



2024-05-08-0734

Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO

Office of the Schools Division
Superintendent

OFFICE MEMORANDUM

No. 047, s. 2024



TO : **LUZ E. COMONAL**
Administrative Officer IV
(Human Resource Management Officer II)
This Office

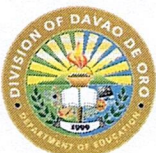
SUBJECT : **DESIGNATION ORDER AS OFFICER-IN-CHARGE IN THE
OFFICE OF THE ADMINISTRATIVE OFFICER V FOR
ADMINISTRATIVE SERVICES**

DATE : **7 MAY 2024**

1. In the exigency of the service and in view of the Official Business of Engr. Norberto S. Manlangit, Administrative Officer V, for his attendance to the training program on "**Managing Workplace Attitude**", to be held at the Kew Hotel, Tagbilaran City, Bohol on May 13-20, you are hereby informed of your designation as Officer-In-Charge (OIC) in the Office of the Administrative Officer V for Administrative Services, on the above-mentioned dates.
2. As such, you are tasked to ensure continuous operation of the Office in providing economical, efficient and effective administrative services.
3. For and on behalf of the Administrative Officer V for Administrative Services, you shall sign documents on administrative matters except appointments as provided for in DepEd Order No. 008, s. 2021.
4. This designation is in addition to your usual duties and functions as Administrative Officer IV (Human Resource Management Officer II) and shall automatically cease upon the return to duty of Engr. Norberto S. Manlangit from the said travel.
5. Please be guided accordingly.

CRISTY C. EPE, CESO V
Schools Division Superintendent

cc.: **NORBERTO S. MANLANGIT**
Administrative Officer V
Administrative Services Section

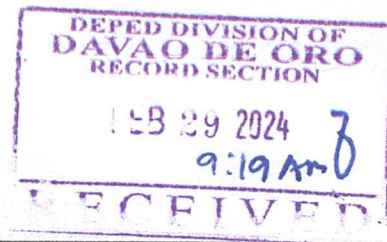


Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro
Contact No. 0951-387-1728 (TNT); 0915-399-7779 (Globe)
Email Address: davaodeoro@deped.gov.ph
Website: www.depeddavaodeoro.ph

Doc. Ref. Code	PAWIM-F-019	Rev	00
Effectivity	09.12.22	Page	1 of 1



Republic of the Philippines
Department of Education
 REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO



Office of the Schools Division
 Superintendent

February 27, 2024

OFFICE MEMORANDUM

No. 022, s. 2024

To: **NORBERTO S. MANLANGIT CE, MPA**
 Administrative Officer V
 Administrative Services Section
 This Office

1. Attached is a letter dated February 1, 2024 from Somerado M. Pandapatan, President, Personnel Officers Association of the Philippines (POAP), inviting you to attend the training on "**Managing Workplace Attitude**" to be held on May 14-17, 2024 in a hotel to be identified in Tagbilaran City, Bohol.
2. Anent to the above, you are hereby advised to attend the said training on official business.
3. As such, registration fee, travel, and other allowable incidental expenses incurred in attendance to the above mentioned activity shall be chargeable against Division MOOE, subject to the usual accounting and auditing rules and regulations.
4. For your information and guidance.

CRISTY C. EPE, CESO V
 Schools Division Superintendent



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PERSONNEL OFFICERS ASSOCIATION OF THE PHILIPPINES, INC.

A Civil Service Commission (CSC)-Accredited Learning and Development Institution

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CP Nos. Smart (0949-8892016) and Globe (0917-8614273)

Website: www.poap.org.ph

February 1, 2024

MS. CRISTY C. EPE, CESO V
SCHOOLS DIVISION SUPERINTENDENT
DEPARTMENT OF EDUCATION
DIVISION OF DAVAO DE ORO
REGION XI, DAVAO CITY

Dear Ms. Epe:

The POAP Board of Directors is pleased to announce its **2024 Training Calendar**. Mindful of the topics relevant to our goals of achieving improved productivity and effective delivery of services in the bureaucracy, we have lined up the training programs/seminars for this year taking into consideration, among others, the results of the Training Needs Analysis (TNA) conducted in 2023.

