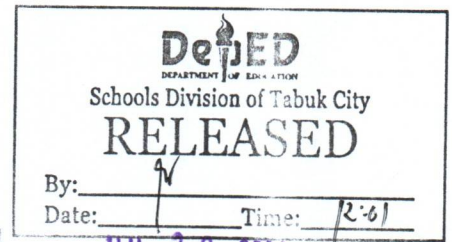




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City



Office of the Schools Division Superintendent

July 20, 2026

DIVISION MEMORANDUM
NO. **318** s. 2026

**CAPABILITY BUILDING ON FINANCIAL, LEGAL, ICT, PERSONNEL,
PROCUREMENT, AND SUPPLY (FLIPPS) MANAGEMENT FOR ADMINISTRATIVE
OFFICER II PERSONNEL**

To: Assistant Schools Division Superintendent
Public Elementary and Secondary School Heads/Teachers-in-Charge
Administrative Officer II Personnel
All Others Concerned

1. In line with the Division's commitment to continuous improvement in financial and administrative management systems and to ensure the timely dissemination and uniform implementation of updated policies, guidelines, and procedures, the Schools Division of Tabuk City shall conduct a Capability Building on Financial, Legal, ICT, Personnel, Procurement, and Supply (FLIPPS) Management for all Administrative Officer II personnel.
2. Specifically, the activity aims to:
 - a. provide updates on current financial and administrative policies, systems, and procedures;
 - b. clarify operational issues and concerns affecting financial and administrative management;
 - c. strengthen compliance with government accounting, budgeting, procurement, human resource management, records management, and other applicable laws, policies, rules, and regulations; and
 - d. enhance the competencies of Administrative Officer II personnel in the effective performance of their duties and responsibilities.
3. The capability-building activity shall be conducted on July 23-24, 2026, at Kagitingan Hall, Second Floor, CID Building, Schools Division Office of Tabuk City.
4. Topics to be discussed include, but are not limited to, the following:
 - a. Financial management and reporting;
 - b. Budget planning, utilization, and reporting;
 - c. Procurement and supply management;
 - d. Human resource management and personnel administration updates;
 - e. Records management and administrative services; and



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- f. Other emerging administrative, legal, and operational concerns.
5. Meals and snacks of participants shall be charged against the SDO MOOE, while the travel expenses of participating Administrative Officer II personnel shall be charged against their respective School MOOE, subject to existing government accounting, budgeting, auditing, and other applicable laws, rules, and regulations.
6. Attendance of all Administrative Officer II personnel is hereby required.
7. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.


CHRISTOPHER C. BENIGNO, PhD, EdD, CESO VI
Assistant Schools Division Superintendent
OIC – Schools Division Superintendent





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Enclosure to Div Memo No. 316, s. 2026

TRAINING MATRIX

Time	Agenda Item	Discussant
DAY 1 (July 23, 2026)		
7:30-8:00AM	Registration and Opening Program	Secretariat
8:00-9:00AM	Preliminaries - Prayer - National Anthem	Secretariat
	Roll Call	Catherine M. Badong Administrative Officer IV
	Welcome Message	Ginadine L. Balagso Assistant Schools Division Superintendent
	Statement of Purpose	Dorothy S. Asingal Administrative Officer V
	Message	Christopher C. Benigno PhD, EdD, CESO VI OIC- Schools Division Superintendent
9:00-10:00AM	National Assessment at a Glance	Corazon G. Bravo Public Schools Division Supervisor
10:00-10:15AM	Health Break	
10:15-11:15AM	Financial Management (Financial Reporting)	Sixto D. Lang-ay Finance Officer
11:15-12:15PM	Budget Utilization	Welda P. Buslig Budget Officer
12:15PM-1:00PM	Lunch Break	
1:00-2:30PM	Legal Updates (DepEd Policies, Administrative Cases, Legal Matter)	Sandy L. Basungit Legal Officer
2:30-3:30PM	ICT Updates	Allan S. Dumalsin IT Officer
3:30-3:45PM	Health Break	
3:45-4:45PM	Procurement Process	Daisy Bucao Procurement Officer
DAY 2 (July 24, 2026)		
8:00-8:30AM	Preliminaries	Secretariat
8:30-9:45AM	Supply Management (PPMP, APP, Inventory and Property Custodianship)	James Cesar Dayao Supply Officer
9:45-10:00AM	Health Break	
10:00-12:00NN	Personnel Administration (HR updates)	Catherine M. Badong Personnel Officer
12:00-1:00PM	Lunch Break	
1:00-2:30PM	Issues and Updates on Administration	Dorothy S. Asingal Administrative Officer V
2:30-2:45PM	Health Break	





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2:45-3:15PM	Records Management (Document tracking, Filing, Records Disposition and CSM)	Lovelyn L. Mukay Records Officer
3:15-4:15PM	Updates on GSIS, Pag-Ibig and PLIs	Karen V. Mendoza Administrative Officer II
4:15-5:00PM	Closing Program	

**Emcee*

Joshua A. Rebancos
Administrative Officer II



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