



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region VII, Central Visayas  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
www.depednegor.net

February 6, 2019

**DIVISION MEMDRANDUM**

No. 75 s. 2019

**TRAINING MANAGEMENT SYSTEM (TMS) CODING WORKSHOP & ORIENTATION**

To: Assistant Schools Division Superintendents  
Chiefs (CID & SGOD)  
Division Education Supervisors & Division Coordinators  
District Supervisors/District In-Charge  
All District Elementary & Secondary INSET Coordinators  
All Others Concerned

1. The Schools Governance & Operations Division (SGOD) through the Human Resource Development Section (HRDS) in coordination with the Information & Communication Technology Unit and Negros Oriental Division Information System (NODiS) team will be conducting a Coding Workshop and Orientation on the following schedule, venue and specific participants:

SCHEDULE	VENUE	PARTICIPANTS
February 11-15, 2019	Sea Dream Resorts, Masaplod, Dauin, Negros Or.	TMS & NODiS Core Team (Please see attached list)
February 14, 2019		Participants: 3 per District (1) PSDS/DIC (1) Elementary District INSET Coordinator (1) Secondary District INSET Coordinator

2. Participants to the Training Management System (TMS) Orientation (February 14, 2019)
- one (1) PSDS/DIC
  - one (1) District INSET Coordinator (Elementary)
  - one (1) District INSET Coordinator (Secondary)

07 FEB 2019

Tel. Nos: (035)225-2838 / 225-0867/422-7644 (Division Supl's Office); (035) 225-1622 (CID); (035) 225-1623 (Legal Section); (035)225-6180 (SGOD); (035) 422-7643 (Cash Section); (035) 422-9511 (Planning Section); (035) 225-8987 (Record's Section); (035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2376 (Guard/Medical/Dental Sections); (035) 225-7012 (Educ. Facilities Section); (035) 225-1640 & (035) 225-1640 (Acct. Budget Section); (035) 422-3821 (Supply Section)



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3. Food of TMS & NODiS Core Group (3 meals and 2 snacks per day- from day 1 to day 5), food of participants during the orientation, accommodations, materials and transportation of facilitators shall be charged against downloaded HRTD funds Sub-ARO OSEC 7-18-19133. Travelling & other incidental expenses of the participants shall be charged against School MOOE and other local funds, subject to the usual accounting and auditing rules and regulations.
4. Participants are required to bring the following: laptop, extension wire and soft and hard copy of the consolidated Developmental Plans/Needs (Part IV of the IPCRF 2018-2019) of the following:
  - a. Teacher 1
  - b. Teacher 2
  - c. Teacher 3
  - d. Master 1
  - e. Master 2
  - f. Schools Heads
  - g. Non-Teaching Personnel  
(please follow attached template)
5. For inquiries and clarification please contact Ms. Iryll Mae S. Macahig, Education Program Specialist II at 225-6180 or 0977-170-9973.
6. This serves as **TRAVEL ORDER**.
7. For the information, guidance and strict compliance of all concerned.

**WILFREDA D. BONGALOS, Ph.D., CESO V**  
Schools Division Superintendent

WDB/rbp/imsm2019HRDS

Tel. Nos: (035)225-2538 / 225-0667/422-7644 (Division Sup's Office); (035) 225-1622 (CID); (035) 225-1623 (Legal Section); (035)225-6180 (SGOD); (035) 422-7643 (Cash Section); (035) 422-3511 (Planning Section); (035) 225-6987 (Record's Section); (035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2378 (Guard/Medical/Dental Sections); (035) 225-7012 (Educ. Facilities Section); (035) 225-1640 & (035) 225-1640 (Accl. Budget Section); (035) 422-3921 (Supply Section)



