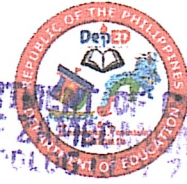




Republic of the Philippines
DEPARTMENT OF EDUCATION
Regional Office IX, Zamboanga Peninsula
Airport Road, Tiguma, Pagadian City



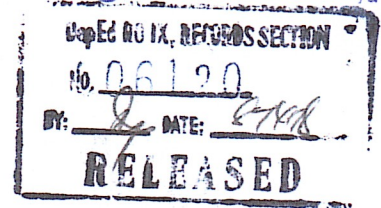
August 13, 2018

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ADVISORY

Regional Memorandum No. 115, s. 2018

TO: All Schools Division Superintendents
This Region




Correction of date on the Three-Day Enhancement Training Program for Administrative Services Cum Legal Matters Cum Personnel Tracking System (PTS) Regional Implementation will be on September 3-5, 2018.

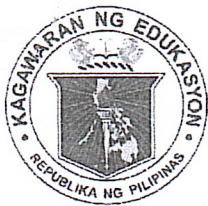
Attached is the list of participants per Division to the said activity.

Please confirm their attendance and email to pilar.layon@deped.gov.ph on/or before August 24, 2018.

Please be guided accordingly.

For the Regional Director


CRISOLOGO L. SINGSON
Chief Administrative Officer



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IX, Zamboanga Peninsula
Pagadian City



REGIONAL MEMORANDUM

NO. IN, s. 2018

To : All Schools Division Superintendents
This Region

From : DR. ISABELITA M. BORRES, CESO III
Regional Director

SUBJECT : **THREE-DAY ENHANCEMENT TRAINING PROGRAM FOR
ADMINISTRATIVE SERVICES CUM LEGAL MATTERS
CUM PERSONNEL TRACKING SYSTEM (PTS) REGIONAL
IMPLEMENTATION**

Date : June 25, 2018

1. The Administrative Division, DepED Region IX will be spearheading the conduct of the "Training/Seminar on the Enhancement of the Administrative Frontline Services" on September 2-4, 2018. Venue will be announced later.
2. The objectives of the seminar are as follows:
 - a. To enhance/increase skills, knowledge, expertise and capabilities in the performance of frontline services in Personnel, Records, Cashier, Supply and and GSU
 - b. To generate awareness and understanding about legal matters
 - c. To develop ICT skills and other administrative matters
3. Participants to this Training are Division Administrative Officers V and Administrative Officer IV(HRMOs, Cashier, Supply, Records and General Services) of the eight (8) Schools Division Offices, including AOs and Supply Officers of Implementing Units (IUs).
4. Attached is a copy of the program of activities for your reference.
5. Expenses for board and lodging during the conduct of the said training will be charged to HRTD funds while travel and other incidental expenses of the participants shall be charged against their respective regional and division local funds subject to the usual accounting rules and regulations.
6. Please accomplish the confirmation sheet for the identified participants and contact Ms. Pilar G. Layon, AO-V (Personnel) thru Cellphone # 09262420805 and email ad pilar.layon@deped.gov.ph for any clarification.
7. Compliance to this Memorandum is enjoined.

PROGRAM OF ACTIVITIES

THREE-DAY ENHANCEMENT TRAINING PROGRAM FOR ADMINISTRATIVE SERVICES CUM LEGAL MATTERS CUM PERSONNEL TRACKING SYSTEM(PTS) REGIONAL IMPLEMENTATION ON SEPTEMBER 2-4, 2018

TIME	DAY 1	DAY 2	DAY 3
8:00am-10:00am	Registration	Other Administrative Concerns By: Mr. Armando P. Gumapon, Supervising Administrative Officer and Mr. Crisologo L. Singson, Chief Administrative Officer	Presentation of outputs by group
10:00am -10:15am		B R E A K	
10:15am- 12:00 noon	Opening Program • Singing of the National Anthem • Prayer • Regional Hymn (Multi-Media Presentation)	Breakout-Sessions by Division/Sections/Units (Issues and Concerns/Updates) • Administrative • Personnel • Records • Cash • Asset Management • General Services	Open Forum (Plenary) with the Chief Administrative Officer

