



Republic of the Philippines  
**Department of Education**  
Region III  
**SCHOOLS DIVISION OF PAMPANGA**

November 13, 2023

DIVISION MEMORANDUM  
No. **593** \_\_\_\_\_, s. 2023

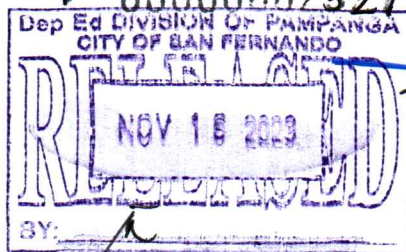
**TRAINING ON APPOINTMENT PREPARATION AND  
OTHER PERSONNEL ACTIONS (TAP-OPA)**

To: Public Elementary and Secondary School Heads  
School Non-Teaching Personnel  
All Others Concerned

1. The Administrative Services through the Personnel Unit will conduct capacity building titled **Training on Appointments Preparation and Other Personnel Actions (TAP-OPA)** to schools elementary Administrative Officers II **on November 28-30, December 4-5, 12-14, 2023 at the TTC Bldg., SDO Pampanga.**
2. The program aims to improve the skills of Administrative Officers II in Administrative Services. It will enhance their knowledge of appointment processing and other personnel actions. Participants will be trained to provide effective and efficient administrative support in the school's Personnel Administration, Records Management, and General Administrative Support tasks.
3. On November 20, 2023, at 8:00 am, there will be an online pre-workshop activity via MS Teams. The link for the pre-workshop will be sent to registered participants' DepEd email accounts.

**Pre-registration Link: <https://bit.ly/Registration-TAP-OPA>**  
**Pre-Registration Deadline: November 17, 2023, 3:00 pm.**

4. The participants must bring their laptops and extension cords for the workshop.
5. Attached are the activity matrix and list of participants for proper guidance and ready reference.
6. This issuance shall serve as the Travel Authority of all concerned personnel.
7. Immediate dissemination of this Memorandum is earnestly desired.



**ROMEO M. ALIP, PhD, CESO V**  
Schools Division Superintendent

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**Address:** High School Blvd., Brgy. Lourdes, City of San Fernando (P)  
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**Department of Education**  
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**SCHOOLS DIVISION OF PAMPANGA**

AOAS/11-109-23

**TRAINING ON APPOINTMENT PREPARATION AND OTHER  
 PERSONNEL ACTIONS (TAP-OPA)**

November 28-30, December 4-7 & 12, 2023  
 TTC Bldg., SDO Pampanga, San Fernando, Pampanga

**Activity Matrix**

<b>Day 1: November 28, 2023</b>		
<b>Time</b>	<b>Activities</b>	<b>Speaker/In-charge</b>
7:00 am – 8:00 am	Registration	TWG & Secretariat
8:00 am – 8:15 am	Preliminary Activities	Training Management Team
8:15 am – 8:30 am	Welcome Remarks	ASDS Melissa S. Sanchez, PhD, CESO VI
8:30 am – 9:15 am	Inspirational Message	SDS Romeo M. Alip, PhD, CESO V
9:15 am – 9:30 am	Roll Call	Patrick Jeff Del Val
9:30 am – 10:30 am	Statutory and Fringe Benefits Payroll Process & Salary Administration	Dave B. Ponce Division Payroll Officer
10:30 am – 12:00 nn	Salient Features of MSP	AOV JB B. Manalang
12:00 nn – 1:00 pm	Lunch Break	
1:00 pm – 2:00 pm	Overview of Personnel Actions: • Preparation of Appointment	Karen G. Yambao AO II
2:00 pm – 3:30 pm	Overview of Personnel Actions: • Retirement • Step Increment • Transfer • Authority to Travel Abroad • Issuance of Special Order • Filing of Form 6	Dexter E. Pangilinan HRMO II
3:30 pm – 5:00 pm	Service Credits	AOV JB B. Manalang
<b>Day 2: November 29, 2023</b>		
<b>Time</b>	<b>Activities</b>	<b>Speaker/In-charge</b>
7:00 am – 8:00 am	Registration	TWG & Secretariat
8:00 am – 8:15 am	Preliminary Activities	Training Management Team
8:15 am – 8:30 am	Welcome Remarks	ASDS Shirlery B. Zipagan, PhD, CESO VI
8:30 am – 9:15 am	Inspirational Message	SDS Romeo M. Alip, PhD, CESO V
9:15 am – 9:30 am	Roll Call	Angelia Fe L. Umali
9:30 am – 10:30 am	Statutory and Fringe Benefits Payroll Process & Salary Administration	Dave B. Ponce Division Payroll Officer
10:30 am – 12:00 nn	Salient Features of MSP	AOV JB B. Manalang
12:00 nn – 1:00 pm	Lunch Break	
1:00 pm – 2:00 pm	Overview of Personnel Actions: • Preparation of Appointment	Karen G. Yambao AO II
2:00 pm – 3:30 pm	Overview of Personnel Actions: • Retirement • Step Increment • Transfer	Dexter E. Pangilinan HRMO II



