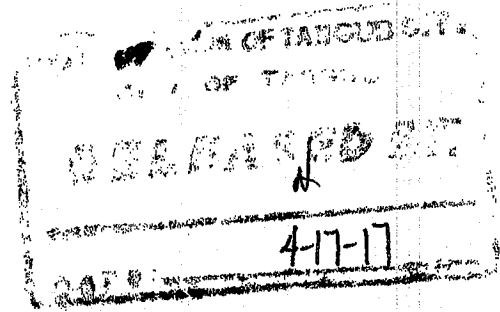


Republic of the Philippines  
Department of Education  
Region X  
DIVISION OF TANGUB CITY  
City of Tangub



Division Memorandum  
No. 79S. 2017

To: Principals, Head Teachers, TICs and Division Chiefs  
this Division

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

Subject: Training on Financial and Time  
Management

Date: April 11, 2017

- 
1. Tangub City Division is conducting a one day training on Financial and Time Management on April 21, 2017 at TLDC , Tangub City.
  2. The training aims to value self- management of time and management of finances.
  3. The participants are Principals, Head Teachers, TICs and Section Chiefs of this Division.
  4. Food and training kits shall be charged to MOOE funds subject to the usual accounting rules and regulations.
  5. Attached is Enclosure No. 1 (Schedule) and Enclosure No.2 (Expected Participants)
  6. Immediate dissemination of this memorandum is hereby desired.

( Enclosure 1)

## Schedule of Activities

Date & Time	Activity	In-Charge
April 21,2017		
8:00 AM-8:30 AM	Arrival and Registration	Charlene G. Sarto
8:30 AM-9:00 AM	Singing of the National Anthem Prayer Acknowledgement of Participants Message	Multi-media-Alden Antonio Multi-media-Alden Antonio Delma R. Denapo Victoria V. Gazo, Ph.D., CESO V Schools Division Superintendent
9:00 AM-10:00 AM	Importance of Time Management	Carmelita A. Jubay
10:00 AM-11:00 AM	Financial Management Budgeting	Anne Daphne C. Mugar
11:00 AM-12:00AM	Goal Setting	Cliff Jefferson A. Sumalpong
12:00-1:00 PM	Lunch	
1:00-2:00 PM	Decision Making and Delegation	Myrna T. Regidor
2:00-3:00 PM	Kasususweldo Pa lang ,Ubos Na	Margissa T. Amen
3:00-4:00 PM	Workshop on the Making of Four-Year Financial Plan	
4:00-5:00 PM	Submission of OUTput Distribution Of Certificates Closing Program	

( Enclosure 2)

Distribution of Participants

Principals	17
Head Teachers	38
Division Personnel	15
Total	<hr/> 70

Target Participants

North District

1. Jolito P. Vince
2. Ritche S. Mendoza
3. Eladia Fiel
4. Gunnifer G. Gutang
5. Marylyn C. Banawan
6. Patrenilla Taburada
7. Onofre P. Arabejo
8. Susan A. Libonfacil
9. Nildie A. Malabosa
10. Jason M. Apao
11. Grace C. Yway

Central District

1. Remelio P. Tano
2. Segundo S. Datoy
3. Margie E. Maglangit
4. Melchor A. Largo
5. Helen Z. Pacana
6. Prudencio T. Solis
7. Sherly C. Alivio
8. Felimon A. Alboroto
9. Gerry C. Linganay

South District

1. Roberta P. Singgit
2. Carlos F. Singgit
3. Corazon B. Pueblas
5. Puriza L. Legaspi
6. Flordeliza O. Crausus
7. Annabelle H. Conol
8. Yolando Canete
9. Delio A. Fuentes

Southwest District

1. Sheldon F. Honculada
2. Cristita P. Madrid
3. Titchie Nee F. Roloma
4. Richel Ongcol
5. Roger A. Baril
6. Norma A. Ebo
7. Dorris D. Jornales
8. Jomar L. Reyes
9. Ronald Lumpayao
10. Analyn Quiap
11. Nancy A. Lasmarias