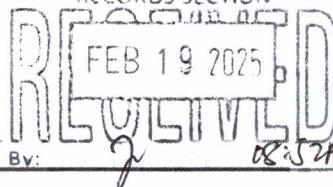




Republic of the Philippines
Department of Education

REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF BIÑAN CITY

DEPARTMENT OF EDUCATION
Schools Division of Biñan City
RECORDS SECTION



18 Feb 2025

DIVISION MEMORANDUM

No. 072, s. 2025

**DIVISION CAPACITY BUILDING CUM WORKSHOP ON AWARENESS LEADING
TO ADMINISTRATIVE AND ACCOUNTABILITY MANAGEMENT (ALAAM) FOR
SCHOOL HEADS AND SCHOOL NON-TEACHING PERSONNEL**

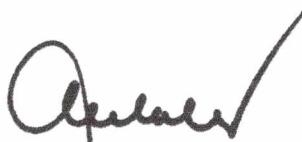
To: Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
All School Heads

1. This Office announces the conduct of **Division Capacity Building cum Workshop on Awareness Leading to Administrative and Accountability Management (ALAAM) for School Heads and School Non-Teaching Personnel** on **February 24-26, 2025**, at **Tanza Oasis Hotel and Resort, Tanza, Cavite**.
2. The activity aims to:
 - a. enhance understanding of the guidelines, knowledge, skills, and attitudes in handling administrative, financial, legal and ICT tasks through technical assistance;
 - b. strengthen the application of administrative and accountability management principles in practical contexts; and
 - c. provide technical assistance to ensure effective implementation of the concepts discussed in the previous workshop through guided workshops and simulation activities.
3. Attached are the list of participants, training management team with terms of reference and program of activities, and materials/records to bring, for reference.
4. To facilitate a smooth and productive workshop, participants are **required** to bring the necessary materials and records as specified in **Enclosure No. 4**.
5. The uniforms to be worn are as follows:
 - 1st day: Maroon Polo Shirt (2024 Division-wide General Assembly)
 - 2nd day: Powder Blue Polo Shirt (2023 Division-wide General Assembly)
 - 3rd day: White MATATAG Polo Shirt
6. Registration fee is P6,000.00. Transportation and other expenses of the participants from school relative to the conduct of this activity shall be charged against School MOOE funds, while expenses of the participants from the Division

Office shall be charged against Division MOOE funds, subject to the usual accounting and auditing rules and regulations.

7. For queries and clarifications, send an email to admin.sdobinancy@deped.gov.ph or call (049) 547-0105 local 107.

8. Immediate and widest dissemination of this Memorandum is desired.



MANUELA S. TOLENTINO, CESO V
Schools Division Superintendent

Encl: As stated

Reference: DO No. 40, s. 2020

OSDS/AD / AMC / GMC /
/ 02/18/2025

DM - Division Capacity Building cum Workshop on Awareness Leading to Administrative and Accountability Management (ALAAM) for School Heads and School Non-Teaching Personnel



Address: P. Burgos St., Brgy. Sto. Domingo, Biñan City, Laguna
Contact Nos.: (049) 547-0105 / (+63) 939-510-8779
Email Address: deped.binancy@deped.gov.ph
Website: depedbinan.com