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	<ul style="list-style-type: none"> <li>• Authority to Travel Abroad</li> <li>• Issuance of Special Order</li> <li>• Filing of Form 6</li> </ul>	
3:30 pm – 5:00 pm	Service Credits	AOV JB B. Manalang

**Day 3: November 30, 2023**

Time	Activities	Speaker/In-charge
7:00 am – 8:00 am	Registration	TWG & Secretariat
8:00 am – 8:30 am	Preliminary Activities / MOL	Training Management Team
8:30 am – 9:15 am	Workshop on the Reconciliation of Plantilla Items	AOV JB B. Manalang
9:15 am – 9:30 am	Health Break	
9:30 am – 12:00 nn	Continuation of Workshop on the Reconciliation of Plantilla Items	AOV JB B. Manalang
12:00 nn – 1:00 pm	Lunch Break	
1:00 pm – 4:00 pm	Presentation of Outputs • One presenter per District	Dexter E. Pangilinan HRMO II
4:00 pm – 5:00 pm	Q&A	TMT

**Day 4: December 4, 2023**

Time	Activities	Speaker/In-charge
7:00 am – 8:00 am	Registration	TWG & Secretariat
8:00 am – 8:30 am	Preliminary Activities / MOL	Training Management Team
8:30 am – 9:15 am	Workshop on the Reconciliation of Plantilla Items	AOV JB B. Manalang
9:15 am – 9:30 am	Health Break	
9:30 am – 12:00 nn	Continuation of Workshop on the Reconciliation of Plantilla Items	AOV JB B. Manalang
12:00 nn – 1:00 pm	Lunch Break	
1:00 pm – 4:00 pm	Presentation of Outputs • One presenter per District	Dexter E. Pangilinan HRMO II
4:00 pm – 5:00 pm	Q&A	TMT

**Day 5: December 5, 2023**

Time	Activities	Speaker/In-charge
7:00 am – 8:00 am	Registration	TWG & Secretariat
8:00 am – 8:30 am	Preliminary Activities / MOL	Training Management Team
8:30 am – 9:15 am	Workshop on the Reconciliation of Plantilla Items	AOV JB B. Manalang
9:15 am – 9:30 am	Health Break	
9:30 am – 12:00 nn	Continuation of Workshop on the Reconciliation of Plantilla Items	AOV JB B. Manalang
12:00 nn – 1:00 pm	Lunch Break	
1:00 pm – 4:00 pm	Presentation of Outputs • One presenter per District	Dexter E. Pangilinan HRMO II
4:00 pm – 5:00 pm	Q&A	TMT

**Day 6: December 12, 2023**

Time	Activities	Speaker/In-charge
7:00 am – 8:00 am	Registration	TWG & Secretariat





