



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

May 14, 2026

**OFFICE MEMORANDUM**

No. 10-A, s. 2026

**UPDATES ON THE 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, informs all involved that the conduct of 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**" is scheduled on May 18-24 (Phase 1) at Ciriaco Hotel and Resort Calbayog City, and on June 5, 2026 (Phase 2) at the SDO Board Room.
2. Attached is the updated list of participants.
3. All other provisions stated in Office Memorandum No. 010, s. 2026 shall remain in effect.
4. 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:

10 MAY 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: May 18-21, 2026**

**Phase 2: June 5, 2026**

<b>SGOD (HRDS,P&amp;R, PMT)</b>	1. Elna D. Enano 2. Peter R. Bobiles 3. Jocelyn I. Acebuche 4. April Rose Ballicud
<b>ICT Section</b>	5. Rolando P. Lucenecio 6. Temothy Clutario 7. Raul Epifanio Figueroa 8. Vince Carlo C. Noora
<b>Accounting Section</b>	9. Deah A. Gamao 10. Karla May T. Aseo 11. Jinefer D. Lagbas 12. Clynte M. Cabanza 13. Arlene Delos Santos 14. Myrna C. Mongas 15. Farah F. Arcebuche 16. Janice A. Domasig
<b>Budget Section</b>	17. Gina Herrera 18. Velveth M. Chan 19. Merlam P. Caparal 20. Sheryl L. Bracamonte
<b>Procurement Office</b>	21. Francis Rico Tobes

**PROGRAM MANAGEMENT TEAM**

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

<b>Cindy B. Celespara</b> <b>Wilkins S. Wong</b> <b>Temothy G. Clutario</b>	
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**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: May 18-21, 2026**

**Phase 2: June 5, 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)			
10:00-10:15		Health Break			
10:15-12:00		GAD Site Map Drafting Process Mapping (Accounting) Part 2	Workshop Proper Continuation	Closing Program	
12:00-1:00		Lunch			
1:00-3:00		Opening Program; Orientation & Objectives Setting	Refinement of Protocols & Accountability Points	Presentation of Outputs	Homebound
3:00-3:15	Health Break				
3:15-5:00	Policy Bases & Minimum Requirements (GAD Corner; Process	Workshop Proper Continuation	Presentation of Outputs		

Governance); output expectations			
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**Phase 2: Post-workshop sessions**

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