



Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE


January 6, 2021

DIVISION MEMORANDUM
DM No. 007, s. 2021

REGISTRATION ON THE REGIONAL VIRTUAL TRAINING FOR THE NEWLY HIRED OR APPOINTED ADMINISTRATIVE ASSISTANT (ADAS) II AND III, ADMINISTRATIVE OFFICER II (HRMO I) ON WORK ORIENTATION, JOB ROTATION INTERFACE, AND GMIS UPDATING

To: OIC- Assistant Schools Division Superintendents, Chiefs, Unit Heads, Public Schools District Supervisor, Elementary and Secondary School Heads, and All Other Concerned

1. Pursuant to the Regional Memorandum dated January 4, 2021, the Department of Education (DepEd) Regional Office shall conduct Virtual Training for the Newly Hired ADAS II and III, Administrative Officer II Personnel on work orientation, job interface, and GMIS updating on January 28-29, 2021.
2. The participants to the said training are the newly hired/appointed Administrative Officer II in the elementary schools, Administrative Assistant II and III in the division office, Implementing Units (IUs), secondary schools and non-IU schools covering FY 2019-2021.
3. All participants are requested to register at <http://bit.ly/VTAD2021> on or before January 8, 2021 until 5:00 o'clock in the afternoon. The link for this training shall be emailed to the participants on January 11, 2021.
4. Immediate dissemination of this memorandum is desired.



ELIAS A. ALICAYA, JR. Ed.D.
Assistant Schools Division Superintendent
OIC- Schools Division Superintendent

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

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 Registration Number: DEPED-QUEZON ICT UNIT U P L O A D E D Date/Time: <u>January 7, 2021</u> By: <u>Cristell 12:20 PM</u> Ref. No.: <u>DM 007, s. 2021</u>



Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE

	LAST NAME	FIRST NAME	MID NAME	POSITION
1	ABELLA	KRISTINE	CABANES	Administrative Assistant II
2	ABISTADO	ANTONETTE	MAMBURAO	Administrative Assistant III
3	ABRENCILLO	MERLE	PEDREZUELA	Administrative Assistant II
4	ABRIGAR	AILEEN	PASIA	Administrative Assistant II
5	ACOMPAÑADO	MHERIAN	MENDOZA	Administrative Assistant II
6	ADANTE	RAYMOND	VALDEZ	Administrative Assistant III
7	AGARAN	PATRICIA MYLA	PUNZALAN	Administrative Assistant III
8	AGUILA	SEDINUELLE	Y	Administrative Officer II
9	ALANO	REINA ALMIRA	MAQUEDA	Administrative Assistant III
10	ALBITOS	AILEEN	FLORENDO	Administrative Assistant II
11	ALMENDRAS	CLAUDINE GAYLE	G.	Administrative Officer II
12	AMAN	SHIELA	A.	Administrative Officer II
13	AMANDY	JANINE	A.	Administrative Officer II
14	AMOLAR	MARY ROSE	SANTOS	Administrative Assistant II
15	ANGULO	JERANN	GENDRANO	Administrative Assistant II
16	APOHIN	HELEN	MASCARIÑA	Administrative Assistant III
17	APOLINAR	MARY KEITH MIGNONETTE	P.	Administrative Officer II
18	ARANZA	CHERIE ROSE	A.	Administrative Officer II
19	ARELLANO	UNIVERSE	V.	Administrative Officer II
20	ARINGO	MARY LYNN	ORIBE	Administrative Assistant II
21	ARMADA	MILDRED	ERRACHO	Administrative Assistant III
22	ASILO	RONALDO	P.	Administrative Officer II
23	ATIENZA	CHARMAINE MAE	AGUIRRE	Administrative Assistant III
24	AUMENTADO	JOY	CRISOSTOMO	Administrative Assistant II
25	AURELLANA	MARIA AUBREY	RANILLO	Administrative Assistant II
26	AVELLANEDA	LOYALTY	R.	Administrative Officer II
27	AVISTADO	KYZL	VERZO	Administrative Officer II
28	AWA	MA. ALELI	M.	Administrative Officer II
29	AZAGRA	ROSEMARIE	GARAY	Administrative Assistant II
30	BACON	ANNABELLE	C.	Administrative Officer II
31	BALAMBAN	CHRISTIAN EMMANUEL	G.	Administrative Officer II
32	BALLESTRA	YEZA	E.	Administrative Officer II
33	BARNEDO	EGELYN	CESTER	Administrative Assistant II
34	BEJASA	JENNIFER	DEL CASTILLO	Administrative Assistant II
35	BERADOR	AIZA	L.	Administrative Officer II
36	BIHIS	CHRISTINE	A.	Administrative Officer II
37	BILOG	MARK LESTER	TALASTASIN	Administrative Assistant II
38	BLANZA	IVY	DE GUZMAN	Administrative Assistant II
39	BOLADAS	MARVIN JAY	ANDAL	Administrative Assistant II
40	BOLADAS	JACQUELINE JANE	FLANCIA	Administrative Assistant III
41	BORJA	JASMIN	URLANDA	Administrative Assistant III