Certification No. PHP QM43
22 93 0006

Enclosure No. 1

LIST OF PARTICIPANTS

	NAME	POSITION	SCHOOL
1	ROAN A. SEGALES	SCHOOL PRINCIPAL IV	BINAN ELEM SCHOOL
2	CHARITY MAE L. SATOQUIA	SCHOOL PRINCIPAL I	CANLALAY ELEM SCHOOL
3	DIGNA D. FALCULAN	SCHOOL PRINCIPAL II	DELA PAZ ELEM SCHOOL - MAIN
4	MARIETTA I. FARAON	HEAD TEACHER III/TIC	DELA PAZ ELEM SCHOOL - WEST
5	REYNALDO S. CABAL	SCHOOL PRINCIPAL I	DR. JOSE TAMAYO MEMORIAL ELEM SCHOOL
6	GRACE P. HUFALAR	SCHOOL PRINCIPAL I	DR. MARCELINO BATISTA MEMORIAL ELEM SCHOOL
7	ROWELL G. REGALADO	SCHOOL PRINCIPAL I	GANADO ELEM SCHOOL
8	ANA ALMA G. RICAFORT	SCHOOL PRINCIPAL I	LANGKIWA ELEM SCHOOL
9	MANOLITO P. ASETRE	SCHOOL PRINCIPAL I	LOMA ELEM SCHOOL
10	ROSALYN C. VALDERAMA	SCHOOL PRINCIPAL I	SORO-SORO ELEM SCHOOL
11	MYRNA G. PALMA	SCHOOL PRINCIPAL IV	SOUTHVILLE 5A ELEM SCHOOL - LANGKIWA
12	DENNIS R. ESTOCADO	SCHOOL PRINCIPAL I	SOUTHVILLE 5 ELEM SCHOOL - TIMBAO ANNEX
13	ROWENA S. BEDERICO	SCHOOL PRINCIPAL II	MALABAN ELEM SCHOOL
14	JO ANNA LORAIN R. BUENAFAE	SCHOOL PRINCIPAL I	MALABAN EAST ELEM SCHOOL
15	EDNA C. STA. ANA	SCHOOL PRINCIPAL I	OUR LADY OF LOURDES ELEM SCHOOL
16	NENETTE M. LACUARIN	SCHOOL PRINCIPAL II	PAGKAKAISA ELEM SCHOOL
17	JONARD B. CASTILLO	SCHOOL PRINCIPAL I	PEDRO H. ESCUETA MEM ELEM SCHOOL
18	CHERRY R. ANG	SCHOOL PRINCIPAL I	PLATERO ELEM SCHOOL
19	GERARDO B. REY	SCHOOL PRINCIPAL I	SAN FRANCISCO ELEM SCHOOL
20	RUBY C. ALMADRONES	SCHOOL PRINCIPAL I	SAN VICENTE ELEM SCHOOL
21	DONNABELLE B. MENDOZA	SCHOOL PRINCIPAL I	STO. TOMAS ELEM SCHOOL
22	DELIO E. ESCAÑO	SCHOOL PRINCIPAL I	TIMBAO ELEM SCHOOL

23	ANALIZA L. SAN JUAN	SCHOOL PRINCIPAL I	TOMAS A. TURALBA MEM ELEM SCHOOL
24	ROANN T. PADUA	SCHOOL PRINCIPAL I	TUBIGAN ELEM SCHOOL
25	JAEI FAITH T. LEDESMA	SCHOOL PRINCIPAL I	ZAPOTE ELEM SCHOOL
26	EMMANUELITA J. ALONDE	SCHOOL HEAD/OIC-MASTER TEACHER II	MAMPLASAN ELEM SCHOOL
27	ALBERT D. ESCUVANIA	SCHOOL PRINCIPAL II	SOUTHVILLE 5A INTEGRATED NATIONAL HIGH SCHOOL
28	MICHAEL B. DIOQUINO	HEAD TEACHER IV/TIC	DELA PAZ NATIONAL HIGH SCHOOL
29	PERFECTO G. GRAGAS, III	HEAD TEACHER IV/TIC	MAMPLASAN NATIONAL HIGH SCHOOL
30	ELEONOFEBIATRIZ A. MARASIGAN	TEACHER III/TIC	BINAN CITY SENIOR HIGH SCHOOL-TIMBAO
31	ROSE B. ESTIVA	SCHOOL PRINCIPAL II	BINAN CITY SENIOR HIGH SCHOOL-STO. TOMAS
32	JERICO F. BALMES	SCHOOL PRINCIPAL I	BINAN CITY SCIENCE AND TECHNOLOGY HIGH SCHOOL
33	MARY JOY L. CABILES	SENIOR EDUCATION PROGRAM SPECIALIST/ OIC - SAIS	ST. ANTHONY INTEGRATED SCHOOL
34	JEANETTE Q. ALVAREZ	SCHOOL PRINCIPAL II	BINAN CITY SENIOR HIGH SCHOOL-WEST CAMPUS
35	JULIE ANN D. NATIVIDAD	SCHOOL PRINCIPAL IV	BINAN INTEGRATED NATIONAL HIGH SCHOOL
36	MARIA BEATRIZ T. MANAIG	SCHOOL PRINCIPAL II	ST. FRANCIS NATIONAL HIGH SCHOOL
37	OLIVER P. CALIWAG	SCHOOL PRINCIPAL III	JACOBO Z. GONZALES MEM NATIONAL HIGH SCHOOL
38	MARLON B. FLORES	SCHOOL PRINCIPAL I	NEREO R. JOAQUIN NATIONAL HIGH SCHOOL
39	JONAR C. OLICIA	SCHOOL PRINCIPAL I	BINAN SECONDARY SCHOOL OF APPLIED ACADEMICS
40	KEDDIE V. OBIDOS	ADMINISTRATIVE OFFICER II	BINAN ELEM SCHOOL
41	RICHARD D. RICAFUENTE	ADMINISTRATIVE OFFICER II	CANLALAY ELEM SCHOOL
42	EDEN C. BONDY	ADMINISTRATIVE OFFICER II	DELA PAZ ELEM SCHOOL - MAIN
43	JOANA MARIE C. BAWICA	ADMINISTRATIVE OFFICER II	DELA PAZ ELEM SCHOOL - WEST