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8:00 am – 8:30 am	Preliminary Activities / MOL	Training Management Team
8:30 am – 9:15 am	Validation of Outputs	AOV JB B. Manalang Dexter E. Pangilinan
9:15 am – 9:30 am	Health Break	
9:30 am – 12:00 nn	Continuation of Validation of Outputs	AOV JB B. Manalang Dexter E. Pangilinan
12:00 nn – 1:00 pm	Lunch Break	
1:00 pm – 4:00 pm	Finalization & Submission of Outputs	AOV JB B. Manalang Dexter E. Pangilinan
4:00 pm – 4:30pm	Q&A	TMT
4:30 pm – 5:00 pm	Closing Program	TMT

**Day 7: December 13, 2023**

Time	Activities	Speaker/In-charge
7:00 am – 8:00 am	Registration	TWG & Secretariat
8:00 am – 8:30 am	Preliminary Activities / MOL	Training Management Team
8:30 am – 9:15 am	Validation of Outputs	AOV JB B. Manalang Dexter E. Pangilinan
9:15 am – 9:30 am	Health Break	
9:30 am – 12:00 nn	Continuation of Validation of Outputs	AOV JB B. Manalang Dexter E. Pangilinan
12:00 nn – 1:00 pm	Lunch Break	
1:00 pm – 4:00 pm	Finalization & Submission of Outputs	AOV JB B. Manalang Dexter E. Pangilinan
4:00 pm – 4:30pm	Q&A	TMT
4:30 pm – 5:00 pm	Closing Program	TMT

**Day 8: December 14, 2023**

Time	Activities	Speaker/In-charge
7:00 am – 8:00 am	Registration	TWG & Secretariat
8:00 am – 8:30 am	Preliminary Activities / MOL	Training Management Team
8:30 am – 9:15 am	Validation of Outputs	AOV JB B. Manalang Dexter E. Pangilinan
9:15 am – 9:30 am	Health Break	
9:30 am – 12:00 nn	Continuation of Validation of Outputs	AOV JB B. Manalang Dexter E. Pangilinan
12:00 nn – 1:00 pm	Lunch Break	
1:00 pm – 4:00 pm	Finalization & Submission of Outputs	AOV JB B. Manalang Dexter E. Pangilinan
4:00 pm – 4:30pm	Q&A	TMT
4:30 pm – 5:00 pm	Closing Program	TMT





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**LIST OF PARTICIPANTS**

Abalos, Irene Bianca B.	Canda, Alneimi Guevarra
Abelardo, Myrasol Limpin	Canlas, Aprille S.
Abrigado, Grace Sarmiento	Canlas, Berniella Marie Miranda
Alarcon, Rinalyn C.	Canlas, Jilyn David
Almario, Claire Anne Castro	Capulong, Jerome Salac
Amora, Lailani Conos	Carlos, Ma. Corazon Q.
Angeles, Glendel R.	Casido, Mariecris Santos
Angeles, Reynaldo Jr. Musngi	Cayaban, Poligina Dizon
Arciga, Alfie Joseph Haylar	Chingcuangco, Jayson Ocampo
Arciga, Lyra Banag	Clemente, Gladys Ann P.
Arucan, Marilyn David	Coronel, Jocelyn Requilme
Austria, Almira Trillana	Cotelo, Jendelaine Mercado
Austria, Mirasol Maun	Cuellar, Ricalyn Veron
Bacani, Patrick Sagum	Cunanan, Jay M.
Baccay, Mervie Dave P.	Dagami, Antoniette Tayag
Balatbat, Constancia S.	Dakis, Robin Punu
Ballesteros, Irah Santos	Dampil, Donita Rose Maninang
Bartolo, Cecilia L.	Datu, Kate Clarice Santos
Basilio, Remedios G.	David, Archie S
Batac, Joyce S.	David, Emnico Bryan
Bautista, Clarisse Cabrera	David, Khorina Malonzo
Bautista, Jackie Lou Ocampo	David, Mary Jane Limin
Bautista, Jerd Tagao	Dayao, Alona Agnes Nuqui
Bautista, Nadja Raphaela M.	De Dios, Regine Garcia
Bautista, Patricia Kelsay G.	De Guzman, Ma. Christina Garcia
Belison, Marissa Guilas	De Guzman, Plinky Rose Galang
Bie, Emierose Bondoc	Dela Cruz, Jessa Mae D.
Bondoc, Gerald	Dela Cruz, Melanie Caoile
Bondoc, Mario Santiago	Delos Reyes, Lilet Jimenez
Bondoc, Tyrone Pamintuan	Delos Santos, Chelina Mae Yuzon
Bondoc, Lois Abigail	Desolo, Chino Jay Aguas
Bondoc, Micah Luisa Dizon	Dimarucut, Dean Christian S.
Bonifacio, Eleonor B.	Dizon, Kimberly Joy Daquiz
Borja, Angela Masangcay	Dizon, Ma. Genarica Yabut
Briones, Anna Sheila Pepugal	Dizon, Patrick Vincent G.
Bungay, Jennifer	Dizon, Roselle P.
Cabrera, Glaiza Galang	Dollaga, May Faith Dela Cruz
Cagayan, Irish Dela Cruz	Duazo, Aiza Gorgonia
Calma, Clyde Venasquez	Dungca, Joanne Herco
Calma, Dylan Joseph Venasquez	Espiritu, Maria Ida M.
Caña, Irene Castro	Feir, Jerry Glenn M.



