOLS  
HEADS, UNIT/SECTION  
ALL OTHERS CONCERNED**

**FOR : CATHERINE P. TALAVERA, CESO VI**  
Schools Division Superintendent

**BY : MAYLANI L. GALICIA**  
OIC – Assistant Schools Division Superintendent

**SUBJECT : DIVISION TRAINING ON PERSONAL FINANCIAL  
MANAGEMENT FOR DEPED EMPLOYEES**

**DATE : AUGUST 29, 2019**

1. In support with the Secretary's promotion on expanding the scope of employee's welfare, the Schools Division of Tayabas is strengthening financial literacy by conducting a one-day Division Training on Personal Financial Management of DepEd Employees for three groups of employees from September 2 to 4, 2019 and launching the Program for Financial Independence of Teachers of Tayabas City (ProFITT). The venue is to be announced later through an advisory.

2. This activity aims to provide financial education to DepEd Employees for them to acquire knowledge on the different strategies for gaining financial independence. Also, to demonstrate understanding on the importance of managing personal finance for everyday living.

3. Expenses for training materials, meals (breakfast, morning and afternoon snacks, lunch), and venue will be charged against HRTD Funds while traveling expenses of TWGs and participants will be charged against respective local funds, subject to usual accounting and auditing rules. Participants are expected to arrive at 7:00 in the morning for the breakfast.

4. Enclosed to this memorandum are Matrix of Activities, Technical Working Group, and List of Participants.

5. Immediate dissemination of this memorandum is desired.

Encl.:

As stated



## MATRIX OF ACTIVITIES

| Time          | Topic                                                                                                                                     |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| 7:00 – 8:00   | Breakfast / Registration                                                                                                                  |
| 8:00 – 8:15   | Preliminaries <ul style="list-style-type: none"> <li>• Philippine National Anthem</li> <li>• Prayer</li> <li>• Welcome Remarks</li> </ul> |
| 8:15 – 9:00   | Introduction: Context of SDO                                                                                                              |
| 9:00 – 10:00  | <b>Module 1: Financial Planning / Retirement</b>                                                                                          |
| 10:00 – 10:30 | <b>Module 2A: Saving</b>                                                                                                                  |
| 10:30 – 10:45 | Break                                                                                                                                     |
| 10:45 – 11:30 | <b>Module 2B: Budgeting</b>                                                                                                               |
| 11:30 – 12:00 | Activity on Budgeting                                                                                                                     |
| 12:00 -1:00   | LUNCH BREAK                                                                                                                               |
| 1:00 – 2:00   | <b>Module 3 : Borrowing</b>                                                                                                               |
| 2:00 – 3:00   | <b>Module 4: Investing</b>                                                                                                                |
| 3:00-3:15     | Break                                                                                                                                     |
| 3:15 – 4:00   | <b>Module 5: Fraud and Scam</b>                                                                                                           |
| 4:00 – 5:00   | <b>Module 6: Financial Consumer Protection</b>                                                                                            |

## TECHNICAL WORKING GROUP

|   |         |                    |    |             |
|---|---------|--------------------|----|-------------|
| 1 | GALICIA | MAYLANI            | L. | SDO TAYABAS |
| 2 | GALLENO | MILDRED            | Z. | SDO TAYABAS |
| 3 | OABEL   | JOSEFINA           | R. | SDO TAYABAS |
| 4 | CABRIGA | JORITZ PHILIP      | L. | SDO TAYABAS |
| 5 | ALBOS   | BABY JOY           | D. | SDO TAYABAS |
| 6 | ZAGALA  | FRANCHESCKA WYNORI | U. | SDO TAYABAS |



