



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL



January 4, 2021

REGIONAL MEMORANDUM

**VIRTUAL TRAINING FOR THE NEWLY HIRED OR APPOINTED ADMINISTRATIVE
ASSISTANT (ADAS) II AND III, ADMINISTRATIVE OFFICER II (HRMO I)
ON WORK ORIENTATION, JOB ROTATION INTERFACE,
AND GMIS UPDATING**

To: **Schools Division Superintendents
Senior High School Principals/School Heads
All Others Concerned**

1. In order to familiarize and keep updated on the changing needs on policies and procedures related to administrative functions and human resource actions, the Administrative Division in this Office shall conduct a two (2)-day Virtual Training for the Newly Hired or Appointed Administrative Assistant (ADAS) II and III, Administrative Officer II (HRMO I) on Work Orientation, Job Rotation Interface, and GMIS Updating to be held via simultaneous virtual (google meet) and face to face within the period January 14-29, 2021 in five (5) clusters (by province).
2. The training aims to:
 - orient the newly hired/appointed ADAS III/II, and AO II (HRMO I) in the schools with regard to their duties and responsibilities, job rotation interface and Government Management Information System (GMIS) updating;
 - capacitate the ADAS III/II and AO II to do their tasks based on their Key Result Areas (KRAs);
 - discuss cashier transaction
 - re-orient on the function of the designated Automatic Payroll Deduction System (APDS) Verifier.



"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

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3. The activity shall be scheduled in five (5) clusters as follows:

| | DIVISIONS |
|---|---|
| | |
| CAVITE CLUSTER January 14-15, 2021 | Bacoor City Cavite City Cavite Province Dasmariñas City General Trias City Imus City |
| LAGUNA CLUSTER January 18-19, 2021 | Biñan City Cabuyao City Calamba City Laguna Province San Pablo City Santa Rosa City |
| BATANGAS CLUSTER January 21-22, 2021 | Batangas Province Batangas City Lipa City Taanuan City |
| RIZAL CLUSTER January 25-26, 2021 | Antipolo City Rizal Province |
| QUEZON CLUSTER January 28-29, 2021 | Lucena City Quezon Province Tayabas City |

4. The participants to the said training are the newly hired/appointed Administrative Assistant III and II in the SDOs, Implementing Unit (IU) secondary schools and non-IU schools; and Administrative Officer II (HRMO I) in the elementary schools.
5. All participants are requested to register at <http://bit.ly/VTAD2021> on or before January 8, 2021 until 5:00 o'clock in the afternoon. The link for this training shall be emailed to the participants on January 11, 2021.
6. Immediate dissemination of and compliance to this Memorandum is desired.

WILFREDO E. CABRAL
Regional Director

**VIRTUAL TRAINING FOR THE NEWLY HIRED OR APPOINTED ADMINISTRATIVE ASSISTANT (ADAS) II AND III, ADMINISTRATIVE OFFICER II (HRMO I)
ON WORK ORIENTATION, JOB ROTATION INTERFACE, AND GMS UPDATING**

**PROGRAM OF ACTIVITIES
January 14-29, 2021 (5 Clusters)**

| CLUSTERS & DATES | TIME | ACTIVITIES | PERSON INVOLVED |
|--|--|--|--|
| DAY 1 | | | |
| CAVITE January 14-15, 2021 | 8:30 - 8:32 8:33 - 8:36 | Introduction of the Activity The Philippine National Anthem | Marivic F. Labay - Moderator AVP |
| LAGUNA January 18-19, 2021 | 8:37 - 8:38 | Prayer | AVP |
| BATANGAS January 21-22, 2021 | 8:39 - 8:41 8:42 - 8:47 8:48 - 9:30 9:31 - 9:45 | CALABARZON March Checking of Attendance Opening and Inspirational Message Statement of Purpose | AVP Maria Rojane C. Miranda RD Wilfredo E. Cabral Ann Gerilyn T. Pelias |
| RIZAL January 25-26, 2021 | 9:46 - 10:45 10:46 - 11:00 | Orientation on Duties and Responsibilities per Key Result Areas (KRAs) Break | Syrl R. Zenarosa Maria Susana B. Oliveros |
| QUEZON January 28-29, 2021 | 11:01 - 12:00 12:01 - 1:00 1:01 - 2:00 | Re-orientation on the function of the designated Automatic Payroll Deduction System (APDS) Verifier Lunch Break Open Forum | Maria Susana B. Oliveros Marivic F. Labay - Moderator All concerned Admin officials and personnel |
| DAY 2 | | | |
| CAVITE January 14-15, 2021 | 8:30 - 8:35 8:36 - 8:39 | Introduction of the Activity Prayer | Marivic F. Labay - Moderator AVP |
| LAGUNA January 18-19, 2021 | 8:40 - 8:45 | Checking of Attendance | Maria Rojane C. Miranda |
| BATANGAS January 21-22, 2021 | 8:46 - 9:00 9:01 - 10:00 10:01 - 10:15 | Management of Learning (MOL) Discussion of Cashier transaction Break | Angellina R. Mendiola Syrl R. Zenarosa |
| RIZAL January 25-26, 2021 | 10:16 - 12:00 12:01 - 1:00 | Discussion on GMS updating Lunch Break | Angellina R. Mendiola |
| QUEZON January 28-29, 2021 | 1:01 - 2:00 2:01 - 2:15 2:16 - 2:20 2:20 - 2:25 | Open Forum Other Issues and Concerns Closing Remark Closing Program - Makabayan Song | Marivic F. Labay - Moderator All concerned Admin officials and personnel Marivic F. Labay - Moderator All concerned Admin officials and personnel ARD Ruth L. Fuentes AVP |