



Republic of the Philippines
Department of Education
 Region XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

SGOD-2022- 013

To: : Assistant Schools Division Superintendent
 Division Chiefs
 Unit Heads
 Concerned Administrative Officers-II
 All others concerned

Subject : **TRAINING-WORKSHOP ON DEVELOPING SYSTEMS AND PROCESS**

Date : September 12, 2022

System development refers to a clearly outlined, step-by-step process in a company that is technology driven. A complete information system includes hardware and software infrastructure, data collection, procedures, and employees with specific roles in collecting or using data. Advances in computer technology have contributed to several common systems being developed in businesses (<https://smallbusiness.chron.com/examples-system-development-company-79419.html>).

The results of the Training Needs Analysis (TNA) of the Administrative Officer II (AO-II) employees showed that, AO II employees need to be trained on Core Behavioral Competencies under Innovation: Translates creative thinking into tangible changes and solutions that improve the work unit and organization and Result Focus: Makes specific changes in the system or in own work methods to improve performance, examples may include doing something better, faster, at a lower cost, more efficiently; or improving quality, customer satisfaction, morale, without setting any specific goal. Therefore, this activity on Training-Workshop on Developing Systems and Processes is conceptualized to address the needs. This will be conducted on September 24, 2022 and October 1, 2022 at Arnaldo's Hotel & Restaurant, Digos City.

Meals, snacks, venue, and professional services shall be charged to 2022 PSF HRD Funds subject to the usual accounting and auditing rules and regulations.

Compensatory Overtime Credit (CTO) of 2 days shall be granted for the services rendered beyond regular hours and/or those rendered on Saturdays, Sundays, Holidays, or scheduled days off without the benefit of overtime pay (CSC & DBM Joint Circular No. 2, s 2004 "Non-Monetary Remuneration for Overtime Services Rendered").

Attached are the list of participants and indicative program of activities for ready reference.

For the information and compliance with by all concerned.

DepEd Schools Division of Digos City
 RECORDS SECTION

RELEASED
 22-90709
 DATE: SEP 13 2022 TIME: 11:33 AM
 BY: [Signature]

[Handwritten Signature]

CRISTY C. EPE
 Schools Division Superintendent

[Handwritten Signature]
 9/12/22

Enclosed: As stated
 SGOD/rbd



List of Participants (AO II)

	NAME	POSITION	STATION
1	SALANGA, JOVEN ANTHONY PONTILLANO	ADMINISTRATIVE OFFICER I	DICNHS
2	DONATO, IVY ROSE RABI	ADMINISTRATIVE OFFICER I	DICNHS
3	MARA-ASIN, GUY RABAGO	ADMINISTRATIVE OFFICER II	OSDS
4	CARDINES, JUVY ALTAMERA	ADMINISTRATIVE OFFICER II	OSDS
5	CASTANARES, MARK VILLARICO	ADMINISTRATIVE OFFICER II	OSDS
6	MORAL, CLAIRE MARRIZ NACIONALES	ADMINISTRATIVE OFFICER II	OSDS
7	YMALAY, ALNIE FE VILOS	ADMINISTRATIVE OFFICER II	OSDS
8	AYOP, RAMEL MANSUETO	ADMINISTRATIVE OFFICER II	OSDS
9	EVARETTA, RUBEN	ADMINISTRATIVE OFFICER II	OSDS
10	RABAYA, BONAFE CATHRINE BURGOS	ADMINISTRATIVE OFFICER II	OSDS
11	BETERBO, MARRICHU CAPITAN	ADMINISTRATIVE OFFICER II	OSDS
12	ALCALA, APRIL ROSE ABAPO	ADMINISTRATIVE OFFICER II	OSDS
13	LAGUNSAY, DANICA ANTONIO	ADMINISTRATIVE OFFICER II	OSDS
14	RANARA, GERALDINE MONTEZA	ADMINISTRATIVE OFFICER II	OSDS
15	LOYOLA, QUMRAN MUGOT	ADMINISTRATIVE OFFICER II	OSDS
16	SOLON, HELENA ORDANEZA	ADMINISTRATIVE OFFICER II	OSDS
17	NAHINE, HADLEY TOLEDO	ADMINISTRATIVE OFFICER II	OSDS
18	SALAZAR, MARIA LEONORA PACIENCIA	ADMINISTRATIVE OFFICER II	OSDS
19	ESCALONA, HEIDI BORGONIA	ADMINISTRATIVE OFFICER II	OSDS
20	PAGAYON, MA. BERNADETTE VILLARAN	ADMINISTRATIVE OFFICER II	DICNHS
21	MAGDADARO, FERDINAND	ADMINISTRATIVE OFFICER II	OSDS
22	ASARAK, SHEENA ASILO	ADMINISTRATIVE OFFICER II	OSDS

Top Management

1. SDS
2. ASDS
3. SGOD Chief

Training Management

4. SEPS-HRD
5. Nurse on Duty
(September 24, 2022- Jasmine A. Asarak)
(October 1, 2022- Joel Gomito)
6. Resource Speaker
7. Secretariat- Marieflor Ibañez)
8. Dhelmie Christine Peñas- Emcee

Indicative Program of Activities
 Training-Workshop on Developing Systems and Processes
 September 24, 2022
 October 1, 2022
 Arnaldo's Hotel & Restaurant, Digos City

DAY 1	TIME	ACTIVITY	PERSON-IN-CHARGE
	7:00-8:00	Registration	TWG
	8:00-8:30	Preliminaries -Lupang Hinirang -Prayer -Regional Hymn -Digos City Hymn -Attendance Check -Welcome Message -Rationale -Message	Moderator ASDS Basilio P. Mana-ay, Jr. Sollie B. Oliver, Chief ES SGOD SDS Cristy C. Epe
	8:30- 12:00	Pre-Test Orientation and Workshop -Introduction and Importance of System and Processes -Technology 1 and its application	Cesar A. Tecson, Ph.D. CJC
	1:00-12:00	Lunch Break	
	1:00-5:00	Workshop	Cesar A. Tecson, Ph.D. CJC
DAY 2	TIME	ACTIVITY	PERSON-IN-CHARGE
	8:00-8:30	Preliminaries -Makabayan Song -Attendance Check -Energizer	TWG
	8:30- 12:00	Orientation and Workshop - Technology 2 and its application	Cesar A. Tecson, Ph.D. CJC
	1:00-12:00	Lunch Break	
	1:00-4:30	Workshop	Cesar A. Tecson, Ph.D. CJC
	4:30-4:45	Post Test	Cesar A. Tecson, Ph.D. CJC
	4:45-5:00	Closing program	TWG