



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

April 7, 2026

OFFICE MEMORANDUM

No. 10, s. 2026

**INTEGRATED WORKSHOP ON THE CREATION OF THE GAD CORNER IN THE
DIVISION WEBSITE AND AUTOMATION OF ACCOUNTING TRANSACTIONS AND
DOCUMENT TRACKING SYSTEM**

To: Assistant Schools Division Superintendent
SGOD Chief
Concerned SDO Unit Heads and Personnel
All Others Concerned

1. In line with the Department of Education's continuing commitment to strengthen gender-responsive governance and improve internal service delivery through digital transformation, the Schools Division of Northern Samar, through the Division Gender and Development Focal Point System (GFPS) led by the Human Resource Development Section (HRDS) in collaboration with the Accounting Section and the Information and Communications Technology (ICT) Unit, shall conduct a four-day activity titled "**Integrated Workshop on the GAD Corner In the Division Website and the Automation of Accounting Transactions and Document Tracking System**" on April 13-16, 2026 (Phase 1) at a venue to be announced in a subsequent Memorandum, and on April 27, 2026 (Phase 2) at the SDO Board Room.
2. The participants of this activity are the Division GFPS members/secretariat, Accounting Section personnel (process owners for claims and disbursements), designated ICT/website administrator and support staff, and selected representatives from offices directly involved in transaction processing, records management, and document routing (See allocation of participants).
3. The activity aims to generate two major outputs: (a) the content architecture, initial content package, and updating workflow for the Division's **GAD Corner in the DepEd website** in accordance with applicable DepEd and PCW guidelines; and (b) the process maps, transaction flow design, and initial automation templates for an **Accounting Transaction Automation and Document Tracking System** covering priority processes such as travel claims, School MOOE-related transactions, payroll/salaries, and other claims. This will include identification of process steps, required documents, approval points, routing paths, and tracking mechanisms to support faster processing, transparency, and accountability.
4. The objectives of this activity are as follows: (a) align participants on the policy bases and standards for the establishment and maintenance of a digital GAD Corner; (b) develop the proposed site map/content matrix, initial content package, and



Mabini St., Brgy. Acacia, Catarman, 6400, Northern Samar

Telefax: (055) 500 9801

Email: northernsamar@deped.gov.ph

Website: <https://northernsamar.deped.gov.ph>

updating/quality assurance protocol for the Division's GAD Corner in the DepEd website; (c) document and analyze the current accounting and document routing processes for priority transactions (e.g., travel claims, School MOOE, payroll/salaries, and other claims); (d) design the target transaction flow and document tracking workflow, including roles, timelines, accountability points, and minimum system requirements for automation; and (e) prepare a time-bound action plan for website integration and phased rollout of the accounting automation and tracking system.

5. Attached to this Memorandum are the updated program management team and the activity matrix/program design to guide the conduct of the integrated activity.

6. This Memorandum serves as the Travel Authority of the participants.

7. Expenses incurred relative to the conduct of the activity such as meals, accommodation, supplies, and materials shall be charged against the Division GAD Fund and 2025 Continuing Fund SDO, subject to the usual accounting and auditing rules and regulations. Travel and other incidental expenses of participants shall be charged against their respective office funds (e.g., local GAD fund/local MOOE), as applicable and subject to availability of funds.

8. Immediate dissemination of and compliance with this Memorandum are desired.



GAUDENCIO C. ALJIBE JR., PhD, CESO V
Schools Division Superintendent

DepEd Northern Samar

RELEASED

By: _____

ASV

Date: _____

13 APR 2026

**PARTICIPANTS IN THE INTEGRATED WORKSHOP ON THE CREATION OF THE GAD
CORNER IN THE DIVISION WEBSITE AND AUTOMATION OF ACCOUNTING
TRANSACTIONS AND DOCUMENT TRACKING SYSTEM**

Phase 1: April 13-16, 2026

Phase 2: April 27, 2026

SGOD (HRDS,P&R, PMT)	7
ICT Section	4
Accounting Section	9
Budget Section	3
Total	23

**ACTIVITY MATRIX FOR THE INTEGRATED WORKSHOP ON THE CREATION OF
THE GAD CORNER IN THE DIVISION WEBSITE AND AUTOMATION OF ACCOUNTING
TRANSACTIONS AND DOCUMENT TRACKING SYSTEM**

Phase 1: April 13-16, 2026

Phase 2: April 27, 2026

Phase 1: 4-day Workshop

Time	Day 1 (Workshop)	Day 3 (Workshop)	Day 1 (Huddle)	Day 4 (Workshop)
7:30-8:00	Arrival	Pre-session prep / Secretariat time	Pre-session prep / Secretariat time	Pre-session prep / Secretariat time
8:00-9:00		Recap of Day 1 Outputs; Day 2 Objectives	Workshop Proper Continuation	Outputs Finalization
9:00-10:00		Detailed Content Mapping (GAD) + Accounting Process Mapping (Part 1)		Closing Program
10:00-10:15		Health Break		Homebound
10:15-12:00		GAD Site Map Drafting + Process Mapping (Accounting) Part 2	Workshop Proper Continuation	
12:00-1:00				
1:00-3:00	Opening Program; Orientation & Objectives Setting	Refinement of Protocols & Accountability Points	Presentation of Outputs	
3:00-3:15	Health Break			
3:15-5:00	Policy Bases & Minimum Requirements (GAD Corner; Process Governance);	Workshop Proper Continuation	Presentation of Outputs	

	output expectations			
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Phase 2: Post-workshop sessions

Time	Activities (Post-Workshop)
8:00–9:00	Check-in of workshop outputs; review of gaps; final tasking per output owner
9:00–10:00	Technical working session: final formatting of GAD Corner content package + validation checklist
10:00–10:15	Health Break
10:15–12:00	Accounting Automation: finalize transaction flows (travel, MOOE, payroll/claims) + document tracking process map
12:00–1:00	Lunch Break
1:00–3:00	System prototyping/automation planning: templates, routing logic, roles and approval points; ICT integration planning
3:00–3:15	Health Break
3:15–4:30	Finalization of implementation timeline, responsibilities, and monitoring/feedback mechanism
4:30–5:00	Synthesis, commitments, and submission of final consolidated outputs

PROGRAM MANAGEMENT TEAM

NAME	DESIGNATION
Gaudencio C. Aljibe Jr., PhD, CESO V <i>Schools Division Superintendent</i>	Activity Manager
Rey F. Bulawan, EdD Antonio P. Delos Reyes, PhD, CESO VI <i>Asst. Schools Division Superintendents</i>	Co-activity Managers
Noe M. Hermosilla <i>SGOD Chief</i>	Onsite Manager
Elna D. Enano, JD <i>SGOD EPS</i>	Co-Onsite Manager
Merlita B. Fajardo <i>SEPS, SMM&E</i>	QAME Manager
Peter R. Bobiles Rolando P. Lucenecio Deah A. Gamaoa Ma. Joy L. Gepollo	Resource Persons
Pepito E. Saldo Jr. April Rose Ballicud Cindy B. Celespara Wilkins S. Wong Temothy G. Clutario	HRD/GAD Support Staff/Secretariat