



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

April 20, 2026

DIVISION MEMORANDUM

No. **248**, s. 2026

**ANNOUNCEMENT OF CONFIRMED PARTICIPANTS, FINAL SCHEDULE, AND  
OTHER REMINDERS FOR THE TRAINING WORKSHOP ON MASTERING  
ADMINISTRATIVE SERVICES: STRENGTHENING EFFICIENCY IN SCHOOL  
OPERATIONS**

- To: Public Elementary and Secondary School Heads  
Elementary, Junior, & Senior HS Administrative Officers II  
ADAS II / III under the Administrative Service  
All Others Concerned
1. Relative to **Division Memorandum No. 225, s. 2026** titled "*Mastering Administrative Services: Strengthening Efficiency in School Operations*", this Office hereby announces the **four hundred twenty-two (422) personnel who have successfully pre-registered and are confirmed participants** for the said training workshop.
  2. The conduct of the activity shall follow the **revised schedule** below:  
**Batch 1: May 5-7, 2026**  
**Batch 2: May 12-14, 2026**
  3. All confirmed participants are reminded to comply with the **registration payment requirements** as stipulated in the previous memorandum. A registration fee of **Three Thousand Two Hundred Pesos (P3,200.00)** shall be collected from each participant to cover expenses for **meals (AM snack, lunch, and PM snack) and training materials**, chargeable against school MOOE, subject to the usual accounting and auditing rules and regulations.
  5. To reiterate, participants are advised to complete their advance registration payment starting **April 21-23, 2026**, following the instructions below:
    - a. Registration payment shall be completed on the **same day** to avoid conflicts with bank and cashier requirements.
    - b. The cash or check payment must be deposited to the Landbank of the Philippines (LBP) as follows:  
Account Name: **DECS DIV. OF PAMPANGA CENTRALLY MANAGED PROJECT**  
Account Number: **0082-1118-16**
    - c. On the same day of deposit, submit **two (2) validated deposit slips** to the SDO Pampanga Cash Unit for the issuance of an official receipt (OR).
    - d. Submission of validated deposit slips for the issuance of OR will only be entertained during office hours (on-site) from Monday to Thursday, 8:00 AM to 4:00 PM at the Cash Unit.



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

6. The **Activity Matrix, Schedule of Participants, and Composition of the Training Management Team** are attached to this Memorandum for proper guidance and reference.

The List of Confirmed Participants and other details of the activity may also be accessed through this link: <https://tinyurl.com/2026MASSEiSOs> using the issued DepEd employee email.

7. **Only those whose names appear in the list of confirmed participants are authorized to participate in the training workshop.** Personnel not included on the confirmed list shall not be allowed to attend the activity.

8. The **venue of the training workshop shall be communicated through the registered email addresses of the confirmed participants.** Participants are therefore advised to regularly check their registered email accounts for the official venue advisory and other related instructions.

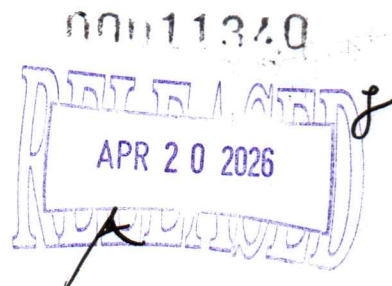
9. In case the scheduled dates of the activity fall on a **declared holiday or non-working day by proper authorities**, participants shall be granted **1.5 days Compensatory Overtime Credit (COC)**, subject to existing rules and regulations on the grant of COC.

10. All other provisions stated in the previously issued memorandum shall remain in effect.

11. Immediate dissemination of this Memorandum is earnestly desired.

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

AOAS/03-25-026





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

**MASTERING ADMINISTRATIVE SERVICES:  
STRENGTHENING EFFICIENCY IN SCHOOL OPERATIONS**

May 5-7, 2026 (Batch 1) & May 12-14, 2026 (Batch 2)  
TBA

**Activity Matrix**

Day 1: Batch 1 – May 5, 2026 / Batch 2 – May 12, 2026		
Time	Activities	Speaker/In-charge
7:00 am – 8:00 am	Registration	Secretariat
8:00 am – 8:15 am	Preliminary Activities	Facilitator/s
8:15 am – 8:30 am	Welcome Remarks	ASDS Leandro C. Canlas, PhD
8:30 am – 8:45 am	Inspirational Message	SDS Romeo M. Alip, PhD, CESO V
8:45 am – 9:00 am	Roll Call	Ms. Geraldine M. Zamar
9:00 am – 10:30 am	<b>Session 1:</b> Overview of Administrative Services in School Operations	Ms. JB. Manalang
10:30 am – 10:45 am	Health Break	
10:45 am – 12:00 nn	<b>Session 2:</b> Personnel Management: Reclassification of Teaching and School Administration Positions / Hiring of Teacher I	Ms. JB. Manalang Mr. Dexter E. Pangilinan Ms. Eisel Morinne M. Cuervo Ms. Eisel Marisse M. Cuervo
12:00 nn – 1:00 pm	Lunch Break	
1:00 pm – 3:00 pm	<b>Session 3:</b> Personnel Management: Workshop on RSP	Ms Eisel Marisse M. Cuervo
3:00 pm – 3:15 pm	Health Break	
3:15 pm – 4:30 pm	<b>Session 4:</b> Personnel Management: Presentation of Outputs	Ms. Eisel Morinne M. Cuervo
4:30 pm – 5:00 pm	Open Forum and Daily Evaluation	Facilitator/s