**1ST DAY: FINANCIAL MANAGEMENT (September 2, 2019)**

| NO. | NAME       |                 |    | OFFICE/SCHOOL |
|-----|------------|-----------------|----|---------------|
| 1   | AUREADA    | JOSEPH JAY      | U. | SDO TAYABAS   |
| 2   | AGUILA     | JOY LIWAYWAY    | O. | SDO TAYABAS   |
| 3   | AGUILAR    | JEDD            | P. | SDO TAYABAS   |
| 4   | BABLES     | CHRISTIAN       | J. | SDO TAYABAS   |
| 5   | BORBON     | MARIA CORAZON   | A. | SDO TAYABAS   |
| 6   | BUERA      | JEANETTE        | M. | SDO TAYABAS   |
| 7   | BULANDOS   | FREDERICK       | M. | SDO TAYABAS   |
| 8   | CABALSA    | PAZZYLA LYDDA   | A. | SDO TAYABAS   |
| 9   | CABUYAO    | DEXTER          | C. | SDO TAYABAS   |
| 10  | CABRIGA    | CLEOTILDE       | L. | SDO TAYABAS   |
| 11  | CALATRAVA  | SANCHO          | C. | SDO TAYABAS   |
| 12  | CUATERNIO  | MARILLOU        | C. | SDO TAYABAS   |
| 13  | DAZO       | KATHLEEN        | J. | SDO TAYABAS   |
| 14  | DOMIREZ    | JUANITO         | D. | SDO TAYABAS   |
| 15  | ECLAVEA    | EDNA            | E. | SDO TAYABAS   |
| 16  | FERRO      | MARILES         | C. | SDO TAYABAS   |
| 17  | FULLEDO    | LOUIE           | L. | SDO TAYABAS   |
| 18  | HERNANDEZ  | GRASIELA        | L. | SDO TAYABAS   |
| 19  | JAMILANO   | MARINEL         | R. | SDO TAYABAS   |
| 20  | JAVAL      | FRANCES THEA    | T. | SDO TAYABAS   |
| 21  | LAGAR      | MARIFE          | R. | SDO TAYABAS   |
| 22  | LIMBO      | JOYCE ANNE      | P. | SDO TAYABAS   |
| 23  | LUCES      | FIDELIZA        | V. | SDO TAYABAS   |
| 24  | LUZADAS    | AGNES           | M. | SDO TAYABAS   |
| 25  | MALIJAN    | MA JOBELLE      | M. | SDO TAYABAS   |
| 26  | MANALANG   | PELAGIA         | L. | SDO TAYABAS   |
| 27  | MANINGAS   | JOBELLE         | L. | SDO TAYABAS   |
| 28  | MILLARES   | BENJAMIN        | A. | SDO TAYABAS   |
| 29  | MIRANDILLA | JENNELYN        | M. | SDO TAYABAS   |
| 30  | MORALES    | ROSEMARIE       | E. | SDO TAYABAS   |
| 31  | OCUMIN     | TEOFILA         | A. | SDO TAYABAS   |
| 32  | OROYO      | SHERELYN        | F. | SDO TAYABAS   |
| 33  | PADILLO    | ALELIE          | A. | SDO TAYABAS   |
| 34  | PASTRANA   | MARIA ELIZABETH | S. | SDO TAYABAS   |
| 35  | RADA       | CLARIBEL        | C. | SDO TAYABAS   |
| 36  | RAGO       | CHARLENE        | R. | SDO TAYABAS   |
| 37  | RAYMUNDO   | IMELDA          | C. | SDO TAYABAS   |
| 38  | REYES      | JERICK          | C. | SDO TAYABAS   |
| 39  | RODRIGUEZ  | EDWIN           | R. | SDO TAYABAS   |
| 40  | ROSALES    | RONNIE          | M. | SDO TAYABAS   |
| 41  | SALAZAR    | BEATRICE        | B. | SDO TAYABAS   |
| 42  | SALUDARES  | LUZVIMINDA      | E. | SDO TAYABAS   |
| 43  | SANCHEZ    | JUSLYN ROSE     | F. | SDO TAYABAS   |

We, the personnel of the City Schools Division of the City of Tayabas commit to continuously SOAR HIGH.

S-atisfy customers' needs    O-optimize the use of ICT enabled system    A-dvocate the promotion of healthy schools    R-ender timely and responsive services  
H-elp create a child-friendly environment    I-ntegrate QMS in all SDO activities    G-overn a gender sensitive and safe workplace    H-igh quality standards



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|    |          |                |    |             |
|----|----------|----------------|----|-------------|
| 44 | SIA      | CONNIE         | S. | SDO TAYABAS |
| 45 | TALABONG | GEORGIA        | P. | SDO TAYABAS |
| 46 | TAN      | DIANAH         | G. | SDO TAYABAS |
| 47 | ZAFRANCO | FEREX          | O. | SDO TAYABAS |
| 48 | ZUBIETA  | GENEROSA       | F. | SDO TAYABAS |
| 49 | ZUBIETA  | ARMEEN KRYSTEL | F. | SDO TAYABAS |
| 50 | OMLAS    | LAILANI        | T. | SDO TAYABAS |

