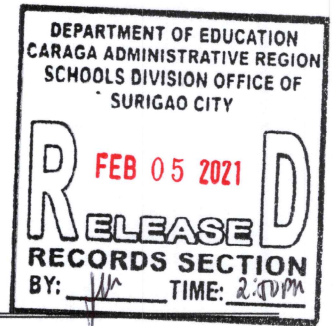




Republic of the Philippines
 Department of Education
 Caraga Region
 SCHOOLS DIVISION OFFICE OF SURIGAO CITY



Office of the Schools Division
 Schools Division Superintendent

February 5, 2021

DIVISION MEMORANDUM

No. 070, s. 2021

**ORIENTATION ON THE KEY RESULT AREAS (KRAs)
 OF NEWLY HIRED ADMINISTRATIVE OFFICER II (ADMINISTRATIVE OFFICER I)**

**TO : Assistant Schools Division Superintendent
 Administrative Officer IV (Human Resource Management Officer II)
 Administrative Officer IV (Property and Supply Officer)
 This Division**

1. To ensure effective and efficient delivery of our Schools Division Office's (SDO) basic services and to properly execute the job summary mandated for the newly hired Administrative Officer II with parenthetical title Administrative Officer I which is the implementation on an effective and efficient administrative support functions particularly on personnel administration and property custodianship in the school, an orientation is deemed reasonable.
2. Hereunder are the essential details of the conduct of the said orientation, to wit:
 - 2.1 Date : Monday, February 8, 2021
 - 2.2 Venue : 3rd Floor, Function Hall of Old SDO Building
 - 2.3 Participants : Refer to Annex A
 - 2.4 Activity Content : Refer to Annex B
 - 2.5 Management Committee Structure : Refer to Annex C
3. Snack in the morning and afternoon sessions shall be served.
4. For your information and strict compliance.
5. Wide and immediate dissemination of this memorandum is highly desired.
- 6.

KAREN L. GALANIDA, CESO V
 Schools Division Superintendent

By the Authority of the Schools Division Superintendent

[Signature]
FLORENCE E. ALMADEN, CESO VI
 Schools Division Superintendent *[Initials]*

Enclosure : None
 Reference/s : None
 Allotment : 3 and 4

To be indicated in the perpetual index:

ORIENTATION KEY RESULT AREA (KRA) DUTIES AND RESPONSIBILITIES CAPACITY DEVELOPMENT

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02/05/2021



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"ANNEX A"

ATTENDEES	OFFICE / DISTRICT ASSIGNMENT	ROLE	TIME
1. BETITA, ROBERT SHERWIN SITOY 2. BILLED, TRISHA JADE ALPOS 3. BUNIEL, GIDEON GASULAS 4. CONIATE, FARRAH CASANOVA 5. ENCARNACION, MARCO PEARLO ALTAR 6. FRANCA, RUDYLIZA ABACIAL 7. JIMENEZ, MICHELLE GA 8. LABADAN, LAURIE JANE CALUMBIRAN 9. RAGANAS, MARY ROSE RANARIO 10. TUY, NIÑA MARIE TAGLINAO	Office of the ASDS Personnel Unit Personnel Unit Personnel Unit Property and Supply Unit Personnel Unit Property and Supply Unit Personnel Unit Personnel Unit District I	Learning Facilitator LF / Participant	Whole Day
11. CRISTINO, NANCY BARCE 12. FELECIO, ANN PATRICIA PALERO 13. LIPIO, APRIL ROSE LLAMERA 14. PATOS, IRISH LAKILAK 15. PONGO, JONALYN AGOPALO 16. TANTOY, GIL PUGAPOLAR 17. VILLANO, ANGELITO ALVIN JR SILVOSA	District IV District II District III District VI District VII District X District V	Participants	Whole Day
18. ABUAN, ROEL MORENO 19. AMADEO, HERNAN ALATRACA 20. COMANDA, MARY MAE SORENO 21. ELUDO, ROSALIE COMMON 22. ESTOBO, RICHARD ELAN 23. GALLENERO, BABIELYN MATUGAS 24. MASUHAY, ARCHIE GESTA 25. POLICAN, ROSELYN MADLOS 26. SALADORES, JAM ZERDA 27. SYKIMTE, RUBY LINTERNA	District V District IX District X District VIII District II District IV District III District VI District VII District I	Participants	4:00 p.m.

