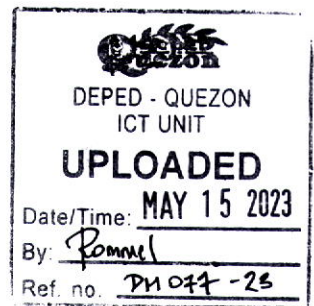




Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



08 May 2023

OFFICE MEMORANDUM
OM No. 044, s. 2023

DIVISION ORIENTATION ON AUTOMATED INVENTORY SYSTEM (AIS)

To: Assistant Schools Division Superintendents
Division Chiefs
Unit / Section Heads
RMI- Sub-Committee Members
All Others Concerned

This Office through the Records Section and Information Communications and Technology (ICT) Unit announces the conduct of **Division Orientation on Automated Inventory System (AIS)** from 8:00 am to 5:00 pm on **May 26, 2023 (Friday)**, at the Training Center.

This activity will be participated by the attached list of participants in enclosure no. 1 of this Memorandum.

This activity is designed to provide orientation on the utilization of the newly developed system that caters the inventory process of public records in the Schools Division of Quezon. This will include lectures and workshops focusing on the technical operation of the system. An open forum will also be facilitated after the workshop to gather valuable feedback to improve and adjust the system. The program matrix is presented in enclosure no. 2 of this Memorandum for reference.

Participants are expected to bring laptops and extension wires for the workshop.

Meal expenses which include breakfast, snacks, and lunch for all the participants shall be charged against the Division MOOE subject to usual auditing rules and regulations.

For the information and guidance of all concerned, immediate dissemination of this Memorandum is hereby desired.


ROMMEL O. BAUTISTA, CESO V
Schools Division Superintendent

recsop05/08/2023

DEPEDQUEZON-TM-SDS-04-010-004



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Enclosure No. 1

**LIST OF PARTICIPANTS / TWG
DIVISION ORIENTATION ON AUTOMATED INVENTORY SYSTEM (AIS)**

**MAY 26, 2023 (FRIDAY)
8:00 AM TO 5:00 PM**

Unit/ Section	Name	Designation	Sex Assignment
OSDS	1. Sarah Lynn D. Oczon	AO II	F
	2. Floricel R. Lagos	ADAS II	F
OASDS	3. Rena R. Rodil	ADAS III	F
	4. Marinel I. Obmerga	ADA VI	F
Admin	5. Arlene M. Tolentino	AO II	F
	6. Clark H. Cadiz	ADA I	M
Personnel	7. Bryan R. Ladines	AO II	M
	8. Reylan L. Ranillo	ADAS II	M
Records	9. Epifania L. Dayahan	ADAS II	F
	10. Susan M. Baluyut	ADA VI	F
	11. Leovigildo V. Gaela	ADAS III	M
	12. Marisyll Judee G. Mendoza	ADAS II	F
	13. Roseth M. Flancia	ADA III	F
	14. Angelo S. Rañeses	ADAS III	M
	15. Aira May C. Perez	ADAS III	F
	16. Amador V. Capinpin	Senior ADAS I	M
Cash	17. Apollo B. Salanguit	ADAS II	M
	18. Ler P. De Rosas	Communications Equipment Operator III	F
Supply	19. Michelle P. De Mesa	ADAS III	F
	20. Honeylyn P. Besas	ADAS II	F
Budget	21. Rowena S. Adalim	ADAS III	F
	22. Jeffrey E. Maaño	ADAS III	M
CID	23. Dessa Marie B. Dalmacion	ADAS III	F
	24. Raymond Q. Nieva	ADA VI	M
LRMDS	25. Aldren B. Libranda	ADA VI	M
	26. Krisca Anne C. Zaracena	ADA VI	F
Private	27. Clarissa G. Casaña	Private School Secretary	F

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Unit/ Section	Name	Designation	Sex Assignment
PAR	28. Leah M. Abejo	ADAS II	F
	29. Alma M. Quiambao	ADAS III	F
Procurement	30. Hilariona E. Coronado	AO IV	F
Accounting	31. Mary Rose L. Gordula	ADAS III	F
	32. Robertson V. Logatoc	ADAS III	M
Legal	33. Jacqueline C. Nuyda	ADAS III	F
SGOD	34. Shara S. Garcia	ADAS II	F
Health	35. Vincent Laurence B. Habito	ADA VI	M
	36. Maria Rosario C. Camilon	Dentist II	F
EFS	37. Danica May J. Dela Cruz	ADAS III	F
TWG			
Records	38. Sherelyn O. Pardilla	AO IV	F
ICT	39. Rommel T. Oczon	Teacher II	M
ICT	40. Wilbert B. Porteza	ITO I	M
Admin	41. Maria Dolores D. Atienza	AO V	F
SHS	42. Vincent Byron M. Rama	Nurse II	M

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Enclosure No. 2

PROGRAM MATRIX

Time	Activity / Topic	Facilitator
8:00 – 8:30 am	National Anthem / Nationalistic Song Prayer Calabarzon Hymn Lalawigan ng Quezon Hymn Energizer	Audio Visual Presentation Rommel T. Oczon Teacher II
8:30 – 8:40 am	Presentation of Participants	Aira May C. Perez ADAS III
8:40 – 8:50 am	Opening Remarks	Gregorio T. Mueco Assistant School Division Superintendent
8:50 – 9:00 am	Inspirational Message	Rommel C. Bautista, CESO V School Division Superintendent
9:20 – 9:30 am	Presentation of Rationale, Background, and Objectives of the Project	Sherelyn Oroyo-Pardilla AO IV, Records Section
9:30 – 9:40 am	Presentation of Terminal Objective, and Enabling Objectives	Marisyll Judee G. Mendoza ADAS II
9:40 – 12:00nn	Part I. Orientation Proper	Wilbert B. Porteza Information Technology Officer I
12:00nn – 1:00 pm	Lunch	
1:00 – 1:05 pm	Energizer	Audio Visual Presentation Rommel T. Oczon Teacher II
1:05 – 4:30 pm	Part II. Workshop and Open Forum	Wilbert B. Porteza Information Technology Officer I Sherelyn Oroyo-Pardilla AO IV, Records Section
4:30 – 4:45 pm	Program Evaluation	M&E
4:45 – 5:00 pm	Closing Remarks	Maria Dolores D. Atienza Administrative Officer V

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