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**TMS/NO DiS CORE TEAM**

**FEBRUARY 11-15, 2019**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>
<b>1. DR. RACHEL B. PICARDAL</b>	<b>DIVISION OFFICE</b>
<b>2. REMYLIN V. GAOGAO</b>	<b>DIVISION OFFICE</b>
<b>3. DR. DAN P. ALAR</b>	<b>DIVISION OFFICE</b>
<b>4. IRYLL MAE S. MACAHIG</b>	<b>DIVISION OFFICE</b>
<b>5. ELMAR CABRERA</b>	<b>DIVISION OFFICE</b>
<b>6. JETRI L LABAJO</b>	<b>DIVISION OFFICE</b>
<b>7. NATHANIEL LAJOT JR.</b>	<b>DIVISION OFFICE</b>
<b>8. DEOVENSON VERA CRUZ</b>	<b>DIVISION OFFICE</b>
<b>9. CHRIS ANGELO EMPESO</b>	<b>DIVISION OFFICE</b>
<b>10. ALFREDO TICON JR</b>	<b>DIVISION OFFICE</b>

Tel. Nos: (035)225-2838 / 225-0887/422-7644 (Division Sup't's Office); (035) 225-1622 (CIO); (035) 225-1623 (Legal Section); (035)225-6190 (SGOD); (035) 422-7643 (Cash Section); (035) 422-6511 (Planning Section); (035) 225-6987 (Record's Section); (035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2378 (Guard/Medical/Dental Sections); (035) 225-7012 (Educ. Facilities Section); (035) 225-1640 & (035) 225-1640 (Acct. Budget Section); (035) 422-3921 (Supply Section)



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**DISTRICT CONSOLIDATED DEVELOPMENT PLANS/NEEDS**

**TEACHER 1**

DISTRICT: \_\_\_\_\_

TEACHER 1	MALE	FEMALE	TOTAL
ELEMENTARY			
JUNIOR HIGH SCHOOL			
SENIOR HIGH SCHOOL			

WEAKNESSES	DEVELOPMENT NEEDS	Suggested Developmental Interventions or Seminars/Trainings/ Workshops	No. of Respondents

Submitted & Verified by:

\_\_\_\_\_

**PSDS/DI**

Tel. Nos: (035)225-2838 / 225-0667/422-7644 (Division Supr's Office); (035) 225-1622 (CID); (035) 225-1623 (Legal Section);  
 (035)225-8180 (SGSO); (035) 422-7649 (Cash Section); (035) 422-8511 (Planning Section); (035) 225-8987 (Record's Section);  
 (035) 422-5283 (Admin. Section); (035) 422-0287 (Personnel Section); (035) 225-2376 (Guard/Medical/Dental Sections);  
 (035) 225-7012 (Educ. Facilities Section); (035) 225-1640 & (035) 225-1640 (Acct. Budget Section); (035) 422-3921 (Supply Section)



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**DISTRICT CONSOLIDATED DEVELOPMENT PLANS/NEEDS**

**TEACHER 2**

DISTRICT: \_\_\_\_\_

TEACHER 2	MALE	FEMALE	TOTAL
ELEMENTARY			
JUNIOR HIGH SCHOOL			
SENIOR HIGH SCHOOL			

WEAKNESSES	DEVELOPMENT NEEDS	Suggested Developmental Interventions or Seminars/Trainings/ Workshops	No. of Respondents

**Submitted & Verified by:**

\_\_\_\_\_

**PSDS/DI**

Tel. Nos: (035) 225-2636 / 225-6887/422-7644 (Division Supt's Office); (035) 225-1622 (CID); (035) 225-1623 (Legal Section);  
 (035) 225-6180 (SGOD); (035) 422-7643 (Cash Section); (035) 422-8511 (Planning Section); (035) 225-8987 (Record's Section);  
 (035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2376 (Guard/Medical/Dental Sections);  
 (035) 225-7012 (Educ. Facilities Section); (035) 225-1640 & (035) 225-1640 (Acct. Budget Section); (035) 422-3921 (Supply Section)



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**DISTRICT CONSOLIDATED DEVELOPMENT PLANS/NEEDS**

**TEACHER 3**

DISTRICT: \_\_\_\_\_

TEACHER 3	MALE	FEMALE	TOTAL
ELEMENTARY			
JUNIOR HIGH SCHOOL			
SENIOR HIGH SCHOOL			

WEAKNESSES	DEVELOPMENT NEEDS	Suggested Developmental Interventions or Seminars/Trainings/ Workshops	No. of Respondents

