



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

April 3, 2025

DIVISION MEMORANDUM
No. **259**, s. 2025

**MASTERING PERSONNEL ACTIONS: SUSTAINING EXCELLENCE IN
ADMINISTRATIVE PROCESSES**

To: Public Elementary and Secondary School Heads
Elementary, Junior, & Senior HS Administrative Officers II
All Others Concerned

1. The Administrative Services Office through the Personnel Unit will conduct a training workshop titled **"Mastering Personnel Actions: Sustaining Excellence in Administrative Processes"** that will be held on **April 16, 23-24, 2025 (Batch 1)** and **April 25, May 8-9, 2025 (Batch 2)** at Otel Pampanga, Lazatin Blvd., San Agustin, San Fernando, Pampanga.
2. The following are the objectives of the above training workshop:
 - a. Sustain the strategies for effectively managing and prioritizing personnel actions to ensure the efficiency of administrative services.
 - b. Update the administrative staff of schools on new administrative policies (e.g., DO No. 13, s. 2024 & DO No. 004, s. 2025).
 - c. Re-orient the administrative staff at the school level on different administrative policies.
 - d. Enhanced the capacity of Human Resource Practitioners at the school level in the preparation, submission of, and action to be taken on the form 6, special orders, transfer, hiring and promotion, service credits and COC, and other personnel actions in schools in adherence with the existing policy and procedures.
 - e. Strengthen the effective and efficient implementation of administrative support to the school.
3. The target participants in this training workshop are elementary, junior, and senior high school Administrative Officers II/Administrative Officers IV. Confirmation of attendance is required on or before April 11, 2025, via this link: <https://forms.office.com/r/4W4TdTh9dt>.
4. Attendance at this activity is on **official business**. A registration fee of three thousand eight hundred pesos (P 3,800.00) shall be collected from each participant from schools to cover expenses for food and training materials chargeable against school MOOE, subject to the usual accounting and auditing rules and regulations. **This Division Memorandum shall also serve as the travel authority of the participants.**

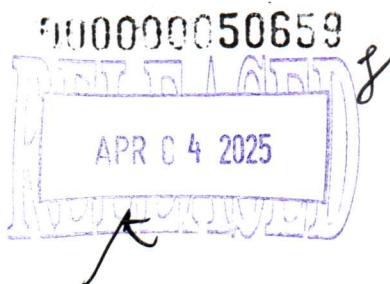


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5. Participants are encouraged to make their advance registration payment at the Cashier's Office **from April 4 to April 11, 2025. The official receipt of payment shall be presented upon registration at the venue.**
6. All participants are requested to wear **smart casual attire** on the days of their schedule. In the event that the scheduled attendance dates fall on a declared holiday or if work is canceled due to unforeseen circumstances or force majeure, participants will be entitled to Compensatory Overtime Credit (COC) for the affected days in accordance with Civil Service Commission and Department of Budget and Management Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Services Rendered and Division Memorandum No. 367, S. 2025.
7. If the Administrative Officer II/IV is unable to attend the training, a justification letter must be submitted to the Administrative Officer V prior to the scheduled date of the activity. A substitute should be designated, preferably an Administrative Assistant II or III personnel. The letter should be duly noted by the School Head and conformed by the substitute participant.
8. Attached are the activity matrix and composition of the Training Management Team for proper guidance and ready reference. The complete list of participants can be viewed by clicking this link <https://tinyurl.com/2025MPASEAP> using the issued DepEd employee email.
9. Immediate dissemination of this Memorandum is earnestly desired.


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

AOAS/04-28-25





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*April 16 & 23-24, 2025 (Batch 1) & April 25, May 8-9, 2025 (Batch 2)
 Otel Pampanga., Lazatin Blvd., San Agustin, San Fernando, Pampanga*

Activity Matrix

Day 1: Batch 1- April 16, 2025 & Batch 2- April 25, 2025		
Time	Activities	Speaker/In-charge
7:00 am – 8:00 am	Registration	Secretariat
8:00 am – 8:15 am	Preliminary Activities	Training Management Team
8:15 am – 8:30 am	Welcome Remarks	ASDS Leandro C. Canlas, PhD ASDS Cecilia E. Valderama, PhD
8:30 am – 8:45 am	Inspirational Message	SDS Romeo M. Alip, PhD, CESO V
8:45 am – 9:00 am	Roll Call	Geraldine M. Zamar
9:00 am – 10:30 am	Session 1: Deped Merit, Selection, and Placement (DO No. 19, s. 2022)	Dexter E. Pangilinan Administrative Officer IV
10:30 am – 10:45 am	Health Break	
10:45 am – 12:00 nn	Session 2: Recruitment, Selection, and Placement (DO No. 07, s. 2023, DO No. 20, s. 2024 & DO No. 21, s. 2024)	Dexter E. Pangilinan Administrative Officer IV
12:00 nn – 1:00 pm	Lunch Break	
1:00 pm – 2:30 pm	Session 3: Workshop on RSA	Dexter E. Pangilinan Administrative Officer IV
2:30 pm – 2:45 pm	Health Break	
2:45 pm – 4:00 pm	Continuation of Workshop on RSA	Dexter E. Pangilinan Administrative Officer IV
4:00 pm – 4:30 pm	Open Forum	TMT
4:30 pm – 5:00 pm	Daily Evaluation and Debriefing	Training Management Team



