



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



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April 19, 2017

DIVISION MEMORANDUM

No. 64 s. 2017

**SEMINAR-WORKSHOP ON PERSONNEL ADMINISTRATION AND RECORDS
MANAGEMENT AND DISPOSITION**

TO: All Secondary and Elementary School Heads
All Non-Teaching and Teaching Personnel In-charge of Personnel Action
All Other Concerned Personnel

1. The City Schools Division, City of San Jose del Monte will conduct the "Seminar-Workshop on Personnel Administration and Records Management and Disposition" for non-teaching and staff/ teaching personnel in-charge of personnel matters on May 2-4, 2017 at the Division Library Hub, San Ignacio St., Poblacion, City of San Jose del Monte.
2. The seminar aims to:
 - a. capacitate the non-teaching and elementary staff/teaching employees in-charge of personnel administration on personnel actions, employee welfare and benefits, personnel relations, employee discipline and career and employee development; and
 - b. train the non-teaching and elementary staff/teaching personnel on records management and disposition.
3. Attached is the list of participants and matrix of this activity.
4. Wide dissemination of this memorandum to all concerned is enjoined.


GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent



*"Commitment-Driven Performance by our Leaders,
Character-Based Instruction for our Learners"*



**SEMINAR-WORKSHOP FOR NON-TEACHING PERSONNEL ON PERSONNEL ADMINISTRATION AND
RECORDS MANAGEMENT AND DISPOSITION**

May 2-4, 2017

Division Library Hub, City of San Jose del Monte

LIST OF PARTICIPANTS

	NAME	POSITION	SCHOOL/ OFFICE
1	CADIZ, MA. JIMA	ADMIN. OFFICER V	DIVISION OFFICE
2	DE GUZMAN, MA. SOCORRO	ADMIN. OFFICER IV	DIVISION OFFICE
3	PILI, SOCORRO	ADMIN. OFFICER IV	SAN JOSE NTS
4	ROXAS, MA. THERESA	ADMIN. OFFICER IV	DIVISION OFFICE
5	TORRES, LENETH	ADMIN. OFFICER IV	SAPANG PALAY NHS
6	AREVALO, CHERRYL	ADMIN. OFFICER II	SENIOR HS
7	DELA CRUZ, MANUEL	SR. EDUC.PROG. SPECIALIST	DIVISION OFFICE
8	LACAL, JUANALY	ADMIN. OFFICER II	SENIOR HS
9	NICOLAS, AGAPITO	ADMIN. OFFICER II	SENIOR HS
10	RAGUDO, JEANETTE	ADMIN. OFFICER II	SENIOR HS
11	AGBULOS, DORIS	ADMIN. ASSISTANT III	PARADISE FARMS NHS
12	BALMEO, MA. ELISA	ADMIN. ASSISTANT III	GRACEVILLE NHS
13	CAPITLE, MARIA	ADMIN. ASSISTANT III	TOWERVILLE NHS
14	DOMAOAN, SUNSHINE	ADMIN. ASSISTANT III	SAN MARTIN NHS
15	GAITERO, ANGELITO	ADMIN. ASSISTANT III	MINUYAN NHS
16	MILLANO, DIOMEDES	ADMIN. ASSISTANT III	MUZON HS
17	SANOY, ROEHL	ADMIN. ASSISTANT III	SAN JOSE DEL MONTE NHS
18	AMADOR, AILEEN	ADMIN. ASSISTANT II	SENIOR HS
19	BENJAMIN, BLESILDA	ADMIN. ASSISTANT II	SENIOR HS
20	BUCAG, EVANGELINE	ADMIN. ASSISTANT II	SENIOR HS
21	CALUCAG, JAY-JAY PAULO	ADMIN. ASSISTANT II	SENIOR HS
22	DACANAY, MYLENE	ADMIN. ASSISTANT II	SENIOR HS
23	HERRERA, APRIL	ADMIN. ASSISTANT II	SENIOR HS
24	HERRERA, RUBY ANNE	ADMIN. ASSISTANT II	SENIOR HS
25	JUBILO, BETTY	ADMIN. ASSISTANT II	SENIOR HS
26	NUYDA, JO-ANNE	ADMIN. ASSISTANT II	SENIOR HS
27	ROLDAN, RYAN	ADMIN. ASSISTANT II	SENIOR HS
28	RIOJA, NANCY	ADMIN. ASSISTANT II	DIVISION OFFICE
29	ALBURO, FE	ADMIN. AIDE VI	DIVISION OFFICE
30	FRANCISCO, ARTHUR	INFORMATION TECH. OFFICER	DIVISION OFFICE
31	ALEJANDRO, GLAIZA	ADMIN. AIDE I	DIVISION OFFICE
32	DELA CRUZ, JENNY	ADMIN. AIDE I	DIVISION OFFICE
33	STA. MARIA, WILMA	ADMIN. AIDE I	DIVISION OFFICE
35-68	ELEMENTARY STAFF/ TEACHER		