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42	BRUCAL	MARREN	A.	Administrative Officer II
43	BUERANO	MARLENE	MARASIGAN	Administrative Assistant II
44	CABANA	SHEENA JEAN	MACASINAG	Administrative Assistant II
45	CABANGON	CRISTINE	RICAFRENTE	Administrative Officer II
46	CADAG	ABEGAIL	QUINTO	Administrative Officer II
47	CALINA	ALBERT	PANESARES	Administrative Assistant II
48	CALZADO	CONTESSA	PANTE	Administrative Assistant II
49	CANAZARES	MIRIAM	MASCARINA	Administrative Assistant III
50	CANTARA	RUTH ANN	A.	Administrative Officer II
51	CARIL	ESTRELLA	T.	Administrative Officer II
52	CASTILLANO	LILIBETH	L.	Administrative Officer II
53	CASTILLO	EDWIN		Administrative Officer II
54	CAWA	ODELL	CAPARROS	Administrative Assistant II
55	CHACON	CAROLINA	APOHIN	Administrative Assistant II
56	CONCEPCION	GEORGE	S.	Administrative Officer II
57	CONTRERAS	GILIMA	LICAS	Administrative Assistant III
58	CUETO	IRISH		Administrative Officer II
59	DAPITO	MONETTE	MERCADO	Administrative Assistant II
60	DE CHAVEZ	FATIMA KAYE	A.	Administrative Officer II
61	DE CHAVEZ	MARYGOLD	C.	Administrative Officer II
62	DE GUZMAN	MA. KAREN	ESCLETO	Administrative Assistant III
63	DE LOS REYES	MA. HELENA	NACION	Administrative Assistant II
64	DE MESA	MICHAEL	PEÑEVERDE	Administrative Assistant III
65	DE MESA	DANRIA PAULETTE	Z.	Administrative Officer II
66	DE OCAMPO	ELEANE	DELEÑA	Administrative Assistant III
67	DE RAMOS	RONALD	M.	Administrative Officer II
68	DE ROSAS	ROXANNE	REAL	Administrative Assistant III
69	DE VERA	MICHELLE	PURI	Administrative Assistant III
70	DEL MUNDO	SHIRLENE GRACE	LASTIMOSA	Administrative Assistant II
71	DEL VALLE	RIZZA JAN	P.	Administrative Officer II
72	DELOS SANTOS	AYA	ESPAÑO	Administrative Assistant III
73	DESEO	ARMEN		Administrative Assistant II
74	DEVILLES	SHIRLEY	MAPAYE	Administrative Assistant II
75	DIALA	SARAH LYNN	V.	Administrative Officer II
76	DIMACULANGAN	MOSES	ONG	Administrative Assistant II
77	DINGLASAN	JOANA ROSE	CARE	Administrative Assistant III
78	DUDAS	MA. CHRISTINE JOYCE	N.	Administrative Officer II
79	DURAL	JOANNE	VENDIOLA	Administrative Assistant II
80	DURIA	KATHERINE	NOCUM	Administrative Assistant III
81	EDAN	CERISE ANNE	M.	Administrative Officer II
82	EMBRADORA	MILDRED	M.	Administrative Officer II
83	ENRIQUEZ	MICHAEL	J.	Administrative Officer II