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Activity Matrix

Day 2: Batch 1 - April 23 and Batch 2- May 8, 2025		
Time	Activities	Speaker/In-charge
8:00 am – 8:30 am	Preliminary Activities & Management of Learning	Training Management Team
8:30 am – 10:00 am	Session 4: Administrative Policies: Rules on Leave (DM No. 730, s. 2024)	JB B. Manalang Administrative Officer V
10:00 am – 10:15 am	Health Break	
10:15 am – 12:00 nn	Session 5: Vacation Service Credits General Guidelines	Eisel Morinne M. Cuervo Administrative Assistant III
12:00 nn – 1:00 pm	Lunch Break	
1:00 pm – 2:30 pm	Session 6: Vacation Service Credits Process Flow	Jaytee C. Gutierrez Administrative Assistant III
2:30 pm – 4:00 pm	Session 7: Compensatory Overtime Credit (COC) and Compensatory Time Off (CTO) (DM No.	Patrick S. Bacani Administrative Assistant I
4:00 pm – 4:30 pm	Open Forum	
4:30 pm – 5:00 pm	Daily Evaluation and Debriefing	Training Management Team



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Activity Matrix

Day 3: Batch 1 - April 24, 2025 & Batch 2 - May 9, 2025		
Time	Activities	Speaker/In-charge
8:00 am – 8:30 am	Preliminary Activities Management of Learning	Training Management Team
8:30 am – 9:30 am	Session 8: Understanding General Policies and Process Flow: Travel Abroad	JB B. Manalang Administrative Officer V
9:30 am – 10:30 am	Session 9: Understanding General Policies and Process Flow: Issuance of a Special Order	Ed Bryant T. See Administrative Officer II
10:30 am – 10:45 am	Health Break	
10:45 am – 11:30 am	Session 10: GSIS Processes for Employee Welfare: Benefits, Service Loans,	Tricia Mae Bacani Administrative Assistant II
11:30 am – 12:00 nn	Session 11: GSIS Processes for Employee Welfare: Retirement/Separation	Patricia Ros Salcedo Administrative Assistant III
12:00 nn – 1:00 pm	Lunch Break	
1:00 pm – 2:30 pm	Session 12: GSIS Processes for Employee Welfare: Remittances & Reconciliation of Accounts	Alvin Vital Administrative Assistant III
2:30 pm – 3:00 pm	Open Forum	TMT
4:00 pm – 4:30 pm	Agreements and Ways Forward	
4:30 pm – 5:00 pm	Closing Program	



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SCHEDULE OF PARTICIPANTS PER DISTRICT

BATCH 1 (APRIL 16, 23-24, 2025)		BATCH 2 (APRIL 25, MAY 8-9, 2025)	
No.	District	No.	District
1.	Apalit	1.	Macabebe East
2.	Arayat East	2.	Macabebe West
3.	Arayat West	3.	Magalang North
4.	Bacolor North	4.	Magalang South
5.	Bacolor South	5.	Masantol North
6.	Candaba East	6.	Masantol South
7.	Candaba North	7.	Mexico North
8.	Candaba West	8.	Mexico South
9.	Floridablanca East	9.	Mexico West
10.	Floridablanca West	10.	Minalin
11.	Guagua East	11.	Porac East
12.	Guagua West	12.	Porac West
13.	Lubao East	13.	San Luis
14.	Lubao North	14.	San Simon
15.	Lubao West	15.	Sasmuan
16.	Sta. Ana	16.	Sto. Tomas
17.	Sta. Rita	17.	Clusters IV, V, VI & VII
18.	Clusters I, II, & III		

The list of participants can be viewed here: <https://tinyurl.com/2025MPASEAP>



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**List of Technical Working Group / Secretariat/ Training Management
 Team/Speakers/First Aiders**

No.	Name	Designation
1.	JB B. Manalang	Speaker/ Chairman
2.	Dexter E. Pangilinan	Speaker /Vice-Chair
3.	Ed Bryant T. See	Speaker / TMT
4.	Karen G. Malay	Secretariat
5.	Geo Manalang	Secretariat
6.	Geraldine M. Zamar	Secretariat
7.	Jaytee C. Gutierrez	Speaker/TMT
8.	Patrick S. Bacani	Speaker/TMT
9.	Eisel Morinne Cuervo	Speaker/TMT
10.	Alvin Vital	Speaker
11.	Tricia Mae Bacani	Speaker
12.	Patricia Ros Salcedo	Speaker
13.	Dwight Michael Angelo A. Reyes	Technical Assistant
14.	Fatima Joy L. Maniego	Technical Assistant
15.	Jayson M. Santos	TMT
16.	Kristine Marie U. Santos	TMT

First Aiders:

No.	Name	Schedule
1.	Romeo I. Capulong	April 16
2.	Rafael Luis D. Figueroa	
3.	Maria Elena C. Flores	April 23
4.	Meiji Rose M. Jingco	
5.	Kristofer Craig Ignacio	April 24
6.	Jelyn R. Ignacio	
7.	Aile A. Bernardo	April 25
8.	Marites S. Castro	
9.	Jeffrey L. Jiao	May 8
10.	Jayson Philip L. Bacani	
11.	Austin A. Pasamonte	May 9
12.	Karl Andrew C. Samson	