



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

FEB 18 2026

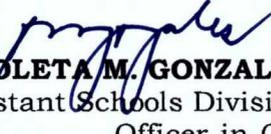
**MEMORANDUM**

No. 074, s. 2026

**CASH, AND HUMAN RESOURCE PERSONNEL, ACCOUNTING, BUDGET & SUPPLY (CHABS)  
KAMUSTAHAN: CREATING HARMONY AND ADVANCING BOLD SOLUTIONS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
Chief Education Supervisor, School Governance and Operations Division  
Public Elementary and Secondary School Heads  
Administrative Officer V  
All Others Concerned

1. This joint training of the Personnel, Supply, Cash, Budget, and Accounting Units aims to strengthen the coordination and integration of their respective functions, thereby enhancing operational efficiency, effective resource management, and financial accountability in accordance with organizational policies and objectives. The Division Office, through the Office of the Schools Division Superintendent (OSDS), shall conduct the capacitation of school administrative officers on February 19–20, 2026, at Hertz Hotel, Tagaytay City.
2. In view hereof, the School Administrative Officers/HR-in-Charge are requested to register online to confirm their attendance through this link, <https://tinyurl.com/M07-CHABS>. A registration fee of Four Thousand Pesos (₱ 4,000.00) per participant shall be paid directly to the Hertz Hotel on February 19, 2026.
3. Attached is Annex A - List of Participants, Training Matrix, and Program Management Team (PMT).
4. Expenses relative to this training for school-based personnel shall be charged against MOOE/Local funds, while expenses for division personnel shall be charged to Division GASS Training, subject to the existing accounting and auditing rules and regulations.

  
**VIOLETA M. GONZALES CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

References: As stated.

Encl. As stated

To be indicated in the Perpetual Index under the following subjects:

PERSONNEL      ACCOUNTING      BUDGET      SUPPLY      CASH

AMF/DM- CASH, AND HUMAN RESOURCE PERSONNEL, ACCOUNTING, BUDGET & SUPPLY (CHABS)KAMUSTAHAN: CREATING HARMONY AND ADVANCING BOLD SOLUTIONS

074 /February 16, 2026

NUM-2026-074



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Annex A.

**LIST OF PARTICIPANTS**  
**February 19-20, 2026**

No	NAME	POSITION	SCHOOL
1	Jenny R. Andor	Administrative Officer II	Muntinlupa Elementary School
2	Michael Evan Aguelo	Administrative Officer II	Bayanan Elem School Main
3	Jason S. Raymundo	Administrative Officer II	Itaas Elementary School
4	Joan Vanesa L. Fuster	Administrative Officer II	Poblacion Elementary School
5	Gina A. Sabado	Administrative Officer II	Putatan Elementary School
6	Julien Raiza T. Espinosa	Administrative Officer II	Tunasan Elementary School
7	Julie Ann A. Manto	Administrative Officer II	Victoria Homes Elementary School
8	Rachel L. Rodriguez	Administrative Officer II	Soldier's Hills Elementary School
9	Jennifer L. Sabdao	Administrative Officer II	F. De Mesa Elementary School
10	Almira P. Hernandez	Administrative Officer II	Alabang Elementary School
11	Ella Marie A. Collado	Administrative Officer II	Filinvest Alabang Elementary School
12	Ma. Riza R. Dalungan	Administrative Officer II	Bagong Silang Elem School
13	July Macaraeg	Administrative Officer II	Bayanan Elem. School Unit I
14	Marie Kieden Zyna L. Herrera	Administrative Officer II	Buli Elementary School
15	Romalyn Milca N. Javier	Administrative Officer II	Cupang Elementary School Annex
16	Ladylyn N. Elchico	Administrative Officer II	Sucat Elementary School Zone 3 & 4
17	Rodella T. Buenaflor	Administrative Officer IV	Muntinlupa National High School - JHS
18	Lenny C. Belen	Administrative Officer II	Muntinlupa National High School - SHS
19	Maria Teresa P. Dominguez	Administrative Officer II	Tunasan National HS - SHS
20	Arianne Mae Ramirez	Administrative Officer II	Poblacion National High School
21	Ma. Giselle F. Villamayor	Administrative Officer II	Cupang Senior High School
22	Joed D. Espeleta	Administrative Officer II	Lakeview Integrated School
23	Melinda M. Adesna	Administrative Assistant II	Muntinlupa Business High School Main
24	Rosalie T. Torres	Administrative Officer II	Muntinlupa Business High School - Annex
25	Myrna D. Ibañez	Administrative Assistant III	Pedro E. Diaz High School
26	Grace L. Rivero	Administrative Officer II	Tunasan National HS - JHS
27	Thelma S. Medina	Administrative Officer II	Muntinlupa Science High School
28	Rocille Mendoza	Administrative Assistant II	Sucat Senior High School
29	Marissa Antonio	Administrative Officer II	Sucat Elementary School
30	Pamela D. Baldo	Administrative Officer II	Cupang Elementary School