Seminar-Workshop for Non-Teaching Personnel on Personnel Administration and Records Management
PROGRAM OF ACTIVITIES
 May 2-4, 2017
 Division Library Hub

TIME	May 2, 2017	May 3, 2017	May 4, 2017
7:30 AM - 8:00 AM	REGISTRATION	REGISTRATION	REGISTRATION
8:00 AM to 8:30 AM	Opening Program	Processes and Computation of Step Increment and Loyalty <i>Roehl Q. Sanoy</i> <i>Administrative Officer V</i>	Issues and concerns on updating CHRIS and Personal Data Sheet <i>Arthur F. Francisco</i> <i>Information Technology Officer</i>
8:30 AM - 9:00 AM	Self-Check Test	WORKSHOP	Updates on Records Management and Disposition <i>Ma. Socorro M. De Guzman</i> <i>Administrative Officer IV</i>
9:00 AM - 10:00 AM	Revisiting Classification of Positions in the Civil Service, Recruitment, Examination and Placement of Employees <i>Ma. Theresa M. Roxas</i> <i>Administrative Officer IV</i>		Self-Check Test
BREAK TIME			
10:30 AM-11:30 AM	Reviewing the Qualification Standards, Appointments and Other Personnel Action <i>Ma. Theresa M. Roxas</i> <i>Administrative Officer IV</i>	Fundamentals of Employee Discipline, Types and Classification of Offenses, Penalties and Administrative Proceedings <i>Socorro D. Pili</i> <i>Administrative Officer IV</i>	POST TEST
11:30 AM-12:00 NN	Self-Check Test	LUNCH BREAK	
1:00 PM - 2:00 PM	Leave Administration for Competence and Efficiency <i>Leneth S. Torres</i> <i>Administrative Officer IV</i>	Self-Check Test	Clearing House <i>Ma. Jima T. Cadiz</i> <i>Administrative Officer V</i>
2:00 PM-2:15 PM	Self-Check Test	Merit Promotion and Performance Evaluation, Training and Employee Development, Suggestions and Incentive Award System <i>Manuel P. Dela Cruz</i> <i>Senior Education Program Specialist</i>	ASSESSMENT
2:15PM - 3:00 PM	Updates on GSIS, PAG-IBIG, and PhilHealth Program <i>Leneth S. Torres</i> <i>Administrative Officer IV</i>		
BREAK TIME			
3:30 PM-4:30 PM	Employees Compensation Program and Other Benefits <i>Ma. Jima T. Cadiz</i> <i>Administrative Officer V</i>	Self-Check Test	CLOSING PROGRAM
4:30 PM-5:00 PM	Self-Check Test	Overview of Personnel Relations, Employee Organizations/Unions, Grievance Machinery, Dispute Settlement and Collective Negotiation <i>Ma. Jima T. Cadiz</i> <i>Administrative Officer V</i>	

Prepared by:



MA. JIMA T. CADIZ
 Administrative Officer V

Approved by:



GERMEJINA H. PASCUAL, CESO V
 Schools Division Superintendent