



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

**DIVISION MEMORANDUM**  
**No. 212, s. 2025**

**MAY 30 2025**

**2- DAY TRAINING AND SEMINAR FOR DIVISION PAYROLL UNIT:  
UPSKILLING IN MICROSOFT EXCEL, ALTERNATE LOAN VERIFICATION,  
AND DIVISION PAYROLL OPERATIONS**

**To:** Schools Division Superintendent  
Assistant Schools Division Superintendent  
Administrative Officer V, Administrative Officer IV  
SDO Payroll Unit  
All Others Concerned

1. In line with the downloading of the payroll processing to the Schools Division Offices, the **Division Payroll Unit** shall conduct a 2-day Training and Seminar on **June 26-27, 2025**, at **Mansion Garden Hotel, Subic Bay Freeport Zone**.
2. This activity aims to:
  - 2.1 enhance proficiency in Microsoft Excel functions and tools relevant to payroll management.
  - 2.2 train and designate alternate loan verifiers to ensure continuity and efficiency in loan verification processes.
  - 2.3 review and clarify existing work assignments and identify areas for improvement.
  - 2.4 discuss and plan for the smooth implementation of payroll downloading to the division level.
  - 2.5 strengthen teamwork, communication, and operational readiness of the Payroll Unit.
3. The participants to this activity are the Schools Division- Administrative Officer V (Facilitative), Administrative Officer IV (HRMO), Administrative Officer II, Administrative Assistant III, Administrative Assistant II, Administrative Aide VI, Administrative Aide I of Payroll Unit. Attached is the complete List of Names of Participants and Program Matrix for reference. Participants are required to bring laptop and extension cord.
4. Expenses relative to the conduct of this activity shall be charged against Division MOOE fund subject to the usual accounting and auditing rules and regulations.



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

5. Enclosed are the training matrix and list of participants for reference.
6. This Memorandum also serves as travel order of the participants.
7. Wide dissemination of this Memorandum is desired.

**CAROLINA S, VIOLETA, EdD, CESO V**  
Schools Division Superintendent

Enclosure as stated  
Ad1/ad3 ✓





Republic of the Philippines  
**Department of Education**  
 REGION III  
 SCHOOLS DIVISION OFFICE OF BATAAN

## PROGRAM MATRIX

Time	Activity	
<b>Day 1</b>		
7:45-8:00 am	Arrival of Participants Registration	
8:00-8:10 am	Opening Program National Anthem Prayer	<b>CELINA M. PEÑA</b> Administrative Assistant III
8:10-8:30 am	Opening Message Inspirational Message	<b>ARMANDO C. CAPILI, EdD</b> Assistant Schools Division Superintendent <b>CAROLINA S. VIOLETA, EdD, CESO V</b> Schools Division Superintendent
8:30-12:00 pm	<b>Microsoft Excel for Payroll Management</b> (formulas, pivot tables, data validation, reports)	<b>JUMEL V. CARAIG</b> Administrative Assistant III
12:00-1:00 pm	<b>LUNCH BREAK</b>	
1:00-4:00 pm	<b>Advanced Excel Workshop</b> (Hands-on Training)	<b>JUMEL V. CARAIG</b> Administrative Assistant III
4:00-5:00 pm	<b>OPEN FORUM</b>	
<b>Day 2</b>		
8:00-9:30 am	Loan Verification Process Improvement and Training of Alternates	<b>CELINA M. PEÑA</b> Administrative Assistant III
9:30-12:00 pm	Work Assignment Reviews and Re-alignment Workshop	<b>JOBELLE S. ANTONIO</b> Administrative Officer II
12:00-1:00 pm	<b>LUNCH BREAK</b>	
1:00-3:00 pm	<b>Orientation on the Payroll Downloading Process</b> (system walkthrough, guidelines, Q&A)	<b>CELIA B. QUIROZ &amp; DONABEL I. MARIANO</b> Administrative Assistant III
3:00-5:00 pm	Closing Program, Commitment Setting, and Awarding of Certificates	<b>JOBELLE S. ANTONIO</b> Administrative Officer II



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

Enclosure to Division Memorandum No. \_\_\_\_, s. 2025

**2-DAY TRAINING AND SEMINAR FOR DIVISION PAYROLL UNIT:  
UPSKILLING IN MICROSOFT EXCEL, ALTERNATE LOAN VERIFICATION,  
AND DIVISION PAYROLL OPERATIONS**

**LIST OF PARTICIPANTS**

Name	Position
CAROLINA S. VIOLETA, EdD, CESO V	Schools Division Superintendent
ARMANDO C. CAPILI, EdD	Assistant Schools Division Superintendent
PILAR C. IGNACIO	Administrative Officer V
MA. LIZA A. MANUEL	Administrative Officer IV
JOBELLE S. ANTONIO	Administrative Officer II
CELIA B. QUIROZ	Administrative Assistant III
DONABEL I. MARIANO	Administrative Assistant III
JUMEL V. CARAIG	Administrative Assistant III
ABRAHAM S. TRIA	Administrative Assistant III
CELINA M. PEÑA	Administrative Assistant III
MARIA PATRICIA R. CONSTANTINO	Administrative Assistant III
MAE ANN O. RODRIGUEZ	Administrative Assistant II
JOHN LOUISE R. OLMO	Administrative Aide VI
HEIDEE P. BERNAL	Administrative Aide IV
KIMBERLY SHEEN D. OROZCO	Administrative Aide I