44	IRWIN M. DE SAGUN	ADMINISTRATIVE OFFICER II	DR. JOSE TAMAYO MEMORIAL ELEM SCHOOL
45	ALVIN L. MAGTULIS	ADMINISTRATIVE OFFICER II	GANADO ELEM SCHOOL
46	JENALYN D. TEÑIDO	ADMINISTRATIVE OFFICER II	LANGKIWA ELEM SCHOOL
47	EDRIN A. CANCAN	ADMINISTRATIVE OFFICER II	LOMA ELEM SCHOOL
48	MICHELLE C. CASTRO	ADMINISTRATIVE OFFICER II	SORO-SORO ELEM SCHOOL
49	JOSE MARIO JR. R. DAVID	ADMINISTRATIVE OFFICER II	SOUTHVILLE 5A ELEM SCHOOL - LANGKIWA
50	SARAH LYNNE G. DELA CRUZ	ADMINISTRATIVE OFFICER II	MALABAN ELEM SCHOOL
51	MARLA S. SALINAS	ADMINISTRATIVE OFFICER II	MALABAN EAST ELEM SCHOOL
52	RICARDO E. DE LA CRUZ	ADMINISTRATIVE OFFICER II	OUR LADY OF LOURDES ELEM SCHOOL
53	JALLYSA ROSE P. SANTOS	ADMINISTRATIVE OFFICER II	PAGKAKAISA ELEM SCHOOL
54	ROSELLE G. ALON	ADMINISTRATIVE OFFICER II	PEDRO H. ESCUETA MEM ELEM SCHOOL
55	JOSEPHINE M. SALAZAR	ADMINISTRATIVE OFFICER II	PLATERO ELEM SCHOOL
56	EDEN GRACE B. BIDAR	ADMINISTRATIVE OFFICER II	SAN VICENTE ELEM SCHOOL
57	CHRISIEL C. CABANTOG	ADMINISTRATIVE OFFICER II	STO. TOMAS ELEM SCHOOL
58	LIEZL R. VILLANUAC	ADMINISTRATIVE OFFICER II	TIMBAO ELEM SCHOOL
59	HANZEL A. PALACIO	ADMINISTRATIVE OFFICER II	TOMAS A. TURALBA MEM ELEM SCHOOL
60	DEOFIL C. OCAYO	ADMINISTRATIVE OFFICER II	TUBIGAN ELEM SCHOOL
61	DICKY CHESTER E. VIVO	ADMINISTRATIVE OFFICER II	ZAPOTE ELEM SCHOOL
62	WILFREDO C. BUHAIN	ADMINISTRATIVE OFFICER II	MAMPLASAN ELEM SCHOOL
63	JENNY-LYN M. ALMADILLA	ADMINISTRATIVE OFFICER II	BINAN CITY SENIOR HIGH SCHOOL-TIMBAO
64	LOUIE S. SANTOS	ADMINISTRATIVE OFFICER II	BINAN CITY SENIOR HIGH SCHOOL-STO. TOMAS
65	LEAH C. AMBROCIO	ADMINISTRATIVE OFFICER II	BINAN CITY SENIOR HIGH SCHOOL-SAN ANTONIO
66	AIRWIND PAUL PURA	ADMINISTRATIVE OFFICER II	BINAN CITY SENIOR HIGH SCHOOL-WEST CAMPUS
67	MA. CLARITA M. CERDEÑA-LEBRUN	ADMINISTRATIVE OFFICER II	BINAN INTEGRATED NATIONAL HIGH SCHOOL

