

Republic of the Philippines
Department of Education
Region X
DIVISION OF TANGUB CITY
Anecito Siete St., Tangub City
Telefax: (088) 395-3372
Email: deped10_tangub@yahoo.com.ph



DIVISION MEMORANDUM
No. 195, s. 2016

To: **Newly Hired HT & Principal I**
Newly Hired SHS Administrative Assistants
Senior Bookkeepers
SGOD
Budget and Finance Section
Supply Officer II

From: **VICTORIA V. GAZO, Ph.D., CESO V**
Schools Division Superintendent

Date: October 7, 2016

Subject: **WORK ORIENTATION OF NEWLY HIRED ADMINISTRATIVE ASSISTANTS**

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1. To ensure effective and efficient delivery of services in this division and smooth workflow, the Budget and Finance Section with its bookkeepers will conduct work orientation with the newly hired administrative assistants at Division Conference Hall, on October 10, 2016 at 1:00 pm in the afternoon to 5:00pm noon.
 2. Immediate and wide dissemination of this Memorandum is desired.

VVG/mcs/10-07-16



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BUDGET PROPOSAL

I - Project Title : WORK ORIENTATION OF NEWLY HIRED ADMINISTRATIVE ASSISTANTS

II - Rationale:

To ensure effective and efficient delivery of services in this division and smooth workflow, the Budget and Finance Section with its bookkeepers will conduct work orientation with the newly hired administrative assistants at Division Conference Hall, on October 10, 2016 at 1:00 pm in the afternoon to 5:00pm noon.

III - Objectives: This orientation aims to:

- Present to the newly hired AAs the accounting workflow in processing cash advances and liquidation.
- Introduce the templates and forms used in processing cash advances and liquidation.
- Acquaint them with the supporting documents in processing cash advances and liquidation.
- Acquaint them with the use of Annual Procurement Plan.
- Impart the newly hired AAs with its job assignments.

IV - Target Date & Venue:

Date: October 10, 2016
 Venue: Division Conference Hall

V - Expected Participants

SDS	1
SGOD	2
Budget & Finance Section	7
Bookkeepers	4
Supply Section	1
SHS AAs	11
SHS HT	5
Newly Promoted HT	2
Total Number of Participants	<u>33</u>

VI- Budget Proposal

Snacks (PM) 33 pax @Php30.00 x 1	Php 990.00
Total	<u>Php 990.00</u>

VII- Fund Source: Division MOOE Fund

Prepared by:

Approved by:

MARITES C. SUMINGUIT
 Budget Officer III

VICTORIA V. GAZO, Ph.D., CESO V
 Schools Division Superintendent



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TRAINING MATRIX

WORK ORIENTATION OF NEWLY HIRED ADMINISTRATIVE ASSISTANTS


Division Conference Hall

Date	Time	Activities	Office/Persons Responsible
DAY 1 October 10, 2016	12:00 - 1:00 PM	Arrival & Attendance	Ireene Vee Paradel
	1:00 - 1:30 PM	OPENING PROGRAM	Krizza Lorraine E. Duhaylungsod
	1:30 - 5:00 PM	Work Orientation Proper	Anna Daphne C. Mugar Rodrigo A. Telmo
			Ronie E. Senarillos
			Marites C. Suminguit

Prepared by:


MARITES C. SUMINGUIT
Accountant III

APPROVED:


VICTORIA V. GAZO, Ph. D., CESO V
Schools Division Superintendent