	Introduction of Participants By: Ms. Pilar G. Layon, Administrative Officer V		
	Opening Remarks/Welcome Address By: Dr. Isabelita M. Borres, Regional Director		
	Objectives of the Seminar By: Mr. Crisologo L. Singson, Chief Administrative Officer		
12:00-1:00	L U N C	C H	B R E A K
1:00-3:00	Legal Matters, Issuances and Grievances By: Atty. Maria Liza L. Nayre, Attorney IV	Breakout-Sessions	Closing Program
3:00-5:00	Personnel Tracking System(PTS) Regional Implementation and online updating of Newly Created positions By: Mr. Jekyll D. Cadungog, Information Technology Officer I	Presentation of outputs by group	Home Bound

LIST OF PARTICIPANTS TO THREE-DAY ENHANCEMENT TRAINING PROGRAM FOR ADMINISTRATIVE SERVICES CUM LEGAL MATTERS CUM PERSONNEL TRACKING SYSTEM (PTS) REGIONAL IMPLEMENTATION ON SEPTEMBER 3-5, 2018

LIST OF PARTICIPANTS

NO.	NAMES	POSITION
	REGION	
	ZAMBOANGA SIBUGAY	
1	GLORIFE C. CLAVERO	OIC, Adm. Officer V
2	RENZ ROY A. RAMOS	Administrative Officer IV(Personnel)
3	MA. LIVIE A. LAQUE	Administrative Officer IV(Records)
4	RHEEZA I NASSAIE	Administrative Officer IV(Supply)
5	ROVIE LIZETTE G. LIBERATO	Administrative Officer II(OIC Cashier)
6	LEONELFA C. SUIZA	Administrative Officer II (SHS) - Siay NHS
7	JUDELYN M. EGUIA	Administrative Assistant II - Designated Supply Officer - Siay NHS
8	NADIA CASTILLARE	Administrative Officer II(SHS) - Francisco Ramos NHS
9	HAYDEE B. ODOHAN	Administrative Officer II(SHS) - Surabay NHS
10	OFELIA C. BAYLON	Administrative Officer II (SHS) - Kabasalan NHS
11	MARISSA D. CUTAMORA	Administrative Officer II (SHS) - Alicia NHS
12	ROSALIE F. SAN DIEGO	Administrative Officer II (SHS) - Naga NHS
13	ALEJANDRO CASTILLARE	Administrative Officer II (SHS) - Diplahan NHS
14	FREBIE M. MAQUINTURA	Administrative Officer II (SHS) - Titay NHS
15	RENALENE E. PEREZ	Administrative Officer II (SHS) - Olutanga NHS
	ISABELA CITY	
1	AIDA S. CAMLIAN	Administrative Officer V
2	VICENTE C. CONSING	Administrative Officer IV (Cash)
3	ADAWIYA D. JALIL	Administrative Officer IV (Supply)
4	MA. VERAGEL Q. PEÑAFLOR	Administrative Officer IV (Records)
5	FARIZA H. KALING	Administrative Officer IV (Personnel)
6	MOHNER H. INDANAN	Administrative Officer I (Supply) BNHS
7	JULHASAR B. SANING	Administrative Officer II (SHS) - BNHS
	ZAMBOANGA DEL NORTE	
1	HELEN E. TANGON	Administrative Officer V
2	MARYLYNNE B. BAYRON	Administrative Officer IV(Personnel)
3	ELENA A. NIEVES	Administrative Officer IV(Cash)
4	NALRYN Z. MENDOZA	Administrative Officer IV (Supply)
5	ARNEL C. MASION	Administrative Officer IV (Records)
6	JED A. NIEVES	Administrative Officer IV(Adm.Services) Sindangan HHS
7	NELYN V. HAMOC	Administrative Officer I(Supply Office) Sindangan NHS
8	ANIMARY T. ANIÑON	Administrative Officer I(Adm.Services)Sindangan NHS
9	RAY S. ETCUBAÑAS	Administrative Officer II - Gutalac NHS - SHS
10	ALMA D. JARALVE	Administrative Officer II - Katipunan NHS - SHS
11	HERA JADE C. DALMAN	Administrative Officer II - Kipit-Agro Fishery HS - SHS
12	VON BRYAN B. BACANG	Administrative Officer II - Liloy NHS - SHS
13	BHETLES S. ANDALAHAO	Administrative Officer II - Manukan NHS - SHS
14	YANI LOU D. LIM	Administrative Officer II - Piñan NHS - SHS
15	LEE RAYMUND F. MANIKAN	Administrative Officer II - Polanco NHS - SHS
16	APPLE MAE CANTON	Administrative Officer II - Salug NHS - SHS
17	RENE BOY M. ANOTADO	Administrative Officer II - Sergio Osmeña NHS - SHS
18	JAAN L. LACAYA	Administrative Officer II - Sindangan NHS - SHS
	DAPITAN CITY	
1	GEORDITO T. OLARIO	Administrative Officer V
2	ROY J. TUBONGBANUA	Administrative Officer IV(Personnel and OIC Records)
3	NANCY T. TENDERO	Administrative Officer IV(Cash and OIC Supply)
4	CYNTHIA O. DALMAN	Registrar I (Designated Asst. Records Officer)
5	JUNREY B. ONGANIZA	Administrative Officer II (Designated Asst. Supply Officer)
	PAGADIAN CITY	
1	EMILIA O. ZOZOBRADO	Administrative Officer V
2	CARLOS M. FUERZAS, JR.	Administrative Officer IV (Personnel)
3	EVELYN GRACE D. ORONG	Administrative Officer IV(Supply)
4	MILAGROS B. ESPINOZA	Administrative Officer IV (Records)
5	AMIE Q. TOMON	Administrative Officer IV (Cash)
6	VIVIAN S. SALOMON	Administrative Officer IV(Personnel) - ZDSNHS
7	ROSARIO M. PANGANIBAN	Administrative Officer I(Supply) - ZDSNHHS
8	JOSELITO M. QUILAO	Administrative Officer II - ZSSAT
9	OLIVER E. SABORNIDO	Administrative Officer I (Supply) - ZSSAT
	ZAMBOANGA DEL SUR	
1	ZENAIDA E. MAGO	Administrative Officer V
2	EVA G. CASTRO	Administrative Officer IV(Personnel)
3	BERNADETH R. GULBEN	Administrative Officer IV(Records)
4	EVELYN D. CAMACHE	Administrative Officer IV(Cash)
5	ERWIN V. CABANLIT	Administrative Officer IV(Supply)