68	JOAN NICOLE A. ALZONA	ADMINISTRATIVE ASSISTANT II	DELA PAZ NATIONAL HIGH SCHOOL
69	MERILYN M. SALMO	ADMINISTRATIVE ASSISTANT II	MAMPLASAN NATIONAL HIGH SCHOOL
70	MATILDE BREVA	ADMINISTRATIVE ASSISTANT II	ST. ANTHONY INTEGRATED SCHOOL
71	KIM ANGELA M. MORTEL	ADMINISTRATIVE ASSISTANT II	BINAN INTEGRATED NATIONAL HIGH SCHOOL
72	REINCY KAYDY BUERANO	ADMINISTRATIVE ASSISTANT II	
73	BABYLON I. PARATI	ADMINISTRATIVE ASSISTANT III	ST. FRANCIS NATIONAL HIGH SCHOOL
74	ROWENA M. ARZOLA	ADMINISTRATIVE ASSISTANT II	
75	EPIPHANY V. ROSCO-OZAR	ADMINISTRATIVE ASSISTANT II	JACOBO Z. GONZALES MEM NATIONAL HIGH SCHOOL
76	ZAIRUS TIMOTHY C. SIERAS	ADMINISTRATIVE ASSISTANT III	
77	SHARYLL RAMIREZ	DISBURSING OFFICER II	NEREO R. JOAQUIN NATIONAL HIGH SCHOOL
78	RENCHARLES G. PARADA	ADMINISTRATIVE ASSISTANT II	
79	ELADIO F. SACLUTI	SENIOR BOOKKEEPER	NEREO R. JOAQUIN NATIONAL HIGH SCHOOL
80	CARLITO D. MAMING	ADMINISTRATIVE ASSISTANT II	
81	MARA A. BARRAMEDA	ADMINISTRATIVE ASSISTANT II	BINAN SECONDARY SCHOOL OF APPLIED ACADEMICS
82	VERONICA F. BAYANGAN	ADMINISTRATIVE ASSISTANT III (BOOKKEEPER)	
83	CICEL S. NARCISO	ADMINISTRATIVE ASSISTANT II	BINAN SECONDARY SCHOOL OF APPLIED ACADEMICS
84	FERLINA D. VILLANUEVA	DISBURSING OFFICER II	
85	GLADIES CANCAN	ADMINISTRATIVE ASSISTANT III	ADMINISTRATIVE SERVICES
86	MA. OLGA SEVILLA	ADMINISTRATIVE ASSISTANT III	PERSONNEL UNIT
87	CHERRY-LYN CALEDA	ADMINISTRATIVE ASSISTANT III	ACCOUNTING
88	PAUL SENDRIX CAHIGAS	ADMINISTRATIVE ASSISTANT III	BUDGET
89	RICHARD HIMBING	ADMINISTRATIVE AIDE VI	RECORDS UNIT
90	JAYSON MAGADIA	ADMINISTRATIVE AIDE VI	CASH UNIT
91	OLIVIA LINDO	ADMINISTRATIVE AIDE III	PERSONNEL UNIT
92	ALLAN MENDOZA	ADMINISTRATIVE AIDE I	PROPERTY AND SUPPLY UNIT
93	CATHERINE INTAL	CLERK	ICT

94	ARIEL M. CABANTOG	ADMINISTRATIVE OFFICER V	ADMINISTRATIVE SERVICES
95	TITO G. PASCUAL	ADMINISTRATIVE OFFICER IV	PERSONNEL
96	EDITHA Y. COLOMA	ADMINISTRATIVE OFFICER IV	RECORDS
97	CHRISTINE G. ARROYO	ADMINISTRATIVE OFFICER IV	CASH
98	SYLVIA S. TANAEL	ADMINISTRATIVE OFFICER IV	PROPERTY AND SUPPLY
99	MA. OLIVIA E. MIRANDA	ACCOUNTANT III	ACCOUNTING
100	DARWIN S. MALAPAYA	BUDGET OFFICER V	BUDGET
101	ATTY. PACIFICO JACINTO P. MEDINA JR.	ATTORNEY III	LEGAL
102	LESTER R. RAMOS	ITO I	ICT
103	ISIDRA L. GALMAN	SEPS-SMME	SGOD