Attached are the following documents, for your reference:

- 2024 POAP Training Calendar indicating the topics, schedules and venues of the training programs/seminars (please note that all the training activities including the year-end Annual National Conference are **LIVE-OUT**);
- The Guidelines for Nomination and other information regarding the attendance of your employee-participants in the said training activities.

This is to invite **MR. NORBERTO S. MANLANGIT**, your administrative Officer V for the Administrative Services Section, to attend our training program on “**Managing Workplace Attitude.**” to be held on **May 14-17, 2024** at **Tagbilaran City Bohol** on **Official Business**. We would also be greatly honored if you could likewise join them! Further, kindly have this letter-invitation and its attachments disseminated to your colleagues in your attached agencies and other offices. We would, likewise, be more than happy to send invitations to other government agencies and organizations you recommend to attend our training programs/seminars.

Furthermore, we would like to offer the conduct of in-house training programs which we could tailor-fit to your agency’s training needs. Please call/write us if you are interested.

For more information, we can be reached at the following contact numbers: (02)373-3468; SMS (TEXT MESSAGE) at **0949-8892016** (SMART) or **0917-8614273** (GLOBE) and preferably via e-mail: poap_org@yahoo.com or visit our website @ www.poap.org.ph.

We look forward to having your employees participate in our training programs/seminars as POAP’s core business is to capacitate employees for improved performance towards greater organizational productivity.

Very truly yours,

SOMERADO M. PANDAPATAN
President

GUIDELINES ON NOMINATION AND PARTICIPATION IN POAP TRAINING PROGRAMS/SEMINARS AND ANNUAL NATIONAL CONFERENCE

1. Please register in advance in our Google Form provided in our Website @ www.poap.org.ph or email the attached nomination form at poap_org@yahoo.com, to enable POAP to determine in advance the participants' needs such as training kits and materials, meals, size of the seminar hall and other arrangements.
2. The legal basis for attendance and cost was based on National Budget Circular 563 dated April 22, 2016.
3. The training fee of Seven Thousand Five Hundred Pesos (P7,500.00), inclusive of tax, will cover the following:
 - 3.1 Participation in the training program/seminar and City Tour in the afternoon of Day 4, from 1:30 – 5:30 PM;
 - 3.2 Training kit and soft copy of the resource persons;
 - 3.3 Meals: three servings of lunch and seven servings of snacks;
 - 3.4 Certificate of Appearance; and
 - 3.5 Certificate of Participation.

Please note that Registration will start promptly at 8:30 in the morning on Day 1 and the Training proper will start at 1:30 in the afternoon on the same day and officially end at 12:00 noon on Day 4.

4. POAP reserves the right to cancel or merge programs which do not meet the required minimum number of participants. In case the programs are merged, the program with the lower number of confirmed participants will be cancelled. Due notice of cancellation/merger of programs will be given to those who have already signed up or submitted their registration and announcement will be posted at the POAP Website.
5. Pursuant to the new POAP Articles of Incorporation/By-Laws, the initial POAP membership fee is P500.00. Annual dues is P250.00 while lifetime membership fee is P3,000.00. Seminar participants are invited to be members while existing POAP members are encouraged to renew their membership by paying an annual dues of P250.00. A member in good standing enjoys certain rights, privileges and prerogatives particularly, discount on registration fees for trainings and conferences, and the right to vote and be voted upon in the elections held during the annual conference.
6. Payment of seminar fees, membership fees and annual dues may be made upon receipt of this communication at the POAP office or via inter-branch deposit at a local Land Bank of the Philippines (POAP-LBP Savings Acct. No.(0231-1743-03), or Philippine National Bank (POAP-PNB Savings Account Number (105270004904) or at the venue before the start of the seminar from 8:30 a.m. to 12:00 noon on Day 1 or from 8:00 a.m. to 12:00 noon on Day 2.
7. Priority will be given to participants who have already paid before the start of the training program/seminar, i.e. reserved seats, kits and meal stubs. However, to be included in the priority list, please send a copy of your receipt thru E-Mail @ poap_org@yahoo.com, NOT LATER THAN TWO WORKING DAYS BEFORE THE START OF THE SEMINAR. This will ensure that you have reserved seats and training kits.