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Ferrer, Ronwald Bamba
Flores, Jericho Carillo
Flores, Mark Oliver L.
Francisco, Madeleine Anne Reyes
Franco, Camille
Gabriel, Karen Dela Peña
Galan, Erdy Manabat
Galang, Kimberly Lansang
Galang, Sharlain Margarette Salas
Garcia, Ann Clariza Nacanilao
Garcia, Anna Mileth Dela Cruz
Garcia, Mary Jane D.
Garcia, Reymund Arjay Dungca
Garcia, Wesley Viray
Garcia, Vanessa Clarise Manuntag
Garin, Florence Bernardes
Gasparillo, Esli Dela Cruz
Gatbonton, Jane Catherine Magat
Gigante, Linsey D.
Gomez, Euijane M.
Gomez, Kenneth F.
Gonzales, Gimson Lazo
Gonzalez, Alexandra Baluyut
Gonzalez, Marjorie Manguera
Gonzalez, Timothy Duane B.
Gozum, Irene Ordonio
Gozun, Jimmy
Gozun, Maureen Lim
Guina, Angeli Grace Jiongco
Guinto, Argel Villapaña
Guinto, Kate Andrea Lansangan
Guintu, Jannelyn Ramos
Gutierrez, Kreeshna Bless
Gutierrez, Noel Lacap
Gutierrez, Michelle Jo Sagmit
Hernandez, Margie Navarro
Hernandez, Ma. Leanne Cao
Hipolito, Jonabelle Fernandez
Ibañez, Ella A.
Inlong, May Cabantog
Isip Jr., Pepito Napao
Isip, Arjon Salonga
Jamito, Rizza Mae Echiverri
Javier, Iris Rozeth A.

Jubac, Erlinda Tabaniag
Juliet Nina Charmaine De Leon
Junio, Jorosa Agnes Carpio
Labao, Irene Mundo
Labung, Arra Jamie Rivero
Lalu, King Gem Denzen Quiambao
Lampano, Ruby Ann P.
Landig, Ma. Bernadette Bondoc
Lapuz, Jerwin Lacanilao
Laquindanum, Marlyn T.
Layug, Farida F.
Layug, Mark Joseph R.
Lazatin, Roseveen
Lee, Wilfred Thomas D.
Lerit, Ma. Lynette Carmela Viray
Limlingan, Amie A.
Llemons, Clint Madrigal
Lopez, Mariz S.
Lozano, Jolina Erica Gomez
Lucas, Rodessa De Mesa
Lumbang, Larry Cabungcal
Macabali, Jojo Dela Cruz
Malang, Dennis Sicat
Maliwat, Christian Venzon
Maliwat, Maria Erize R.
Mallari, Christelle Kate T
Mallari, Yna Marie Pangilinan
Manahan, Janiva C.
Manalang, Jessa Coronel
Manalang, Marvin Carlos Payd
Manalang, Mecca Margarette
Manalansan, Julie Ann Laxamana
Manalili, Kathryn Pabustan
Manaloto, Dean Darrel Sarmiento
Manaloto, Marielle May Macapagal
Manansala, Analyn Cunanan
Manansala, Daryl Castro
Manayan, Raquel Sula
Manese, Sandy Simbulan
Mangalindan, Lailani R.
Mangilit, Roselyn Mendoza
Maniego, Camille Cortez
Maniego, Vianca Mae Laxamana
Maniquiz, Judy Ann Lorida