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84	ESCOBAR	ROMELYN	STA. MARIA	Administrative Assistant II
85	ESCOBAR	CHRISTINE JOY	ESTOYA	Administrative Assistant II
86	ESPINOSA	SHERWIN	ALCANZO	Administrative Assistant II
87	ESPOSO	ROSVYL CLAUDIA	E.	Administrative Officer II
88	EVARDOME	MYRAFE	MERAÑA	Administrative Assistant II
89	FONTAMILLAS	CHONA	FERRER	Administrative Assistant II
90	FONTANOSA	DONALD	M.	Administrative Officer II
91	FORBES	MARIANNE	ABAIRO	Administrative Assistant III
92	GASPAR	JAMAICA KARIZA	MABUNGA	Administrative Assistant II
93	GENOVAÑA	NATHANIEL	CORTEZ	Administrative Assistant II
94	GEROZA	ARCELITA GRACE	SANDOVAL	Administrative Assistant II
95	GLORIOSO	AIRA	PELAEZ	Administrative Officer II
96	GLORIOSO	LEA KRISTINE	G.	Administrative Officer II
97	GLORIOSO	MILDRED	E.	Administrative Officer II
98	GO	EMMANUEL	O.	Administrative Officer II
99	GOZO	GEORGE	B.	Administrative Officer II
100	GUERRERO	IMELDA	ELARDO	Administrative Assistant III
101	GUMASING	EDMON	DIONCO	Administrative Assistant II
102	HAGUNOY	JANE	BAGUIPO	Administrative Assistant III
103	HERMOSO	JESUS	CRUZAT	Administrative Assistant II
104	HERRERA	CAROL	ARCE	Administrative Assistant II
105	HOLLESCA	ANNA CARINA	BURAGAY	Administrative Assistant II
106	HUTALLA	AMEICEL	A.	Administrative Officer II
107	HUTAMARES	JERMALYN	REUMA	Administrative Assistant III
108	IBAL	YONINAH	R.	Administrative Officer II
109	IGNACIO	MICHELLE	VALENZUELA	Administrative Assistant II
110	ISAGUNDE	DENNIS	FRANCIA	Administrative Assistant III
111	JABOLA	JOVELYN	SILLEZA	Administrative Officer II
112	JAVIER	MARITA	H.	Administrative Officer II
113	JENIOSA JR.	JOSEFINO	NANO	Administrative Assistant II
114	JORDAN	LOVELLA	ARBOLENTE	Administrative Assistant III
115	JUGUETA	ILUMINADA	MAGTIBAY	Administrative Assistant III
116	KAMPITAN	LOURDES	PENAFLOIDA	Administrative Assistant II
117	LABIDES	SARAH MAY	GALIA	Administrative Assistant III
118	LABORA	JUN BRIAN	PACAIGUE	Administrative Assistant II
119	LAGARILE	FLORENCIA	D.	Administrative Officer II
120	LALUNIO	RIZA	S.	Administrative Officer II
121	LALUSIS	LUISSA ANGELNICA	DRIZ	Administrative Assistant II
122	LAPUZ	NATHANIEL	R.	Administrative Officer II
123	LASTRILLA	LOUEL	ARQUILITA	Administrative Assistant III
124	LEONIDO	BASILISA	QUIMADA	Administrative Assistant II
125	LICARDO	JENILYN	P.	Administrative Officer II