Submitted & Verified by:

\_\_\_\_\_

**PSDS/DI**

Tel. Nos. (035)225-2838 / 225-0667/422-7644 (Division Supp's Office); (035) 225-1622 (CID); (035) 225-1623 (Legal Section);  
 (035)225-8190 (SGOO); (035) 422-7643 (Cash Section); (035) 422-8511 (Planning Section); (035) 225-6987 (Record's Section);  
 (035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2376 (Guard/Medical/Dental Sections);  
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**DISTRICT CONSOLIDATED DEVELOPMENT PLANS/NEEDS**

**MASTER TEACHER 1**

DISTRICT: \_\_\_\_\_

MASTER TEACHER 1	MALE	FEMALE	TOTAL
ELEMENTARY			
JUNIOR HIGH SCHOOL			
SENIOR HIGH SCHOOL			

WEAKNESSES	DEVELOPMENT NEEDS	Suggested Developmental Interventions or Seminars/Trainings/ Workshops	No. of Respondents

**Submitted & Verified by:**

\_\_\_\_\_

**PSDS/DI**

Tel. Nos: (035)225-2838 / 225-0667/422-7644 (Division Supt's Office); (035) 225-1622 (CID); (035) 225-1623 (Legal Section);  
 (035)225-8180 (SGOD); (085) 422-7643 (Cash Section); (035) 422-8511 (Planning Section); (035) 225-8987 (Record's Section);  
 (035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2376 (Guard/Medical/Dental Sections);  
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**DISTRICT CONSOLIDATED DEVELOPMENT PLANS/NEEDS**  
**PRINCIPAL/HEAD TEACHER/TEACHER IN-CHARGE**  
**DISTRICT: \_\_\_\_\_**

PRINCIPAL/HEAD TEACHER/TEACHER IN-CHARGE	MALE	FEMALE	TOTAL
ELEMENTARY			
JUNIOR HIGH SCHOOL			
SENIOR HIGH SCHOOL			

WEAKNESSES	DEVELOPMENT NEEDS	Suggested Developmental Interventions or Seminars/Trainings/ Workshops	No. of Respondents

Submitted & Verified by:

\_\_\_\_\_

PSDS/DI

Tel. Nos: (035)225-2838 / 225-0867/422-7844 (Division Supt's Office); (035) 225-1622 (CID); (035) 225-1623 (Legal Section);  
 (035)225-6190 (SGOO); (035) 422-7843 (Cash Section); (035) 422-8511 (Planning Section); (035) 225-8987 (Record's Section);  
 (035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2376 (Guard/Medical/Dental Sections);  
 (035) 225-7012 (Educ. Facilities Section); (035) 225-1840 & (035) 225-1840 (Acct. Budget Section); (035) 422-3921 (Supply Section)



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**DISTRICT CONSOLIDATED DEVELOPMENT PLANS/NEEDS**  
**NON-TEACHING PERSONNEL**

DISTRICT: \_\_\_\_\_

NON-TEACHING PERSONNEL	MALE	FEMALE	TOTAL
ELEMENTARY			
JUNIOR HIGH SCHOOL			
SENIOR HIGH SCHOOL			

WEAKNESSES	DEVELOPMENT NEEDS	Suggested Developmental Interventions or Seminars/Trainings/ Workshops	No. of Respondents

Submitted & Verified by:

\_\_\_\_\_

PSDS/DI

Tel. Nos: (035)225-2838 / 225-0667/422-7644 (Division Supt's Office); (035) 225-1622 (CID); (035) 225-1623 (Legal Section);  
 (035)225-6180 (SGOD); (035) 422-7643 (Cash Section); (035) 422-8511 (Planning Section); (035) 225-0987 (Record's Section);  
 (035) 422-5263 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2376 (Guard/Medical/Dental Sections);  
 (035) 225-7612 (Educ. Facilities Section); (035) 225-1640 & (035) 225-1640 (Acct. Budget Section); (035) 422-3921 (Supply Section)