



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF CAPIZ
Banica, Roxas city

November 10, 2022

DIVISION MEMORANDUM

No. 463 s. 2022

**CONDUCT OF LIVE-IN TRAINING-WORKSHOP OF ADMINISTRATIVE OFFICERS II
ASSIGNED IN ELEMENTARY SCHOOLS ON INDIVIDUAL PERFORMANCE
COMMITMENT AND REVIEW FORM (IPCRF) AND PERSONNEL SERVICES**

TO : OIC, Office of the Assistant Schools Division Superintendent
Public Schools District Supervisors
Heads of Public Elementary & Integrated Schools
Administrative Officers II (Elementary and District)

1. This office, through the Administrative Section, will conduct the Live-in Training-Workshop of Administrative Officers II Assigned in Elementary Schools on Individual Performance Commitment and Review Form (IPCRF) and Personnel Services on December 5-7, 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 assess and evaluate the performance of Administrative Officers II based on Key Result Areas;
 - 2.3 to establish a standard IPCRF for all school-based Administrative Officer II;
 - 2.4 to make the participants knowledgeable of the hiring process and the required supporting documents for various administrative transactions; and
 - 2.5 to train the participants in the processing and computation of salaries and other personnel benefits.
3. The participants for this activity are the Administrative Officers II (AO II) for Elementary Schools who were hired starting September 2021 to date.
4. Expenses for this activity shall be charged from the SDO – Other MOOE funds subject to the usual accounting and auditing rules and regulations.
5. Attached is the training matrix.
6. The technical working group and resource persons are expected to report at the venue on December 4, 2022, at 2:00 pm for the orientation and final walkthrough of the presentations.
7. 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.





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8. 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.
9. Immediate dissemination of this Memorandum is desired.


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





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TRAINING-WORKSHOP OF ADMINISTRATIVE OFFICER II ASSIGNED IN ELEMENTARY SCHOOLS ON INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF) AND PERSONNEL SERVICES

TRAINING MATRIX

	Day 1 (November 23, 2022)	Day 2 (November 24, 2022)	Day3 (November 25, 2022)
7:00 - 8:00		Breakfast	Breakfast
8:00 - 8:30	Registration	Morning Prayer/Recap	Morning Prayer/Recap
8:30 - 9:00	Opening Program	Session 6: Personnel Services & Checklists	Session 10: IPCRF Presentation & Target Setting
9:00 - 10:30	Session 1: Duties & Responsibilities of AO-II		
10:30-12:00	Session 2: Property Management	Session 7: NOSI Preparation and Step Increment Integration/ Computation	Session 11: Retirement Session 12: Terminal Leave/ Pay
12:00-1:00	Lunch	Lunch	Lunch
1:00 - 3:00	Session 3: Appointment Preparation and Workshop	Session 8: Workshop on Personnel Services	Session 13: Other Admin Matters
3:00-3:15	Health Break	Health Break	
3:15-4:00	Session 4: Service Record and Other Downloadable Forms	Session 9: IPCRF Crafting	MOOE Recap
4:00-5:00	Session 5: ERF Preparation and Transfer of Teachers/ Personnel		Closing program
6:00 - 7:00	Dinner	Dinner	





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SCHOOLS ON INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF)
AND PERSONNEL SERVICES**

