

  
**Republic of the Philippines**  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF CAPIZ

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June 8, 2022

**DIVISION MEMORANDUM**  
No. 158 s. 2022

**CONDUCT OF LIVE-IN TRAINING-WORKSHOP ON THE ROLES AND RESPONSIBILITIES  
OF ADMINISTRATIVE OFFICER II ASSIGNED IN ELEMENTARY SCHOOLS**

TO : Assistant Schools Division Superintendent  
Public School District Supervisor  
Heads of Public Elementary Schools  
Administrative Officer II (Elementary and District)  
All other concerned

1. In connection with the hiring of Administrative Officer II (AO II) positions for Elementary Schools, there will be a three (3) day Training-Workshop on the Roles and Responsibilities of AO II on June 15-17, 2022 at a venue to be announced later.
2. The objectives of this training-workshop are:
  - 2.1 to orient the participants on their roles and responsibilities;
  - 2.2 to familiarize the participants in checking the liquidation and its supporting documents;
  - 2.3 to make the participants knowledgeable of the accounting process; and
  - 2.4 to train the participants in processing the salaries and benefits personnel.
3. The participants for this activity shall be the Administrative Officer II (AO II) positions for Elementary Schools who were hired starting September, 2021.
4. Expenses to this activity shall be charged to the downloaded funds subject to the usual accounting and auditing rules and regulations.
5. Attached is the training matrix.
6. Participants and members of the Program Management Team (PMT) are reminded to observe with due diligence the health and safety protocols prescribed by health authorities.
7. It is understood that in the conduct of this activity there shall be no discrimination on the account of age, school, gender, civil status, disability, religion or similar factors, and personal circumstances that run counter to the principles of equal opportunity.
8. Immediate dissemination of and compliance with this Memorandum are desired.

  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent

JUN 10 2022 



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**TRAINING-WORKSHOP ON THE ROLES AND RESPONSIBILITIES OF  
ADMINISTRATIVE OFFICER II ASSIGNED IN ELEMENTARY SCHOOLS**

	Day 1 (June 15, 2022)	Day 2 (June 16, 2022)	Day3 (June 17, 2022)
7:00 - 8:00		Breakfast	Breakfast
8:00 - 8:30	Registration	Morning Prayer/Recap	Morning Prayer/Recap
8:30 - 9:00	Opening Program	Workshop on MOOE Transaction	Lecture: The Roles and Responsibilities of AO 2
9:00 - 12:00	Lecture: Uses of MOOE and its supporting documents		
12:00-1:00	Lunch	Lunch	Lunch
1:00 - 5:00	Lecture: The accounting process and tax on MOOE transactions	Lecture: Property Management	Lecture: Personnel Service Matters Closing program
6:00 - 7:00	Dinner	Dinner	

**TRAINING MATRIX**