



Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**



Division Memorandum  
No. 244s. 2021

TO : **All Teaching and Non-Teaching Personnel**  
This Division

FROM : **MA. LIZA R. TABILON Ed.D CESO V**  
Schools Division Superintendent

SUBJECT : **VIRTUAL REVIEW ON MANAGING SCHOOL OPERATIONS AND RESOURCES 2021**

DATE : July 19, 2021

1. To cover issues related to transparency and accountability, check and balance, as well as the propriety of actions by all personnel who are involved or may be involved in school fiscal management, as well as the management of facilities and equipment, this Office hereby announces the conduct of the 2021 Review on the Processes and Procedures related to Managing School Operations and Resources on **August 3-4, 2021** through a google link: <https://meet.google.com/ggh-temi-nyy> , for the resource persons, Heads of SDO units/divisions & PSDS/PICDs, and through the Schools Division of Zamboanga Del Norte Facebook livestream (for the rest).
2. Participants for this virtual review or re-orientation are **all teaching and non-teaching personnel of this division.**
3. Please find the enclosed program matrix, for reference.
4. A planning and assessment conference with the program management team and the pool of resource persons will be held on July 26, 2021, @ 1:30 PM thru this link : <https://meet.google.com/wzp-zfig-idt> . This is to set the scope and limitations of the topics, the presentation standards, and other related concerns to ensure quality delivery of coverage.
5. For any query, please feel free to direct your text or call SEPS Wilson H. Inding thru 0938-7375625 (SMART) OR EPS II Jed A. Nieves thru 0995-881-1881 (GLOBE) .
6. Wide dissemination of this Memorandum is desired.

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**Program Matrix**

**A. Content**

Time	DAY 1 ( August 3, 2021)	DAY 2 (August 4, 2021)
8:00 – 9:00 am	Opening Program	Session 4: Disbursement and Liquidation ( 10-min Open Forum )
9:00-10:00 am	Session 1: School Planning (10-min Open Forum)	Session 5: Inspection, Receipt, Recording and Distribution of Deliveries ( 10-min Open Forum)
10:00-11:00am	Session 2: Budgeting and Downloading of Funds (10-min Open Forum)	Session 6: Management of donations and Proceeds from income-generating projects (10-min Open Forum)
11:00am-12:00noon	Session 3: School Procurement (10-min Open Forum)	Session 7: Acquisition, Recording, Utilization, Repair, Maintenance and Disposal of school property (10-min Open Forum)

**B. List of Resource Persons and their Assignments**

Name of Resource/s	Relevant Qualifications	Topic Assignment
DR. GERARDO MONTILLA	Principal IV, Sergio Osmena National High School	Session 1: School Planning
ARVIE M. OMPOY, CPA	Division Accountant	Session 2: Budgeting and Downloading of Funds
MARCIANO CABABAT	School Principal III, Tampilisan NHS	Session 3: School Procurement
DR. DAISY FLOR ROMAGUERA	School Principal III, Polanco National High School	Session 4: Disbursement and Liquidation
JULITO M. LOS BAÑOS	Master teacher II/Designated Property Custodian, Katipunan National High School	Session 5: Inspection, Receipt, Recording and Distribution of Deliveries
GERWIL DESCALLAR	School Principal I, Malintubun National High School	Session 6: Management of donations and Proceeds from income-generating projects
GEORGE TEMPLADO	School Principal IV, Ubay National High School	Session 7: Acquisition, Recording, Utilization, Repair, Maintenance and Disposal of school property