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126	LINGAHAN	FRANCIS	CABRAL	Administrative Assistant II
127	LIVERA	MARIA LUISA	VICENTE	Administrative Assistant II
128	LOPEZ	ARREN JOY	M.	Administrative Officer II
129	LORENA	KRYSTEL JOY	VILLANUEVA	Administrative Assistant II
130	LOREZCA	FERNAND	ARGANTE	Administrative Assistant III
131	LUCES	IRENE	RARO	Administrative Assistant II
132	LUNA	MARIZELLE	N.	Administrative Officer II
133	MABULAY	DENISE ANNE	ABRACIA	Administrative Assistant III
134	MAGALONA	KIMBERLY	VINAS	Administrative Assistant II
135	MAGTIBAY	MONICA	UBANA	Administrative Assistant II
136	MAGTIBAY	GLORIA	F.	Administrative Officer II
137	MALABANAN	SHERMAINE	RECTO	Administrative Assistant II
138	MALIJAN	MICHELLE	L.	Administrative Officer II
139	MALLARI	JOHN HESTER	R.	Administrative Officer II
140	MANCILLA	MINERVA	D.	Administrative Officer II
141	MANILA	MARIA VIOLA	RAMOS	Administrative Officer II
142	MANLOGON	IANNIE MAY	TAPADO	Administrative Assistant III
143	MANTES	RHODORA	NANTES	Administrative Assistant II
144	MAPAYE	LERNA	A.	Administrative Officer II
145	MARANAN	HELEN	A.	Administrative Officer II
146	MARQUEZ	JHOAN	NAÑEZ	Administrative Assistant II
147	MARTINEZ	PAUL HARVEY	M.	Administrative Officer II
148	MASCARIÑA	ALBERT	FRANCISCO	Administrative Assistant II
149	MAYORGA	VERNA	A.	Administrative Officer II
150	MENDEVIL	MINETTE	R.	Administrative Officer II
151	MENDIOLA	CZARINA GAYE	J.	Administrative Officer II
152	MERJUDIO	ROSALYN	VILLASIN	Administrative Assistant II
153	MERJUDIO	BRYAN JOSHUA	A.	Administrative Officer II
154	MORENO	MA. CRISELDA	O.	Administrative Officer II
155	MORES	REALLY	D.	Administrative Officer II
156	MORTILLA	ABEGAIL	URCIANA	Administrative Assistant II
157	NAÑEZ	ZARAH CIEL	M.	Administrative Officer II
158	NAVA	SHIEGLYN	HINAGPISAN	Administrative Assistant II
159	NAZARENO	MARILOU	CABUYA	Administrative Assistant III
160	NEPOMUCENO	ABEGAIL	TESORIO	Administrative Assistant II
161	NICOLAS	MILALONA	JITO	Administrative Assistant II
162	OBLEA	VALERIE	DEJELO	Administrative Assistant II
163	OBLEA	JOYLYN	CINANGCO	Administrative Assistant III
164	OBMERGA	CLARITA	NALLICA	Administrative Assistant III
165	ODASCO	NOVIE	RAZALAN	Administrative Assistant III
166	OGERIO	ANNA JEAN	MIRANDO	Administrative Officer II
167	OINEZA	KRISTOFFER	O.	Administrative Officer II