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

**MASTERING ADMINISTRATIVE SERVICES:  
STRENGTHENING EFFICIENCY IN SCHOOL OPERATIONS**

May 5-7, 2026 (Batch 1) & May 12-14, 2026 (Batch 2)  
TBA

**Activity Matrix**

Day 2: Batch 1 - May 6, 2026 / Batch 2 - May 13, 2026		
Time	Activities	Speaker/In-charge
8:00 am – 8:30 am	Preliminary Activities & Management of Learning	Facilitator/s
8:30 am – 10:00 am	<b>Session 5:</b> Coordination with Government Agencies (BIR, GSIS, PhilHealth, Pag-IBIG, and Other Oversight Agencies) in Relation to Payroll Management	Ms. Frances Marie Pangilinan
10:00 am – 10:15 am	Health Break	
10:15 am – 11:15 am	<b>Session 6:</b> Processing Personnel Benefits (Step Increment, Salary Adjustments, Salary Differentials)	Mr. Ivan Angelo Tamayo
11:15 am – 12:00 nn	<b>Session 7:</b> Common Issues in Payroll Preparation and Challenges in Processing Benefits and Claims	Mr. Dave B. Ponce
12:00 nn – 1:00 pm	Lunch Break	
1:00 pm – 2:30 pm	<b>Session 7a:</b> Internal Controls and Compliance in Payroll and Claims Processing	Mr. Dave B. Ponce
2:30 pm – 4:30 pm	<b>Session 8:</b> Fundamentals of Retirement Benefits and Terminal Leave Benefits (TLB) Processing for School Personnel	Ms. Patricia Ros K. Salcedo
4:30 pm – 5:00 pm	Open Forum and Daily Evaluation and Debriefing	Facilitator



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

**MASTERING ADMINISTRATIVE SERVICES:  
STRENGTHENING EFFICIENCY IN SCHOOL OPERATIONS**  
May 5-7, 2026 (Batch 1) & May 12-14, 2026 (Batch 2)  
TBA

**Activity Matrix**

Day 3: Batch 1 – May 7, 2026 / Batch 2 – May 14, 2026		
Time	Activities	Speaker/In-charge
8:00 am – 8:30 am	Preliminary Activities Management of Learning	Facilitators
8:30 am – 10:30 am	<b>Session 9:</b> Property and Supply Management in Schools & Inventory and Property Accountability	Ms. Sharon M. Catangal
10:30 am – 10:45 am	Health Break	
10:45 am – 12:00 nn	<b>Session 10:</b> Preparation of Admin and HR Reports and Documentation	Mr. Ed Bryant T. See Mr. Dwight Michael Angelo A. Reyes
12:00 nn – 1:00 pm	Lunch Break	
1:00 pm – 3:00 pm	<b>Session 11:</b> Updates on Administrative Policies - Grant of Wellness Leave - Grant of Medical Allowance - Implementation of the New DepEd Uniform - Reminders on the Grant of COC and VSC - Request for Foreign Travel Authority	Ms. JB B. Manalang
3:00 pm – 4:00 pm	<b>Session 12:</b> Financial Transactions and Liquidation Procedures and Reports	Mr. Erwin M. Cruz
4:00 pm – 4:30 pm	Agreements and Ways Forward	Facilitators
4:30 pm – 5:00 pm	Closing Program	



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

**SCHEDULE OF PARTICIPANTS PER DISTRICT**

<b>BATCH 1 (MAY 5-7, 2025)</b>		<b>BATCH 2 (MAY 12-14, 2025)</b>	
<b>No.</b>	<b>District</b>	<b>No.</b>	<b>District</b>
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/2026MASSEiSOs>



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

**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 / TWG / Secretariat
4.	Dave B. Ponce	Speaker
5.	Frances Marie Pangilinan	Speaker
6.	Ivan Angelo Tamayo	Speaker
7.	Erwin M. Cruz	Speaker
8.	Sharon M. Catangal	Speaker
9.	Eisel Morinne Cuervo	Speaker / TWG / Secretariat
10.	Eisel Marisse Cuervo	Speaker
11.	Patrica Ros Salcedo	Speaker
12.	Dwight Michael Angelo A. Reyes	Speaker / TWG / Secretariat
13.	Jaytee C. Gutierrez	TWG / Secretariat
14.	Patrick S. Bacani	TWG / Secretariat
15.	Geraldine M. Zamar	TWG / Secretariat
16.	Fatima Joy L. Maniego	TWG / Secretariat
17.	Andy Patrick Barrogo	Facilitator
18.	Jayson M. Santos	TMT
19.	Kristine Marie U. Santos	TMT

**First Aiders:**

No.	Name	Schedule
20.	Jeffrey Jiao	May 5
21.	Jayson Philip Bacani	May 5
22.	Austin Pasamonte	May 6
23.	Karl Andrew C. Samson	May 6
24.	Justine Lacuesta	May 7
25.	Kristofer Craig Ignacio	May 7
26.	Pedro Pangan, Jr	May 12
27.	Marc David	May 12
28.	Harold Cruz	May 13
29.	R'mon Ian Santos	May 13
30.	Romeo Capulong	May 14
31.	Rafael Luis Figueroa	May 14