



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF CAPIZ

**DIVISION MEMORANDUM**  
No. 232 s. 2025

15 MAY 2025

**ADDENDUM TO DIVISION MEMORANDUM NO. 214 TITLED “CAPACITY BUILDING ON PERSONNEL ADMINISTRATION, FINANCIAL MANAGEMENT, AND ICT INTEGRATION IN THE WORKPLACE FOR SCHOOL ADMINISTRATIVE PERSONNEL”**

TO : OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public Elementary, Integrated and Senior High Schools  
All Others Concerned

1. In reference to Division Memorandum No. 214 titled “Capacity Building on Personnel Administration, Financial Management, and ICT Integration in the Workplace for School Administrative Personnel”, please be informed that the venue of the said activity will be at **MWV Hotel & Restaurant** on the following schedule:

District/ School Participants	Date & Time	District In-Charge of the Management of Learning
<b>BATCH 1</b> 1. All Secondary Schools 2. Elementary Schools in the following districts: <ul style="list-style-type: none"><li>• Panay</li><li>• Panitan</li><li>• Pilar</li><li>• Pontevedra</li><li>• President Roxas</li><li>• Maayon</li><li>• Ivisan</li></ul>	Date: <b>Day 1 – May 19, 2025</b> <b>Day 2 – May 21, 2025</b>  Time: 8:00am – 5:00pm	Day 1 - District of Panay  Day 2 – District of Pontevedra
<b>BATCH 2</b> 1. Elementary Schools in the following districts: <ul style="list-style-type: none"><li>• Cuartero</li><li>• Dao</li><li>• Dumalag</li><li>• Dumarao</li><li>• Jamindan</li><li>• Mambusao East</li><li>• Mambusao West</li><li>• Sapián</li><li>• Sigma</li><li>• Tapaz East</li><li>• Tapaz West</li></ul>	Date: <b>Day 1 – May 20, 2025</b> <b>Day 2 – May 22, 2025</b>  Time: 8:00am – 5:00pm	Day 1 - District of Mambusao East & West  Day 2 – District of Dumalag



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2. Attached to this Memorandum is the program matrix. See Enclosure No. 1.
3. Other provisions of the aforementioned Memorandum remain in effect.
4. Immediate dissemination of and compliance with this Memorandum are desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

**LUZ U. BANSON**

OIC – Assistant Schools Division Superintendent  
In-Charge of the Division

Encl.: As stated  
Reference: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

MEETINGS

PERSONNEL

ADMIN

DDB/ DM\_AdCB2025  
025/ May 13, 2025



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**Enclosure No. 1**

**Training Matrix**

<b>Time</b>	<b>Activity</b>	<b>Person/s Involved</b>
<b>Day 1</b>		
8:00-8:30am	Registration	Personnel Section
8:30-9:00am	<i>Preliminaries</i>	District-in-Charge
	National Anthem	
	Prayer	
	Capiz Hymn	
	Opening Remarks	Luz U. Banson <i>OIC – Office of the ASDS</i>
	Inspirational Message	Roel F. Bermejo <i>Schools Division Superintendent</i>
	Pre-Test	M & E
9:00-11:00am	Republic Act No. 6713 – Code of Conduct and Ethical Standards for Public Officials and Employees	Rocelyn Braza <i>Administrative Officer V CSC Field Office – Capiz</i>
1:00-2:00pm	Duties & Responsibilities of AO II	Ma. Sharon S. Barrientos
12:00-12:45pm	Lunch Break	
12:45-1:00pm	Energizer	District-in-Charge
1:00-5:00pm	Financial Management MOOE Liquidation	Denmark L. Llanera Honest May Lato Anthony Barrera Rose Mae Santos
	Provident Fund Loan & Certification	May B. Danieles
<b>Day 2</b>		
8:00-8:30am	MOL	District-in-Charge
8:30-9:00am	Transfer & Resignation	Christine Villaruz
9:00-9:30am	Retirement/ Survivorship	Dona Paraless
8:30-12:00nn	Personnel Matters Service Record Flexible Work Arrangement FY2025 AO II Deployment	Darwin D. Brillo
12:00-12:45pm	Lunch Break	
12:45-1:00pm	Energizer	District-in-Charge
1:00-4:00pm	Upholding Ethical Governance in Public Service	Roel F. Bermejo <i>Schools Division Superintendent</i>
4:00-4:15pm	Post-Test	M & E
4:15-5:00pm	Closing Program	District-in-Charge