



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte



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March 14, 2017

DIVISION MEMORANDUM

No. 42 s. 2017

To : Asst. Schools Division Superintendent
Public Elementary and Secondary School Heads
All Others Concerned



STRATEGIC ADMINISTRATIVE SERVICES (SAS)

1. This Office announces the conduct of **Strategic Administrative Services (SAS)** on March 20-22, 2017 at the Division Library Hub.
2. This three-day learning and development intervention aims to capacitate the Senior High School (SHS) non-teaching personnel on the policies, guidelines and processes that pertain to administrative services.
3. Participants to the SAS are the SHS Administrative Officers, Registrars and Administrative Assistants.
4. Enclosure 1 contains the Matrix of Activities while Enclosure 2 contains the SAS Working Committees.
5. Immediate and wide dissemination of this memorandum is desired.

[Signature]
GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent

MATRIX OF ACTIVITIES

TIME	Day 1	Day 2	Day 3
8:00 A.M.-8:30 A.M.	Registration	Management of Learning	Management of Learning
8:30 A.M. -9:00 A.M.	Opening Program	LIQUIDATION Kristine D. Quezada, Accountant III	INVENTORY Maria Socorro M. De Guzman, Administrative Officer IV
9:00 A.M. -10:00 A.M.	IPCRF Ma. Jima T. Cadiz, Administrative Officer V		
10:00 A.M.-10:20 A.M.	Tea/Coffee Break		
10:20 A.M.-12:00 P.M.	OTHER AO CONCERNS Ma. Jima T. Cadiz, Administrative Officer V	BUDGETING Orlando D. Gonzales, Budget Officer III	ASSET MANAGEMENT Dennis P. Garcia, Administrative Officer IV
12:00 P.M.-1:00 P.M.	Lunch Break		
1:00 P.M.-3:00 P.M.	HR CONCERNS Ma. Theresa M. Roxas, Administrative Officer IV	LIS Ma. FeliSa C. Camino, Planning Officer II	STUDENTS RECORDS CID Chief Dr. Rolando T. Sotelo
3:00 P.M.-3:20 P.M.	Tea/Coffee Break		
3:20 P.M.-5:00 P.M.	PAYROLL SYSTEM Jeanny G. Roldan, Cashier	LIS Ma. Felisa C. Camino, Planning Officer II	Clearing House EPS Marlon P. Daclis Closing Program

SAS WORKING COMMITTEES

Committee	In Charge		Position	Station
Registration & Attendance	Chairman	EDNA SANTIAGO	Registrar	SJDMNHS
	Members	AIZA IGNACIO	Registrar	TNHS
		MELODY BARTOLOME	Administrative Assistant	PFNHS
		JAY JAY PAULO CALUCAG	Administrative Assistant	SCNHS
		MARLOU GERONIMO	Administrative Assistant	SMNHS
		MYLENE DACANAY	Administrative Assistant	CSJDM Science HS
Program & Management of Learning	Chairman	JUANALY LACAL	Administrative Officer	SPNHS
	Members	CHERRYL AREVALO	Administrative Officer	SJDMNTS
		AGAPITO NICOLAS	Administrative Officer	SJDMNHS
		REGGIE RAGUDO	Administrative Assistant	TNHS
		RUBY ANNE HERRERA	Administrative Assistant	Marangal NHS
		RAVENAL ROBES	Administrative Assistant	GNHS
Food & Accommodation	Chairman	JEANETTE RAGUDO	Administrative Officer	PFNHS
	Members	MARY LEI JANE BATAN	Administrative Assistant	SJDMNTS
		BETTY JUBILO	Administrative Assistant	SDO
		FILOMENA LINQUICO	Administrative Assistant	Minuyan NHS
		JAYSON MANUEL	Administrative	SPNHS

			Assistant	
		RYAN ROLDAN	Administrative Assistant	SJDM Heights HS
Documentation	Chairman	CYNTHIA FE MACALANDA	Registrar	SJDMNTS
		JINGLE POLICARPIO	Registrar	SPNHS
	Members	LANIE CASTILLO	Administrative Assistant	SJDMNHS
		AILEEN AMADOR	Administrative Assistant	Kaypian NHS
		EVANGELINE BUCAG	Administrative Assistant	MHHHS
Certificates & Tarpaulin	Chairman	SHERYL BARANDON	Registrar	PFNHS
	Members	MARLIN SANTIAGO	Registrar	SMNHS
		APRIL HERRERA	Administrative Assistant	Kakawate NHS
		JO-ANNE NUYDA	Administrative Assistant	CNHS
		BLESILDA BENJAMIN	Administrative Assistant	San Manuel NHS

Prepared by:.



MARLON P. DACLIS

Division SHS Coordinator