Enclosure No. 2

TRAINING MANAGEMENT TEAM AND TERMS OF REFERENCE

Training Management Team	Assignment	Terms of Reference
Manuela S. Tolentino, CESO V Arlene S. Ricasata, CESO VI Bayani V. Enriquez Mary Ann L. Tatlongmaria	Executive Committee	<ul style="list-style-type: none">• Monitor program implementation and provide recommendations and feedback to the proponent/s• Review and approve proposals• Allocate funds, if necessary
Darwin S. Malapaya Ariel M. Cabantog	Chairpersons	<ul style="list-style-type: none">• Drafts proposal and necessary documents• Oversee the conduct of the training• Ensure procurement shall commence on time if needed• Ensure all committee concerns shall be addressed• Monitor the progress of the activity
Ma. Olivia E. Miranda	Co-Chairperson	<ul style="list-style-type: none">• Assist the chairpersons in the conduct of the activity• Prepare necessary documents needed by the chairperson• Oversee the conduct of the activity and coordinate with the chairperson if there are some concerns
Gladies M. Cancan Olivia G. Lindo Allan P. Mendoza	Invitation and Registration Committee	<ul style="list-style-type: none">• In charge of the registration, printing, distribution of program invitation and certificate
Jayson Magadia	Food/Refreshment Committee	<ul style="list-style-type: none">• Ensure food is delivered according to the menu and time frame• Oversees distribution of food among all participants
Paul Sendrix Cahigas Richard Himbing	Set-Up and Technical Committee	<ul style="list-style-type: none">• Set up and test AV equipment (projectors, microphones, etc.).

		<ul style="list-style-type: none"> • Ensure laptops, printers, and materials are ready. • Provide technical support during sessions. • Monitor sound, video, and internet connectivity. • Coordinate with venue staff and ensure safety. • Pack up equipment and return borrowed items.
Cherry-Lyn Caleda Ma. Olga Sevilla Catherine Intal	Document/Secretariat Committee	<ul style="list-style-type: none"> • Ensures the completeness of documents before submitting for proper accounting for liquidation and disbursement • Prepare the complete documentation report of the activity using the prescribed template (narration and pictures with captions)
Isidra L. Galman	Monitoring and Evaluation	<ul style="list-style-type: none"> • Administer, receive, and consolidate the online M&E • Provide the summary of results to the PMT

Enclosure No. 3

DIVISION CAPACITY BUILDING CUM WORKSHOP ON AWARENESS LEADING TO ADMINISTRATIVE AND ACCOUNTABILITY MANAGEMENT (ALAAM) FOR SCHOOL HEADS AND SCHOOL NON-TEACHING PERSONNEL

PROGRAM OF ACTIVITIES

TIME	ACTIVITY	RESPONSIBLE PERSON
DAY 1 – February 24, 2025		
08:00-09:00	Registration	TWG
	Opening Program <ul style="list-style-type: none">• Prayer• Nationalistic song• DepEd Quality Policy Statement• House Rules• Checking of Attendance	Training Management Team
09:00-9:45	Opening Remarks	ARLENE S. RICASATA, CESO VI Assistant Schools Division Superintendent
	Statement of Purpose	DARWIN S. MALAPAYA Budget Officer III
	Inspirational Message	MANUELA S. TOLENTINO, CESO V Schools Division Superintendent
9:45-10:00	AM SNACK	
	SESSION 1: HR Processes and Personnel Actions	TITO G. PASCUAL AO IV – Personnel
10:00-12:00	Tax Annualization	MA. OLGA Q. SEVILLA ADAS III – Personnel OLIVIA G. LINDO ADA III – Personnel MA. OLIVIA E. MIRANDA Accountant III
12:00-1:00	LUNCH BREAK	
1:00-3:00	Continuation of Session 1	
3:00-3:15	PM SNACK	
3:15-5:00	SESSION 2: Records Inventory and Disposal at School	EDITHA Y. COLOMA AO IV – Records RICHARD S. HIMBING ADA VI - Records
DAY 2 – February 25, 2025		