LIST OF PARTICIPANTS

1	ABAD, ROXAN BILLANO	PRES. ROXAS DISTRICT OFFICE
2	ADO, MARY JED LISAMOS	AGKAWAYAN IS
3	ALBANA, KRESTLI ZYRA GAMAYAO	SIGMA DISTRICT OFFICE
4	ALBAÑA, NASSER GAMAYAO	SDO - SUPPLY
5	ALTOVEROS, JAYSA PUNLA	PANITAN ES
6	AMORES, ARGELINE JOY JAGUIO	CUARTERO DISTRICT OFFICE
7	ARANTON, MARY GRACE VILLAEBA	AGMALATE ES
8	BALUCAN, IRENE LAPSO	CAMP JAMINDAN ES
9	BANSALE, LIRA A.	CANAPIAN IS
10	BATILARAN, ARJHUN O.	TUBURAN ES
11	BIBIT, BABY JANE DEVELOS	FELICIANO CONSING ES
12	BRILLO, DARWIN DADIVAS	SDO - ADMIN
13	CARPO, FRIAH MAE DESTURA	LUCERO ES
14	CHU, JEMLOURD P.	TINIGBAN IS
15	CLAVERO, JEAN ANN D.	GUINBI-ALAN IS
16	DALIVA, JHON MEL D.	DULUAN IS
17	DE JUAN, JANNA LLORENTE	JAMINDAN DISTRICT OFFICE
18	DE LA CRUZ, MAY EVAN OMAYAO	DAO DISTRICT OFFICE
19	DE MATIAS, ARIEL BAES	PAWA ES
20	DEGONES, MARY MAGDALINE DACIBAR	MAAYON DISTRICT OFFICE
21	DELA TORRE, MARY GRACE BESANA	PANAY DISTRICT OFFICE
22	DELOS SANTOS, ROSA BATACANDOLO	BULA IS
23	DENOLO, MARY ANN ALBALADEJO	SAN RAMON ES (PILAR)
24	DEQUIÑA, JENNIFER T.	QUIAJO IS
25	DESALES, KNARELLE F.	CALIXTO LOYOLA IS
26	DIESTRO, HERMAN VILLAREAL	CELESTINO DIAZ IS
27	DILLA, MIA JOY DANGAN	RIZAL ES
28	DUYA, LISHIANE TRISIA MANERO	ASTORGA ES
29	ENEZARIO JR. , VICTOR BENE	DUMALAG DISTRICT OFFICE
30	ESQUILLO, FREDERICK AGATON	MALUBOGLUBOG ES
31	ESTOCADA, MIALYN LETRAN	MAM. EAST DISTRICT OFFICE
32	FALAYAS, VANISSA ANN HABERLE	DR. LAUREANO R. FRIAL IS
33	FANO, ANNA LIZA DE LA PENA	NICANOR ECUTIN ES
34	FANTILANAN, MICHEL MAE F.	CARLOS LOPEZ ES (PILAR)
35	FLORES, RIZZA ALDEGUER	CATALINO ANDRADA ES
36	FUENTES, ABEGAIL G.	DUMARAO DISTRICT OFFICE
37	GARGOLES, KRISTIE MANAAY	TAPAZ WEST DISTRICT OFFICE
38	GERVERO, GLICERMA DESPI	DURAN ES



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39	GUMOGDA, ANAVEH MORENO	BILAO IS
40	LATE, RICHELYN B.	DAYHAGAN IS
41	LAURON, JASMIN JOYCE ALAIR	PILAR DISTRICT OFFICE
42	LORANIA, RIO MARIE AFABLE	SAPIAN DISTRICT OFFICE
43	LOZADA, MA. HANNAH EMIE FLORES	LONoy ES
44	MARCELO, ALVIN PAUL BONDAD	FELIXBERTO D. DORADO SR. IS
45	MONTORIO, DHARA KIM LLANO	JAGNAYA ES
46	OLIPENDO, MICHAEL VASQUEZ	JUAN S. JARENCIO ES
47	ORENDEZ, MAY ANN LOZADA	PANITAN DISTRICT OFFICE
48	ORTENCIO, MARK LOUIE ORTENCIO	PONTEVEDRA DISTRICT OFFICE
49	PENIANO, MARIA LOURDES	SDO - OSDS
50	PILAR, JAYCON MARCELA	BUNGSUAN ES
51	PROVIDO, CARLA MAE	GUISE IS
52	QUINTANA, RALPH MARTIN VILLAGRACIA	IVISAN DISTRICT OFFICE
53	RENDON, BLESSED NADINE LEGASPI	BAGO CHIQUITO IS
54	RICARDO, JULIESA LLORENTE	MAM. WEST DISTRICT OFFICE
55	SEROMINES, TYRON KIM TALADHAY	AGBALO ES
56	SUPITER, JOY VILLAREAL	DON LEOPOLDO GIALOGO IS
57	TORGANE, HAROLD PILAR	AGLANOT IS
58	UNION, SHELLA MIE FAIGANE	ANTONIO BELO MEM. IS
59	VILLAN, MA. TERESA H.	TAPULANG IS
60	VILLARIEZ, RAINSTONE ABUNIAWAN	ELEODORO PONSARAN IS

TECHNICAL WORKING GROUP

CHAIRMAN:	KENNETH D. ANOCHE
CO-CHAIRMAN:	MA. SHARON S. BARRIENTOS
PROGRAM:	DARWIN D. BRILLO
VENUE:	DR. MAY EVAN O. DELA CRUZ
REGISTRATION:	GLENDA C. CABANTUG
CERTIFICATES:	KRESTLI ZYRA G. ALBAÑA
DOCUMENTATION:	AGNES GALLARDO
TRANSPORTATION:	MARK LOUIE D. ORTENCIO
TRAINING MATERIALS:	IVAN VITO