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Maniulit, Gabriella Bernarte	Payad, Pamela S.
Mañosca, Aim Aquino	Pecson, Aldrin G.
Manuel, Desiree Garcia	Peralta, Jan Krischelle Mae Yamat
Masangkay, Sheena R.	Pineda, Gregoria Sitchon
Mendiola, Analyn P	Pineda, John Nicole Fabian
Mendoza, Alden Cruz	Pineda, Maria Pamela H.
Mendoza, Arnie B.	Pineda, Mary Rose Cunanan
Mercado, Niña Maria Martinez	Pineda, Mhylene Q.
Mercado, Stephanie Pingol	Pons, Leonor Mañalac
Mesina, Niña Marie Suba	Puno, Alyssa S.
Miclat, Aileen Puno	Puno, Russell Tongol
Miclat, Herminia Manabat	Quiambao, Mercy Cabantog
Miguel, Trisha Joy M.	Quiambao, Sidney Castro
Misa, Jennifer Villanueva	Quintos, Maureen Canlas
Monares, Ferdinand Bonilla	Quizon, Jill
Mondares, Noeme Calagui	Ragonjan, Dannah Marie Aquino
Montano, Jeanzle Ibay	Ranas, Merlita J.
Montero, Ann	Razon, Raymund De Jesus
Morales, Jerome Reyes	Reyes, Irma Santos
Muldong, Renz Samson	Reyes, Rico Sumang
Mungcal, Harold Ramos	Rivera, Marilen Bolus
Musngi, Jess Andrew Ocampo	Rivera, Celeste Brutas
Musni, Bryan Gutierrez	Robinson, Jeffrey De Vera
Musni, Emily Sanchez	Ronquillo, Nikko Joshua Miranda
Musni, Engelyn Sanchez	Roque, Nica Heleen Lansangan
Musni, Emily Sanchez	Rose, Jorica Marquez
Nabong, Kimberly Macalino	Roxas, Jermaine Mandap
Naguit, Kristel Anne T	Sadsad, Fe S.
Nanquil, Edralin F.	Sagum, Marivic Siazar
Navarro, Chrisna Mae Macalino	Sagum, Princess Gozun
Nuguid, Francis Javier	Sambile, Lady Ann Imperio
Obra, Joyce Ibay	Sanchez, Allyssa Rica
Obrero, Jennifer Laxina	Sanga, Jose Paolo Torres
Ong, Anna Rose V.	Sanga, Lea Nina T.
Opsima, Mary Jane B.	Santiago, John Nicko M.
Pacho, Patrick John Pineda	Santos, Gerby John M.
Pangan, Kristine Kaye A.	Santos, Johanna Perez
Pangan, Sandy Musni	Santos, John Alvin Fernandez
Pangilinan, Jade Mandap	Santos, Rodney Malit
Pangilinan, Josephine Jimeno	Santos, Tristine Calara
Pangilinan, Rosalyn M.	Sarmiento, Maria Paula Sagum
Pascual, Joseph Allan Gabriel	Sarmiento, Michelle B.
Patiu, Lovely Evangelista	See, Ed Bryant T.
Paule, Aldrin C.	Serrano, Dennis P.