**2ND DAY: FINANCIAL MANAGEMENT (September 03, 2019)**

| NO. | NAME        |            |    | OFFICE/SCHOOL   |
|-----|-------------|------------|----|-----------------|
| 1   | BUNCAYO     | MELINDA    | A. | ALSAM           |
| 2   | LABRADA     | LARVIN     | O. | EUGENIO FRANCIA |
| 3   | NAYNES      | ADRIAN     | N. | BUSAL           |
| 4   | HUGO        | CHERRY     | G. | DAPADAP         |
| 5   | PALAD       | INGRID     | A. | DOMOIT          |
| 6   | OABEL       | CORAZON    | M. | EAST PALALE     |
| 7   | ABARICIA    | GIRLIE     | G. | FELES           |
| 8   | CRISANTO    | ALONA      | C. | GIBANGA         |
| 9   | ANDAYA      | TERESA     | E. | ILASAN          |
| 10  | DE RAMA     | LEONORA    | L. | IPILAN-ALITAO   |
| 11  | PASACSAC    | WALDYMAR   | E. | KALUMPANG       |
| 12  | PAGANA      | ARLENE     | D. | KATIGAN-ALUPAY  |
| 13  | ANDAYA      | NATALIA    | A. | LAKAWAN         |
| 14  | PACAIGUE    | LUZ        | A. | LALO            |
| 15  | SABIDURIA   | ROWENA     | O. | LAWIGUE         |
| 16  | TABERNILLA  | MYRNA      | B. | MALAO-A         |
| 17  | HUGO        | RODERICK   | O. | MASIN           |
| 18  | DIMAILIG    | JEFFREY    | G. | MATE            |
| 19  | PALAYAN     | ELPIDIA    | C. | NORTH PALALE    |
| 20  | BAYLONGO    | WENEFREDO  | B. | PANDAKAKE       |
| 21  | AYANGCO     | MA. LINA   | L. | POTOL           |
| 22  | LABITA      | JULIETA    | M. | SOUTH PALALE    |
| 23  | GO          | JOY        | B. | TECS            |
| 24  | CONTRERAS   | MA. EDISSA | S. | TECS            |
| 25  | RANILLO     | RONAN      | R. | TWCS I          |
| 26  | COSICO      | LEA        | A. | TWCS II         |
| 27  | LABITA      | DENNIS     | O. | TWCS III        |
| 28  | CLADO       | LEAH       | C. | TWCS IV         |
| 29  | CAPISTRANO  | ALDWIN     | V. | VALENCIA        |
| 30  | CABRIGA     | PATRIA     | D. | WAKAS           |
| 31  | CAAGBAY JR. | HONESTO    | P. | WEST PALALE ES  |
| 32  | PALAMBIANO  | EVELYN     | R. | WPNHS           |
| 33  | SAFRED      | MICHAEL    | M. | RQMNHS          |
| 34  | GLOR        | FERDINAND  | T. | SHS             |

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H-help create a child-friendly environment I-integrate QMS in all SDO activities G-govern a gender sensitive and safe workplace H-hail quality standards

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|    |            |                  |    |               |
|----|------------|------------------|----|---------------|
| 35 | FLORES     | JASMIN           | P. | DAPDAP        |
| 36 | GUTIERREZ  | MARIETA          | F. | FROILAN       |
| 37 | JAVIN      | MARIA ROSELE     | J. | ILASAN        |
| 38 | ESMILLER   | ROBERTA          | V. | IPILAN-ALITAO |
| 39 | RUBIO      | MAY ESTER        | M. | KALUMPANG     |
| 40 | CAPISTRANO | MARISSA          | R. | LAWIGUE       |
| 41 | CUADRA     | MARIA CONCEPCION | R. | POTOL         |
| 42 | JAMILANO   | MARIA PAZ        | T. | SOUTH PALALE  |
| 43 | ANYAYAHAN  | MICHELLE         | C. | TECS          |
| 44 | CESARIO    | MARIELL          | E. | TECS          |
| 45 | DECAL      | LOIDA            | R. | TECS          |
| 46 | FLORES     | MARIAN           | O. | TECS          |
| 47 | SACRISTIA  | MARILOU          | G. | TECS          |
| 48 | MALVAR     | ANNABEL          | B. | TECS          |
| 49 | CABUYAO    | CHRISTINE        | V. | TWCS I        |
| 50 | LAGDAMEO   | AGNES            | A. | TWCS I        |

