



May 24, 2017

**DIVISION MEMORANDUM**

No. 109, s. 2017

**DIVISION TRAINING FOR RELATED TEACHING AND NON-TEACHING PERSONNEL**

**Office of the Schools Division Superintendent (OSDS)  
 Curriculum and Instruction Division (CID)  
 School Governance and Operations Division (SGOD)  
 Budget and Finance  
 Information Technology Office  
 Others Concerned**

1. The DepEd Division of Aklan will conduct the Division Training for Related Teaching and Non-Teaching Personnel at Casa Pilar, Boracay, Malay, Aklan on Thursday-Friday, June 1-2, 2017.
2. The participants of this activity are all personnel of the Division Office and the Public Schools District Supervisors/Principals-In-Charge of the Districts/Head-Teacher-In-Charge of the District.
3. The objectives of this activity are the following:
  - a. understand importance of team building;
  - b. strengthen motivation and foster a sense of ownership; and
  - c. improve social relations involving collaborative tasks.
4. All personnel will leave the Division Office at 7:30 A.M. on June 1, 2017.
5. Schools assigned for each division for Brigada Eskwela on the first day are the following:

Division	School(s)
Office of the SDS	Manoc-manoc ES, Manoc-manoc NHS
CID	Yapak ES, Lamberto H. Tirol NHS
SGOD	Balabag ES, Boracay NHS

6. Attached is the committee and matrix for this activity.
7. Incidental expenses are chargeable against local funds subject to the usual accounting and auditing rules and regulations.
8. Immediate and widest dissemination of this Memorandum is earnestly desired.

**Dr. ERNESTO F. SERVILLON, JR., MNSA**  
 Assistant Schools Division Superintendent  
 Officer-In-Charge  
 Office of the Schools Division Superintendent

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Reference: None  
 Allotment: 1 – (R.O. s. 1994)  
 To be indicated in the Perpetual Index  
 under the following subjects:

**TRAINING**

LFS



Republic of Philippines  
 Department of Education  
 Region VI-Western Visayas  
**DIVISION OF AKLAN**  
 Kalibo, Aklan



**Division Training for Related-Teaching and Non-Teaching Personnel**  
**Matrix of Activities**  
**June 1-2, 2017**

Time	Day 1 (June 1, 2017)	Day 2 (June 2, 2017)
7:00-7:30	Arrival & Registration	Arrival
7:30-8:00		<b>Management of Learning</b>
8:00-8:30		
8:30-9:00	<b>Brigada Eskwela</b>	<b>Synergy, Collaboration, Building each Other's Image</b> (ASDS Dr. Ernesto F. Servillon, Jr., MNSA)
9:00-9:30		
9:30-10:00		
10:00-10:30		
10:30-11:00		
11:00-11:30		
11:30-12:00		
12:00-12:30	LUNCH BREAK	LUNCH BREAK
12:30-1:00		
1:00-1:30	<b>OPENING PROGRAM</b>	<b>School Visitation ( Malay District Office, Malay ES, Malay NHS)</b>
1:30-2:00	<b>Leave Laws</b> (AO IV Marlyn F. Tacud)	
2:00-2:30		
2:30-3:00	<b>Compensation and Benefits</b> ( ACCT III Ma. Jade B. Villanueva)	
3:00-3:30	<b>Procurement Activities</b> (Atty. III Ma. Jade B. Villanueva)	
3:30-4:00	<b>Work Ethics</b> (SEPS Leilanie F. Sindingan, PhD)	
4:00-4:30	<b>A Winning Personality</b> (EPSt Roland F. Democrito)	<b>Closing Program</b>
4:30-5:00	<b>Team Building</b>	

Prepared by:

  
**Dr. LEILANIE F. SINDINGAN**

Senior Education Program Specialist  
Human Resource Development

Reviewed by:

  
**MICHAEL T. RAPI**

Chief Education Supervisor  
School Governance and Operations Division

Recommending Approval:

**JOSE NIRO R. NILLASCA**

Education Program Supervisor

In-Charge of the Office of the Assistant Schools Division Superintendent

Approved:

  
**Dr. ERNESTO F. SERVILLON, Jr., MNSA**

Assistant Schools Division Superintendent

Officer-In-Charge

Office of the Schools Division Superintendent



Republic of the Philippines  
Department of Education  
Region VI – Western Visayas  
**DIVISION OF AKLAN**  
Kalibo, Aklan



**STEERING COMMITTEE**

**Dr. ERNESTO F. SERVILLON, Jr., MNSA**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent  
Chairperson

**JOSE NIRO R. NILLASCA**  
Education Program Supervisor  
In-Charge of the Office of the Assistant Schools Division Superintendent

**Dr. DOBIE P. PAROHINOG**  
Chief Education Supervisor, CID

Co-chairpersons

**Mr. MICHAEL T. RAPIZ**  
Chief Education Supervisor, SGOD

**Working Committees**

**Program**

Chairperson:  
Co-chairperson:  
Member(s):

EPS Ruby Agnes B. Estrada  
SEPS Leilanie F. Sindangan, PhD  
AO VI Cindy D. Bautista

Chairperson:  
Co-chairperson:  
Member:

**Stage Decoration**

PSDS Marcelle I. Briones, PhD  
Ar. Mar Bien Gregory G. Parel  
Mr. Jolly A. Cabangon

**Reception/Leis**

Chairperson:  
Co-chairperson:  
Members:

EPS Ma. Corazon R. Panaligan  
EPS Mary Cherry Lynn M. Dalipe,  
Ed.D.  
All PSDSs/PIDs  
PSDS Nerissa M. Repaz  
PDO II Apple Gay M. Oquendo

Chairperson:  
Co-chairperson:  
Member:

**Finance**

Acct III Marissa A. Jizmundo  
AO V Bella S. Suante  
AO IV Feby D. Moleta

**Attendance/Registration**

Chairperson:  
Co-chairperson:  
Members:

AO V Patrocenia Y. Mamburam  
AO IV Marlyn F. Tacud  
ADA VI Maureen Kay S. Tarrayo  
JO Chrisa Mae C. Nobleza  
ADA VI Mary Anjelieh V. Retiro

Chairpersons:  
Co-chairperson:  
Members:

**Invitation**

EPS Kyzil D. Lipar, PhD  
EPS Johann C. Cawaling  
SEPS Rita M. Rey  
EPSt June R. Patricio

**Sounds/Microphones**

Chairperson:  
Co-chairperson:  
Members:

AO IV Mildred B. Zante  
ADA VI Rommel B. Zante  
JO Mary Richeilyn Joy B. Alba

Chairperson:  
Co-chairperson:  
Members:

**Food**

EPS Marivic I. Tolentino  
ADAs III Jerald B. Dela Cruz  
JO Cindy D. Bauflista

**Documentation**

Chairperson:  
Co-chairperson:  
Members:

SEPS Edna R. Ayon  
PO III Milgie C. Villareal  
ADA IV Maria Lourdes M.  
Matorres  
JO Nellieta Z. Iradiel

Chairperson:  
Co-chairperson:  
Member/s:

**Venue, Tables, Chairs, Hall Arrangement**

EPS Edselyn T. Biray  
EPS Ariel Z. Zubiaga  
HT III Marth S. Tropa  
EPSt Dayrest F. Rogar  
EPSt Maria Theresa L. Lao

**Plaques/Certificates**

Chairpersons:

SEPS Leilanie F. Sindangan, PhD  
EPSt Roland F. Democrito

Chairperson:  
Co-chairpersons:  
Members:

**Leaflets/Fliers/Tarpaulins**

EPS Jose Niro R. Nillasca  
PDO II Mahnnie Q. Tolentino  
SEPS Marth S. Tropa  
EPSt Dolora C. Rovero

**First Aid**

Chairperson:  
Members:

MO III Rhoby M. Fernandez, MD  
School Health and Nutrition  
Section

**Transportation**

Chairperson:  
Members:

AO V Patrocenia Y. Mamburam  
AO IV Mildred B. Zante  
ADA VI Rommel B. Zante

Chairpersons:  
Members:

**Accommodation**

EPS Johann C. Cawaling  
PSDS Jessie S. Flores  
Engr. Meljan Torres  
Ar. Mar Bien Gregory Parel  
Mr. Val Casimero