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Serrano, Jeffrey G.
Serrano, Joyce Carla
Serrano, Marry Ann Lozano
Serrano, Natahlie Cabrera
Sibug, Editha Manalili
Sicat, Suzanne Punzalan
Soliman, Hannah Jemima
Solis, Angelo Dagdag
Solis, Regina Dagdag
Soriano, Yvonne Monique Dizon
Sunga, Erica Masangcay
Sunga, Anabelle Mendoza
Suñga, Ann Dorothy Baligsa
Sunga, Jefferson James Quiambao
Sunga, Joseph Laudemir G.
Sunga, Oliver Lacap
Sunga, Cita Delle Balingit
Supan, Brianne Pingol
Susi, Arjay C
Susi, Jayson Bustos
Tabaco, Joseph Ocampo
Tacujan, Mary Ann Baluyut

Tengco, Christopher Cruz
Timbol, Joana Marie Z.
Tolentino, Al G.
Tolentino, Ma. Cheyser Ann Tiongson
Torres, Ethel A.
Tuliao, Andy Gallardo
Tulud, Joana Paula Tiglao
Twaño, Mia Angelica Mataga
Velasco, Ladylyn Clarin
Vicera, Rochelle Joyce David
Vital, Alvin S.
Vital, Merle S.
Yabut, Lorelie Sunga
Yabut, Patricia Nicole Mallari
Yalung, Louie Neil Cortez
Yambao, Emily Manansala
Yambao, Hazel Cruz
Yambao, Karen G.
Yandan, Maylene P.
Yumul, Jamie Lyn C.
Zapanta, Leerold Tuazon
Zita, Ria D.





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**DISTRICTS PARTICIPANTS PER DAY**

<b>DAY 1 - PARTICIPANTS (NOVEMBER 28, 2023)</b>
Apalit
Arayat East
Arayat West
Bacolor North
Bacolor North
Bacolor South
Candaba East
Candaba North
Candaba West
Floridablanca East
Floridablanca West
Guagua East
Guagua West
Lubao East
Lubao North
Lubao West
Macabebe East

<b>DAY 2 - PARTICIPANTS (NOVEMBER 29, 2023)</b>
Macabebe West
Magalang North
Magalang South
Masantol North
Masantol South
Mexico North
Mexico South
Mexico West
Minalin
Porac East
Porac West
San Luis
San Simon
Sasmuan
Sta. Ana
Sta. Rita
Sto. Tomas



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<b>DAY 3 - PARTICIPANTS (November 30, 2023)</b>
Apalit
Arayat East
Arayat West
Bacolor North
Bacolor South
Candaba East
Candaba North
Candaba West
Floridablanca East
Floridablanca West

<b>DAY 4 - PARTICIPANTS (December 4, 2023)</b>
Guagua East
Guagua West
Lubao East
Lubao North
Lubao West
Macabebe East
Macabebe West
Magalang North
Magalang South
Masantol North
Masantol South

<b>DAY 5 - PARTICIPANTS (December 05, 2023)</b>
Mexico North
Mexico South
Mexico West
Minalin
Porac East
Porac West
San Luis
San Simon
Sasmuan
Sta Ana
Sta Rita
Sto Tomas

<b>DAY 6 - PARTICIPANTS (December 12, 2023)</b>
Apalit
Arayat East
Arayat West
Bacolor North
Bacolor South
Candaba East
Candaba North
Candaba West
Floridablanca East
Floridablanca West

<b>DAY 7 - PARTICIPANTS (December 13, 2023)</b>
Guagua East
Guagua West
Lubao East
Lubao North
Lubao West
Macabebe East
Macabebe West
Magalang North
Magalang South
Masantol North
Masantol South

<b>DAY 8 - PARTICIPANTS (December 14, 2023)</b>
Mexico North
Mexico South
Mexico West
Minalin
Porac East
Porac West
San Luis
San Simon
Sasmuan
Sta Ana
Sta Rita
Sto Tomas