**3RD DAY: FINANCIAL MANAGEMENT (September 04, 2019)**

| NO. | NAME       |                             |    | OFFICE/SCHOOL  |
|-----|------------|-----------------------------|----|----------------|
| 1   | BRIZUELA   | JOAN KATHLEEN               | T. | SDO TAYABAS    |
| 2   | CABRIGA    | KENDRICK                    | C. | SDO TAYABAS    |
| 3   | ESCOBINAS  | ERMELO                      | A. | SDO TAYABAS    |
| 4   | PANGANIBAN | NATALIO                     | A. | SDO TAYABAS    |
| 5   | QUESEA     | SHERWIN                     | C. | SDO TAYABAS    |
| 6   | QUINTERO   | LUZVIMINDA CYNTHIA RICHELLE | F. | SDO TAYABAS    |
| 7   | RACELIS    | JOSELITO                    | C. | SDO TAYABAS    |
| 8   | SALAZAR    | CARMELO                     | S. | SDO TAYABAS    |
| 9   | QUESEA     | ESMERALDA                   | J. | TWCS I         |
| 10  | RANILLO    | GLENDA PERSEVERANDA         | D. | TWCS I         |
| 11  | PLACINO    | REMEDIOS                    | L. | TWCS II        |
| 12  | ABULENCIA  | LAARNI                      | E. | TWCS III       |
| 13  | JAVIN      | FLORENCIA                   | E. | TWCS IV        |
| 14  | CONTRERAS  | MA. EDISSA                  | S. | VALENCIA       |
| 15  | PUCHERO    | FLORA                       | P. | WAKAS          |
| 16  | REYES      | RAQUEL                      | H. | WEST PALALE ES |
| 17  | RATO       | SIMPLICIO                   | B. | WPNHS          |
| 18  | CABAYSA    | REGICELLE                   |    | SHS            |
| 19  | CORTEZ     | HERNANDO                    | C. | SHS            |
| 20  | DELA CRUZ  | JOEL                        | N. | SHS            |
| 21  | JAO        | VIRGILIO                    | R. | SHS            |
| 22  | LUBIANO    | MICHAEL LEONARD             | D. | SHS            |
| 23  | SUMILANG   | REMPSON                     | P. | SHS            |
| 24  | LAVADIA    | JOHN MENARD                 | R. | ALSAM          |
| 25  | PADERA     | KELVIN JOHN                 |    | BUSAL          |

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|    |             |               |    |               |
|----|-------------|---------------|----|---------------|
| 26 | BACERA      | PATRICK       | S. | BUSAL         |
| 27 | VALDEAVILLA | AKEEM ARON    | P. | BUSAL         |
| 28 | ORACION     | KRISYL        | M. | DAPDAP        |
| 29 | PABELONIA   | JAY MARK      |    | DOMOIT        |
| 30 | AMANQUITON  | MARY JANE     | N. | EAST PALALE   |
| 31 | RETARDO     | MARRY JOY     | C. | FELES         |
| 32 | RABO        | LYZA          | P. | GIBANGA       |
| 33 | DULOT       | RICH-ANN      | E. | ILASAN        |
| 34 | MAYOR       | ANNA KARMELLA | O. | IPILAN-ALITAO |
| 35 | VEJERANO    | AYEEN RHELEEN | D. | IPILAN-ALITAO |
| 36 | ARCETA      | LOIDA         | A. | KALUMPANG     |
| 37 | VILLANUEVA  | CHERIE JOY    | T. | KATIGAN       |
| 38 | MALTO       | LARMEN JOY    | S. | LAKAWAN       |
| 39 | VILLORIA    | CECILLE       | N. | LALO          |
| 40 | ANDAYA      | MARIA DONNA   |    | LAWIGUE       |
| 41 | AVILA       | DULCE         |    | MALAO-A       |
| 42 | TABERNILLA  | DENVER        | A. | MASIN         |
| 43 | CABRIGA     | JEEWEL        | L. | MATE          |
| 44 | BANG-ASAN   | MERIELLE      | P. | PANDAKAKE     |
| 45 | LAGAR       | ELOISA        | E. | POTOL         |
| 46 | ALPAJORA    | PAMELA        | O. | SOUTH PALALE  |
| 47 | CASTILLO    | BLANCA        | C. | SOUTH PALALE  |
| 48 | PARAGO      | GRACE         | D. | TWCS I        |
| 49 | SALVAN      | JOHNAS        | B. | TWCS I        |
| 50 | LAS         | MARRY JOI     | P. | VALENCIA      |

**This Serves as Travel Order.**

