



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

October 15, 2026

DIVISION MEMORANDUM

No. 443, s. 2026

**RESOURCE PACKAGE DEVELOPMENT FOR THE PRIORITY LEARNING NEEDS
OF SCHOOL-BASED DISBURSING OFFICERS AND BOOKKEEPERS**

To: Assistant Schools Division Superintendent
Schools Governance and Operations Division Chief
Concerned Unit Heads
Selected Writer-Developers
All Others Concerned

1. This Office, through the Schools Governance and Operations Division - Human Resource Development Section (SGOD-HRDS), shall conduct a workshop on the Development of Resource Package for the Priority Learning Needs of School-based Disbursing Officers and Bookkeepers on **October 19-22, 2026** at Ciriaco Hotel and Resort, Calbayog City.
2. The objectives of this activity are to develop a resource package that addresses the priority learning needs of Disbursing Officers and Bookkeepers of the Schools Division of Northern Samar based on their Individual Development Plan (IDP); and to enhance the knowledge, skills, and attitudes (KSAs) of Resource Package Developers in formulating session guides with respective slide deck presentations.
3. The participants of this activity are the select Division Certified Pool of Learning Facilitators, invited resource persons from the Commission on Audit and the Schools Division Office with the Program Management Team.
4. Attached are the list of participants, program management team, activity matrix, and sample confirmation letter of the participants.
5. Expenses incurred such as travel and other incidental expenses shall be charged against their respective School MOOE/Division/local funds subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of and compliance with this Memorandum are desired.

GAUDENCIO C. ALJIBE JR., PhD, CESO V

Schools Division Superintendent

DepEd Northern Samar

RELEASED

Annex A

**LIST OF PARTICIPANTS IN THE RESOURCE PACKAGE DEVELOPMENT FOR
THE PRIORITY LEARNING NEEDS OF SCHOOL-BASED DISBURSING OFFICERS
AND BOOKKEEPERS**

Writer-Developers
Deah A. Gamao, CPA
Jinefer Lagbas
Clynte Cabanza
Myrna Mongas
Arlene delos Santos

ACTIVITY MATRIX

Time/Day	Day 1 Oct. 19, 2026	Day 2 Oct. 20, 2026	Day 3 Oct 21, 2026	Day 4 Oct. 22, 2026
8:00- 8:30 AM		Process Check	Process Check	Process Check
8:30- 9:30: AM		Continuation of Workshop 1: Development of Session Guides based on Andragogical and Constructive Principles	Presentation of Developed Resource Package	Finalization and Submission of Outputs
9:30- 11:00 AM				
11:00 AM – 12:00 AM	Arrival Registration Opening Program and Orientation	Presentation of Developed Session Guides		Closing Program
12:00 NN – 1:00 PM	LUNCH BREAK			
1:00 PM – 4:00 PM	The Priority Learning Needs of Disbursing Officers and Bookkeepers Peter R. Bobiles <i>Senior Education Program Specialist</i> Workshop 1: Development of Session Guides based on Andragogical and Constructive Principles	Workshop 2: Development of Slide Deck Presentations of the Developed Session Guides	Presentation of Developed Resource Package	

Prepared by:

PETER R. BOBILES

Senior Education Program Specialist

PROGRAM MANAGEMENT TEAM	
NAME	DESIGNATION
Dr. Gaudencio C. Aljibe Jr., CESO V	Activity Manager
Dr. Antonio P. Delos Reyes Dr. Rey F. Bulawan	Co-Activity Managers
Dr. Noe M. Hermosilla	Onsite Managers
Dr. Elna D. Enano	Co-onsite Manager
Deah A. Gamao	Finance Manager
Merlita B. Fajardo	QAME Managers
Peter R. Bobiles	Resource Person
Pepito E. Saldo Jr.	HRDS EPS II
Peter Bato	HRDS Staff
Cindy Celespara	
Wilkins Wong	