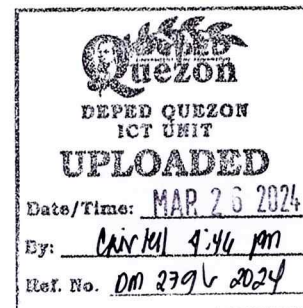




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



25 March 2024

**DIVISION MEMORANDUM**

**DM No. 279, s. 2024**

**CAPACITY BUILDING OF ADMINISTRATIVE OFFICER II AND PROJECT  
DEVELOPMENT OFFICER I (NEWLY CREATED POSITION OF 2023)  
ON THEIR DUTIES AND RESPONSIBILITIES**

**To:** Assistant Schools Division Superintendents  
Chiefs - CID/SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
Administrative Officers II  
Project Development Officers I  
All Others Concerned

1. Pursuant to DepEd Order No. 2 S. 2024, NOSCA No. 0412023-09-018 and DM-PHROD-2020-00235, the Department of Education – Division of Quezon, recognizes the need for additional non – teaching personnel at the school level to address ancillary workload distribution in schools and to unload teachers from performing tasks outside the teaching and learning process.
2. This Office will conduct a Capacity Building for Administrative Officer II and Project Development Officer I (Newly Created Position of 2023) on their duties and responsibilities on April 3-5, 2024 at a venue to be announced in a separate Memorandum. ***Day 0 may be allocated for travel time for the participants coming from far flung or remote stations.***
3. The detailed list of participants maybe accessed thru this link **<https://tinyurl.com/CAPACITYBUILDINGAO2ANDPDO1>** and also be scanned using the QR Code below:



DEPEDQUEZON-TM-SDS-04-009-003





Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164,  
(042) 784-0391, (042) 784-0321



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4. All participants are advised to strictly follow and observe IATF guidelines on health and safety protocol.
5. Travel Expenses shall be charged to the respective school/office MOOE of the participants subject to the usual accounting and audition rules and regulations. Please refer to DM 910 s.2022 for clarifications on travel guidelines.
6. Please see the attached enclosure for the Program of Activities
7. Immediate and widest dissemination of this Memorandum is earnestly desired

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent 

Permejr03/25/2024

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Enclosure to DM No. 279 s.2024

**PROGRAM OF ACTIVITIES**  
**FACE TO FACE**  
**(APRIL 3-5, 2024)**

TIME	DAY 1	
8:00 – 8:30	Registration of Participants	
8:30 – 9:15	Preliminaries and Roll Call of Participants	<b>WENNIE O. GAELA</b> Administrative Officer IV/ HRMO II
9:15 – 9:30	Inspirational Message	<b>ROMMEL C. BAUTISTA, CESO V</b> Schools Division Superintendent  <b>JOEPI F. FALQUEZA</b> Assistant Schools Division Superintendent
9:30 – 9:45	Oath Taking Ceremony	<b>ROMMEL C. BAUTISTA, CESO V</b> Schools Division Superintendent
9:45 – 10:00	SNACKS	
10:00 – 11:00	Statement of the Purpose	<b>MARIA DOLORES D. ATIENZA</b> Administrative Officer V
	Organization Structure	<b>MARIA DOLORES D. ATIENZA</b> Administrative Officer V
11:00 – 12:00	Leave and Privileges	<b>WENNIE O. GAELA</b> Administrative Officer IV/ HRMO II
12:00 – 1:00	LUNCH BREAK	
1:00 – 3:00	Program Management and Implementation, Coordination, Partnerships, and Advocacy in Schools	<b>MARK ANGELO TIUSAN "MS MARGEL"</b> Project Development Officer I
3:00-3:15	SNACKS	
3:15 – 5: 00	Duties and Responsibilities of AO II	<b>ANNA JEAN M. OGERIO</b> Administrative Officer II

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TIME	DAY 2	
8:00 – 8:30	Preliminaries	
8:30 – 9:45	Recruitment, Selection and Placement	<b>AKIMI THERESE M. ASANO</b> Project Development Officer I
9:45 – 10:00	SNACKS	
10:00 – 11:00	Claims and Benefits (Salaries, Loyalty, PBB, Special Hardship Allowance)	<b>EDSEL PALMERO</b> Administrative Officer II  <b>RODELIO M. ESMERNA JR.</b> Administrative Officer II
11:00 – 12:00	Teacher Requirement Analysis School Form 7 EBEIS	<b>MARBIN JERAMIL D. FRAGATA</b> Planning Officer III
12:00 – 1:00	LUNCH BREAK	
1:00 – 1:30	Annual Implementation Plan	<b>MARBIN JERAMIL D. FRAGATA</b> Planning Officer III
1:30-3:15	Financial Management	<b>CATHERINE A. PUREZA</b> Administrative Officer V / Budget Officer III
3:15-3:30	SNACKS	
3:30 – 5: 00	Financial Management	<b>EDMUNDO MARIN JR.</b> Accountant III

TIME	DAY 3	
8:00 – 8:30	Preliminaries	
8:30 – 9:45	Asset Management	<b>MICHELLE DE MESA</b> Administrative Assistant III
9:45 – 10:00	SNACKS	
10:00 – 12:00	Performance Cycle Non-Teaching IPCRF	<b>MARBIN JERAMIL D. FRAGATA</b> Planning Officer III
12:00 – 1:00	LUNCH BREAK	
1:00 – 3:00	CLOSING PROGRAM	
3:00	HOME SWEET HOME	

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