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**Program Management Team**

No	Name	Designation
1	<b>Violeta M. Gonzales</b> Assistant School Division Superintendent Officer-in-Charge Office of the Schools Division Superintendent	Chairperson
2	<b>Lilia A. Ricero</b> Assistant School Division Superintendent	Vice-Chairperson
3	<b>Noemi A. Valdez</b> Administrative Officer V	Program Manager
4	<b>Virma U. Amistoso</b> Administrative Officer V - Budget  <b>Karina E. Medina</b> Accountant III  <b>Joiche I. Luna</b> Administrative Officer IV- Procurement/Supply Officer  <b>Maria Cristina F. Malacad</b> Administrative Officer IV- Cashier  <b>Angela M. Francisco</b> Administrative Officer IV HRMO	Program Owner
5	<b>Maureen Malay</b> <b>Nathalee D. Estiller</b>	Host Day 1 Host Day 2
6	<b>Nathalee D. Estiller</b> <b>Shiela Rose H. Bachoco</b> <b>Marideth M. Navia</b> <b>Myleen Espeleta</b> <b>Ryan Fallarme</b> <b>Romeo Relato III</b> <b>Maria Vilma Marquez</b> <b>Joshlord Galieb Catindig</b> <b>Aidennelyn Sevjun M. Rala</b> <b>Mark Anthony E. Andor</b>	TWG



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**TRAINING MATRIX**

<b>Day 1: February 19, 2026</b>		
<b>TIME</b>	<b>ACTIVITY</b>	<b>PERSON-IN-CHARGE</b>
7:45 a.m – 8:00 a.m	Registration	Registration Committee <b>Romeo E. Relato III</b> Administrative Officer IV <b>Ryan Fallarme</b> Administrative Assistant III
8:01 a.m – 8:30 a.m	Opening Program National Anthem Prayer	AVP
8:30 a.m - 8:45 a.m	Welcome Remarks	<b>Dr. Lilia A. Ricero</b> Assistant Schools Division Superintendent
8:45 am - 9:00 a.m	Inspirational Message	<b>Dr. Violeta M. Gonzales</b> Assistant Schools Division Superintendent Officer-in-Charge, Office of the Schools Division Superintendent
9:00 a.m – 10:30 a.m	<b>Topic 1:</b> <i>Orientation on the Grant of FY 2026 Medical Allowance to the Eligible Personnel</i>	<b>Ms. Shiela Rose H. Bachoco</b> Administrative Officer II
10:30 a.m – 10:45 a.m	Health Break	
10:45 a.m – 11:45 a.m	<b>Topic 2:</b> <i>“Guidelines on the Grant of Wellness Leave for the Department of Education Personnel”,</i>	<b>Angela M. Francisco</b> Administrative Officer IV
12:00 n.n – 1:00 p.m	Lunch Break	



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1:00 p.m – 1:15 p.m	Energizer	
1:15 p.m – 2:15 p.m	<b>Topic 3:</b> <i>Status of MOOE Cash Advances CY and PY (for Regular and Special Purpose Fund) and related reports</i>	<b>Ms. Karina E. Medina</b> Accountant III
2:15 p.m – 2:30 p.m	Health Break	
2:30 p.m – 3:30 p.m	<b>Topic 4:</b> <i>Kamustahan on the use of School MOOE Web Based Monitoring System (SMOOE WBMS) and re-orientation on Traveling, Transportation, Training expenses.</i>	<b>Ms. Myleen D. Espeleta</b> Administrative Assistant III <b>Ms. Marideth M. Navia</b> Administrative Assistant III
3:30pm – 4:50 pm	<b>Topic 5:</b> <i>Reorientation on the Procedures for Processing Permit to Teach and Permit to Study for Teachers</i>	<b>Ms. Nathalee D. Estiller</b> Administrative Assistant III
4:50 p.m – 5:00 p.m	QAME Day 1 and Debriefing	<b>Monitoring and Evaluation Unit</b>



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Day 2: February 20, 2026		
TIM	ACTIVITY	PERSON-IN-CHARGE
8:30 a.m	Registration	Registration Committee <b>Ms. Vilma A. Marquez</b> Administrative Assistant III  <b>Mr. Ryan Fallarme</b> Administrative Assistant II
8:45 a.m – 9:00 a.m	Opening Program	AVP
9:00 a.m – 9:15 a.m	Management of Learning	<b>Ms. MARIDETH NAVIA</b> Administrative Assistant III
9:15 a.m – 11:45 a.m	Workshop	
12:00 n.n – 1:00 p.m	Lunch Break	
1:00 p.m – 1:15 p.m	Energizer	
1:15 p.m – 2:45 p.m	Presentation & Critiquing	
2:45 p.m – 3:00 p.m	Health Break	
3:00 p.m - 3:45 p.m	Ways Forward	<b>Ms. Noemi A. Valdez</b> Administrative Officer V
3:45 p.m – 4:00 p.m	Closing Remarks	<b>Ms. Noemi A. Valdez</b> Administrative Officer V
4:00 p.m – 4:15 p.m	Distribution of Certificate of Participants	<b>TWG</b>
4:15 p.m – 4:30 p.m	QAME Day 2	<b>Monitoring and Evaluation Unit</b>