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168	ORDINARIO	CRISTINA	MERAÑA	Administrative Assistant II
169	OROGO	ANA LINDA	MARCHAN	Administrative Assistant II
170	ORTILLANO	MONALYN	MERCADO	Administrative Officer II
171	PADERON	MILAGROS	I.	Administrative Officer II
172	PAGAYON	NICHOLE ANNE	V.	Administrative Officer II
173	PALMA	CLYDE DOMINIC	REGENIO	Administrative Assistant II
174	PANCHO	FIONA KATHERINE	SUARILLA	Administrative Assistant II
175	PANO	JAMMELA	PEÑAMORA	Administrative Assistant III
176	PARZUELO	KEVIN	UMILA	Administrative Assistant II
177	PASIA	JENILYN	CARANDANG	Administrative Assistant II
178	PASIA	MICA ANGELITA	TOLENTINO	Administrative Assistant III
179	PASTA	ZARA JESSICA	D.	Administrative Officer II
180	PATRON	FLORA	CUAREZ	Administrative Assistant III
181	PATULOT	CHERILYN	CHOZAS	Administrative Assistant II
182	PELOBELLO	ROLANDO	JORDAN	Administrative Assistant II
183	PENAMORA	LERMA	LOZANO	Administrative Assistant III
184	PEÑAREDONDA	MARY ANN	MAPACPAC	Administrative Assistant III
185	PEÑAROYO	KARYL	R.	Administrative Officer II
186	PENEVERDE	MARICRIS	CRISOSTOMO	Administrative Assistant II
187	PEREDA	JOVELYN	FIGUERRA	Administrative Assistant III
188	PEREZ	IRISH	QUILOS	Administrative Assistant II
189	PESTAÑAS	CHARM KRYSLE	POTES	Administrative Assistant II
190	PILAR	GLENDA	LORZANO	Administrative Assistant III
191	PILARCA	DAHLIA	ALVARADO	Administrative Assistant II
192	PILLE	JOEL	DE LOYOLA	Administrative Assistant III
193	PINION	JERNALYN	TORRES	Administrative Assistant II
194	PITARDE	ANGELINA	ANGLO	Administrative Assistant III
195	PODECIO	MARILOU	ALINSUB	Administrative Assistant II
196	POLO	MYLYNNE	CAMALIGAN	Administrative Assistant III
197	PORNOBI	IVY DIANE	G.	Administrative Officer II
198	PUNO	AIZALYN	ARCHE	Administrative Assistant II
199	RAFA	MARCOS	PORTE	Administrative Assistant II
200	RAGUDO	LUZ	LACHICA	Administrative Assistant III
201	RATIO	DARYLL	MANONGSONG	Administrative Assistant II
202	RECOMENDABLE	ADRIAN	AREVALO	Administrative Assistant II
203	REGENCIA	MICHELE	PENEVERDE	Administrative Assistant II
204	RESURRECCION	KARLO CEDRICK	DE LUNA	Administrative Assistant II
205	REYES	ARJAY	SERRANO	Administrative Assistant III
206	RITUAL	DONNALYN	LAVIÑA	Administrative Assistant II
207	ROBLES	JAYPEE	MULLEDA	Administrative Assistant III
208	ROCAFOR	REYNALD	GARCIA	Administrative Assistant II
209	RODA	MELODY	UMANDAP	Administrative Assistant II

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210	RODEL	CARMEN LIEZL	G.	Administrative Officer II
211	RODRIGUEZ	MA. CECILIA	S.	Administrative Officer II
212	RODRIGUEZ	RUSSELL	S.	Administrative Officer II
213	ROSALES	COLLEEN CIARA	ESPINA	Administrative Assistant II
214	ROSAS	MARK ANTHONY	REY	Administrative Assistant II
215	ROSILLA	JOHN CARLO	LABSO	Administrative Assistant III
216	SALAZAR	MA. ANTONIA	C.	Administrative Officer II
217	SALCEDO	KAYCELINE	BAON	Administrative Assistant III
218	SALUMBIDES	LESLIE MARIE	N.	Administrative Officer II
219	SAMONTE	CARMELA	NOE	Administrative Assistant II
220	SAMONTINA	BONIFACIO	SIMAN	Administrative Assistant III
221	SAMPANG	WILLIAM JOSEPH	GARCIA	Administrative Assistant II
222	SAMSON	JAYMAR	A.	Administrative Officer II
223	SAN DIEGO	AILEEN	TRANCE	Administrative Assistant II
224	SAN DIEGO	LUISITO	S.	Administrative Officer II
225	SEMERA	ZARINA	CUAREZ	Administrative Assistant II
226	SEVIAL	ABEGAIL	FORBES	Administrative Assistant III
227	SOBREVIÑAS	LINA	SABIDURIA	Administrative Assistant II
228	SOLERA JR.	CASIANO O.	O.	Administrative Officer II
229	SOLINA	GIRLIE	F.	Administrative Officer II
230	SOLLANO	ALELI	RUTAQUIO	Administrative Assistant III
231	SOLLEZA	KEYRIS EUNICE	PEÑAMANTE	Administrative Assistant III
232	SOLTURA	MARGIE	ORTILLANO	Administrative Assistant II
233	SOTELO	RUBY JANE	BARCELOS	Administrative Assistant III
234	SUNGDUAN	MARILYN	EVARDOME	Administrative Assistant III
235	SUNGDUAN	RUEL	A.	Administrative Officer II
236	TAGUIAM	MARIE ANNE	PAGADDU	Administrative Assistant III
237	TALAVERA	GEMMA	FUERTES	Administrative Assistant III
238	TANANG	REYNALDO	PASUPIL	Administrative Assistant III
239	TE	MAYCHELLE	A.	Administrative Officer II
240	TIMAN	JEAN	CODILLA	Administrative Assistant III
241	TIMBRE	ROMMEL	RACELIS	Administrative Assistant II
242	TOLENADA	JESSICA	M.	Administrative Officer II
243	TOLENTINO	ARLENE	M.	Administrative Officer II
244	TOLENTINO	DIANNE	T.	Administrative Officer II
245	TOLENTINO	REYNON	B.	Administrative Officer II
246	TORRES	MARY ANN	ARMAMENTO	Administrative Assistant II
247	TUMBOCON	MARWIN	OSIO	Administrative Assistant II
248	UMALI	MEREDITH	BELINO	Administrative Assistant II
249	UMALI	JACQUELYN	MARASIGAN	Administrative Assistant II
250	URCIANA	KRISTINE MAE	GUTIERREZ	Administrative Assistant II
251	URSABIA	AIREENE	A.	Administrative Officer II