08:00-08:15	Management of Learning	Assigned Participants
8:15-10:00	SESSION 3: DepEd Computerization program (DCP)	LESTER R. RAMOS ITO I
09:45-10:00	AM SNACK	
10:00-12:00	SESSION 4: Essentials of Property and Supply Management System	SYLVIA S. TANAEL AO IV – Property and Supply
12:00-1:00	LUNCH BREAK	
1:00-3:00	SESSION 5: School Financial Management	DARWIN S. MALAPAYA Budget Officer III MA. OLIVIA E. MIRANDA Accountant III CHRISTINE G. ARROYO AO IV – Cashier
3:00-3:15	PM SNACK	
3:15-5:00	Continuation of Session 5	

DAY 3 – February 26, 2025

08:00-08:15	Management of Learning	Assigned Participants
08:15-10:00	SESSION 6: Reporting Procedure on Child In-Conflict with the Law (CICL)/Child-At-Risk (CAR), Bullying and Child Abuse Cases Discussion on Child Protection Committee (CPC)	ATTY. PACIFICO JACINTO P. MEDINA Attorney III
10:00-10:15	AM SNACK	
10:15-12:00	SESSION 7: Career Pathing and Succession Planning	ARIEL M. CABANTOG Administrative Officer V
12:00-1:00	LUNCH	
1:00-3:00	Presentation and critiquing of Individual/Group School's Non-Teaching	Training Management Team
3:00-3:15	PM SNACK	
3:15-4:30	Continuation of Presentation and critiquing of Individual/Group School's Non-Teaching	
4:30-4:45	Closing	ARIEL M. CABANTOG Administrative Officer V
5:00	HOME SWEET HOME	

Enclosure No. 4

MATERIALS/RECORDS TO BRING

UNIT/SECTION	RECORDS	CASH	PERSONNEL
MATERIALS/RECORDS TO BRING	<p>1. Updated School Records Inventory listed from DepEd RDS (Template from Enclosure No. 2 DepEd Memorandum NO. 133 s 2016)</p> <p>2. Bring another School Records Inventory for your documents which are unique from your office and not included in the list of Records Disposition Schedule (RDS)</p> <p>3. Copy of DepEd Records Disposition Schedule (RDS)</p>	<p>For IUs:</p> <ol style="list-style-type: none"> 1. Disbursement Vouchers (DVs) with attachments – Dec. 2024 2. RAAF – November & Dec. 2024 3. Disbursement Reports – RCI and RADAI (Dec. 2024) 4. CDR – Dec. 2024 5. MRCD - Dec. 2024 6. CRR - Dec. 2024 7. SLCI- Dec. 2024 8. Request for Certificate of Deposit - Dec. 2024 9. Certificate of Deposit - Dec. 2024 10. Copy of Cancelled Checks from Dec. 1 – 31, 2024 (if any) 11. Cash Book (General Form 103 and 104) <p>For Non-IUs:</p> <ol style="list-style-type: none"> 1. DVs with Attachments – Dec. 1 – 31, 2024 2. RAAF - Dec. 2024 & January 2025 3. CDR - Dec. 2024 4. Copy of Cancelled Checks from Dec. 1 – 31, 2024 5. Cash Book (General Form 104) 	<p>1. Calculator</p> <p>2. Laptop</p> <p>3. List of teachers with Pagibig number, GSIS BP no., Philhealth No., TIN, Account Number, Date of Birth, Civil Status</p> <p>4. Service Records of teachers</p> <p>5. E-Update template</p> <p>6. Master list of teachers per school with Plantilla number and position SG/Step</p> <p>7. Leave Card/Soft Copy of Leave/Service Credits</p>
UNIT/SECTION	FINANCE	ICT	LEGAL
MATERIALS/RECORDS TO BRING	<p>1. Extension Cord</p> <p>2. Work and Financial Plan CY 2025 (WFP)</p> <p>3. Budget Monitoring Template</p> <p>4. Plantilla (Excel file)</p>	<p>1. M365 account</p> <p>2. Data on inventory of DCP and Enrollment Data</p> <p>*Please see the template through this link: https://tinyurl.com/DCPmonitor2025</p>	<p>1. Reports on Child In-Conflict with the Law (CICL)/Child-At-Risk (CAR), Bullying and Child Abuse Cases</p> <p>2. Self-Assessment Monitoring of (Child Protection Committee (CPC))</p>