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"ANNEX B"

ACTIVITY CONTENT						
TIME			DATE	PARTICULARS	RESOURCE PERSON	
START	END	DURATION <small>(hours:minutes)</small>				
7:30	8:00	0:30	02/08/2021	Arrival and Registration	Secretariat	
				Plenary Session		
				Preliminaries:		
8:00	8:05	0:05		Opening Prayer	AVP	
8:05	8:20	0:15		Welcome Remarks / Acknowledgment of Participants	Florence E. Almaden, CESO VI / Assistant Schools Division Superintendent	
8:20	9:00	0:40		Discussion: General Administrative Support KRA		
9:00	9:05	0:05		Microbreak		
9:05	10:00	0:55		Discussion: Property Custodianship KRA	Michelle G. Jimenez Marco Pearlo A. Encarnacion	
10:00	10:05	0:05		Microbreak:		
10:05	10:15	0:10		Unfreezing		
				Snacks		
10:15	12:00	1:45		Discussion: Property Custodianship KRA	Robert Sherwin S. Betita Maria Niña T. Tuy Michelle G. Jimenez	
12:00	1:00	1:00		Break: Lunch		
1:00	2:30	1:30		Discussion: Personnel Administration	Farrah C. Coniate Trisha Jade A. Billedo Rudylyza A. Franca	
2:30	2:35	0:05		Microbreak:		
2:35	2:45	0:10		Unfreezing		
				Snacks		
2:45	4:00	1:15		Discussion: Personnel Administration	Mary Rose R. Raganas Gideon G. Buniel	
4:00	5:00	1:00		Open Forum		
5:00 onwards				HOMEBOUND		

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"ANNEX C"

MANAGEMENT COMMITTEE STRUCTURE

ROLE	TERMS OF REFERENCE (TOR)	DESIGNATED IN-CHARGE	
		(Leader)	(Member/s)
Overall Activity Manager	Oversee the preparation and conduct of the activity; Constitute Management Committee; and Prepare Division Memorandum for the duly activity; Prepare and submit GAD Accomplishment Report (GAR) to the GAD Secretariat;	Florence E. Almaden	Farrah C. Coniate
Secretariat	Facilitate the registration process; Secure activity materials; Check venue for amenities and provisions; and Ensure the smooth functioning of the Management Committee.	Mary Rose R. Raganas	Trisha Jade T. Billedo
Documentation In-Charge	Observe and take down notes (Minutes of the Meeting) on the proceedings; Take photographs and videos; Report and submit photographs, and videos to the Secretariat.	Gideon G. Buniel	Laurie Jane C. Labadan
Welfare Officers	Provide health devices and medicine for basic medical needs; Provide weighing scale for constant check up participants' gained or lose weight; and Attends to the basic medical needs.	Jemberto M. Namuag	Irene S. Balaba
Master of Ceremonies / Host	Follow the agenda and or activity matrix; Ensure that the various sections of the event start and end on time; and Refer the changes on the activity flow (if there is any) to the Overall Activity Manager.	Laurie Jane C. Labadan	
Certificate In-Charge	Request the materials to be used from the Overall Activity Manager; and Layout design, procure, print, and endorse the printed Programme to the Secretariat.	Dr. Jeanit C. Besinga	Jayllian S. Cagata
Information Technology-Related Tasks In-Charge	Prepar of IT-related tasks and outputs;	Kevin Adrian M. Rosas	Karyl John C. Feril

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"ANNEX C"

MANAGEMENT COMMITTEE STRUCTURE

ROLE	TERMS OF REFERENCE (TOR)	DESIGNATED IN-CHARGE	
		(Leader)	(Member/s)
Inspectorate (Goods)	Check the availability of the food before its serving time; Check the quantity of the food against the catering contract before and after its serving time; Ensure that the food is being stored or placed in a safe and protected area; and Ensure that all legitimate participants and facilitators will be provided.	Raquel G. Cultura	Maureen Aristan
Acceptance Officer	Accept the duly inspected and verified veracity and correctness of the quantity and specifications of the purchased and or paid goods.	Michelle G. Jimenez	Niña Marie A. Tuy
Budget Officer	Verify the availability of the allotment.	Krisna Bess D. Edera	Manuelita A. Argana
Accountant	Verify the availability of funds.	Ida B. Solloso	Janice A. Naig
Disbursement Officer	Facilitate the fund disbursement and liquidation or reimbursement.	Leric A. Guyano	Robert L. Babatugon

QATAME Plan

ROLE	TERMS OF REFERENCE (TOR)	DESIGNATED IN-CHARGE	
		(Leader)	(Member/s)
GAD Assessor	Assess the P/A/P proposal on GAD perspective compliance; Prepare gender assessment tool entitled Expanded Box 7: Combined Generic Checklists for Project Identification and Design.	Farrah C. Coniate	

All Management Committee members must closely coordinate to the Overall Activity Manager Team Leader and coordinate tasks with other committee members.

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