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252	VALENZUELA	NOELLE	TUMAMAO	Administrative Assistant II
253	VENZUELA	RAQUEL	O.	Administrative Officer II
254	VENZUELA	SHARON	M.	Administrative Officer II
255	VILLANIA	NORVIC	C.	Administrative Officer II
256	VILLANUEVA	EDERLYN MANETTE	ANDAYON	Administrative Assistant II
257	VILLAREAL	NIEL	ANTERO	Administrative Assistant II
258	VILLAVERDE	BERNELLY	CORCEGA	Administrative Assistant II
259	VILLAVERDE	JOANA MARIE	ENGRACIA	Administrative Assistant III
260	ZAMORA	MARY JOYCE	SAN PABLO	Administrative Assistant III
261	ZOLETA	GEO LINCOLN	JAFICO	Administrative Assistant II

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QAC/R63/0216



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL



January 4, 2021

REGIONAL MEMORANDUM

VIRTUAL TRAINING FOR THE NEWLY HIRED OR APPOINTED ADMINISTRATIVE ASSISTANT (ADAS) II AND III, ADMINISTRATIVE OFFICER II (HRMO I) ON WORK ORIENTATION, JOB ROTATION INTERFACE, AND GMIS UPDATING

To: **Schools Division Superintendents
Senior High School Principals/School Heads
All Others Concerned**

1. In order to familiarize and keep updated on the changing needs on policies and procedures related to administrative functions and human resource actions, the Administrative Division in this Office shall conduct a two (2)-day Virtual Training for the Newly Hired or Appointed Administrative Assistant (ADAS) II and III, Administrative Officer II (HRMO I) on Work Orientation, Job Rotation Interface, and GMIS Updating to be held via simultaneous virtual (google meet) and face to face within the period January 14-29, 2021 in five (5) clusters (by province).
2. The training aims to:
 - orient the newly hired/appointed ADAS III/II, and AO II (HRMO I) in the schools with regard to their duties and responsibilities, job rotation interface and Government Management Information System (GMIS) updating;
 - capacitate the ADAS III/II and AO II to do their tasks based on their Key Result Areas (KRAs);
 - discuss cashier transaction
 - re-orient on the function of the designated Automatic Payroll Deduction System (APDS) Verifier.