	DIPOLOG CITY	
1	IVY J. ESTADILLA	Administrative Officer V
2	JANNEL T. LAQUIHON	Administrative Officer IV(Personnel)
3	ALINEIL U. DIVINAGRACIA	Administrative Officer IV(Cash)
4	NEN B. BRILLANTES	Administrative Officer IV(Records)
5	RANDYL A. GERAGA	Administrative Officer IV(Supply)
6	JENNY D. RACASA	Administrative Aide VI-(GSU)
7	ROSARIO G. GONZALES	Administrative Officer IV - ZDNNHS
8	DORIS R. BITON	Administrative Officer I(Supply) - ZDNNHS
	ZAMBOANGA CITY	
1	AL RAHIMIN KENOH	Administrative Officer V
2	DULCE ELAINE S. TORRES	Administrative Officer IV(Personnel)
3	CHERRY MAE BONGCO	Administrative Officer IV(Cash)
4	TRICIA A. CORRALES	Administrative Officer IV(Records)
5	MICHAEL DEPAMAYLO	Administrative Officer IV(Supply)
6	PACIFICO C. DELA CRUZ	Administrative Officer IV - ZCHS-Main/OIC SDO-GSU
7	MARGARET O. DE LEON	Administrative Officer I(Records)- ZCHS-Main
8	PIERRE ANGELO J. RICO	Administrative Officer I (Supply) - ZCHS-Main
9	EMEE F. APOLINARIO	Administrative Officer II - DPLMH - SHS Stand Alone
10	NICOFLO R. B. GELLECANIA	Administrative Officer II- Ayala NHS - SHS
11	VEEJAY R. SERVANDO	Administrative Officer II - ZNHS-West - SHS Stand Alone
12	ALLAM R. TAGA-OC	Administrative Officer II - Culanan NHS - SHS
13	ROMEO A. LAMBAYAN	Administrative Officer II - Manicahan NHS - SHS
14	LESLEY ANN F. ATILANO	Administrative Officer II - MCLLNHS - SHS
15	JUDITH M. TABOR	Administrative Officer II - Vitali NHS - SHS
16	APRIL CHRIS W. SANTIAGO	Administrative Officer II - Curuan NHS