"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

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Facebook: DepEd R-4A Calabarzon

3. The activity shall be scheduled in five (5) clusters as follows:

	DIVISIONS
CAVITE CLUSTER January 14-15, 2021	Bacoor City Cavite City Cavite Province Dasmariñas City General Trias City Imus City
LAGUNA CLUSTER January 18-19, 2021	Biñan City Cabuyao City Calamba City Laguna Province San Pablo City Santa Rosa City
BATANGAS CLUSTER January 21-22, 2021	Batangas Province Batangas City Lipa City Tanauan City
RIZAL CLUSTER January 25-26, 2021	Antipolo City Rizal Province
QUEZON CLUSTER January 28-29, 2021	Lucena City Quezon Province Tayabas City

4. The participants to the said training are the newly hired/appointed Administrative Assistant III and II in the SDOs, Implementing Unit (IU) secondary schools and non-IU schools; and Administrative Officer II (HRMO I) in the elementary schools.
5. All participants are requested to register at <http://bit.ly/VTAD2021> on or before January 8, 2021 until 5:00 o'clock in the afternoon. The link for this training shall be emailed to the participants on January 11, 2021.
6. Immediate dissemination of and compliance to this Memorandum is desired.


WILFREDO B. CABRAL
 Regional Director

**VIRTUAL TRAINING FOR THE NEWLY HIRED OR APPOINTED ADMINISTRATIVE ASSISTANT (ADAS) II AND III, ADMINISTRATIVE OFFICER II (HRMO I)
ON WORK ORIENTATION, JOB ROTATION INTERFACE, AND GMIS UPDATING**

**PROGRAM OF ACTIVITIES
January 14-29, 2021 (5 Clusters)**

CLUSTERS & DATES	TIME	ACTIVITIES	PERSON INVOLVED	
DAY 1				
CAVITE January 14-15, 2021	8:30 - 8:32	Introduction of the Activity	Marivic F. Labay - Moderator	LIVE
	8:33 - 8:36	The Philippine National Anthem	AVP	
LAGUNA January 18-19, 2021	8:37 - 8:38	Prayer	AVP	
	8:39 - 8:41	CALABARZON March	AVP	
BATANGAS January 21-22, 2021	8:42 - 8:47	Checking of Attendance	María Rojane C. Miranda	LIVE
	8:48 - 9:30	Opening and Inspirational Message	RD Wilfredo E. Cabral	LIVE
	9:31 - 9:45	Statement of Purpose	Ann Geralyn T. Pelias	LIVE
RIZAL January 25-26, 2021	9:46 - 10:45	Orientation on Duties and Responsibilities per Key Result Areas (KRAs)	Syrl R. Zenarosa Maria Susana B. Oliveros	LIVE
	10:46 - 11:00	Break		
QUEZON January 28-29, 2021	11:01 - 12:00	Re-orientation on the function of the designated Automatic Payroll Deduction System (APDS) Verifier	María Susana B. Oliveros	
	12:01 - 1:00	Lunch Break		
	1:01 - 2:00	Open Forum	Marivic F. Labay - Moderator All concerned Admin officials and personnel	LIVE
DAY 2				
CAVITE January 14-15, 2021	8:30 - 8:35	Introduction of the Activity	Marivic F. Labay - Moderator	LIVE
	8:36 - 8:39	Prayer	AVP	
LAGUNA January 18-19, 2021	8:40 - 8:45	Checking of Attendance	María Rojane C. Miranda	
	8:46 - 9:00	Management of Learning (MOL)	Angelina R. Mendiola	LIVE
BATANGAS January 21-22, 2021	9:01 - 10:00	Discussion of Cashier transaction	Syrl R. Zenarosa	LIVE
	10:01 - 10:15	Break		
RIZAL January 25-26, 2021	10:16 - 12:00	Discussion on GMIS updating	Angelina R. Mendiola	LIVE
	12:01 - 1:00	Lunch Break		
QUEZON January 28-29, 2021	1:01 - 2:00	Open Forum	Marivic F. Labay - Moderator All concerned Admin officials and personnel	
	2:01 - 2:15	Other Issues and Concerns	Marivic F. Labay - Moderator All concerned Admin officials and personnel	LIVE
	2:16 - 2:20	Closing Remark	ARD Ruth L. Fuentes	LIVE
	2:20 - 2:25	Closing Program - Makabayan Song	AVP	