



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

JUN 23 2026

DIVISION MEMORANDUM
No. 291, s. 2026

TRAINING-WORKSHOP ON RECORDS MANAGEMENT, MS OUTLOOK NAVIGATION, CANVA SKILLS, AND TEAM BUILDING FOR DIVISION PAYROLL SERVICES UNIT PERSONNEL

To: Schools Division Superintendent
Assistant Schools Division Superintendent
Unit Heads
Division Payroll Services Unit Personnel
All Others Concerned

1. Pursuant to the continuing efforts of the Schools Division Office of Bataan to enhance organizational effectiveness and improve service delivery, a Training-Workshop on Records Management, MS Outlook Navigation, Canva Skills, and Team Building for Division Payroll Services Unit (DPSU) Personnel shall be conducted on **June 29 to July 1, 2026** at a venue to be announced.
2. The activity aims to:
 - a. improve records management practices;
 - b. enhance skills in using MS Outlook for official communication;
 - c. develop basic Canva skills for creating payroll-related materials; and
 - d. strengthen teamwork, collaboration, and workplace relationships among DPSU personnel.
3. Participants to this activity are **the thirteen (13) personnel of the Division Payroll Services Unit (DPSU)** as reflected in Enclosure No. 2.
4. The three-day training workshop will cover Records Management, Proper Filing and Safekeeping of Payroll Documents, MS Outlook Navigation and Email Management, Effective Workplace Communication, Canva Skills Development, Action Planning, and Team Building Activities. The detailed program of activities is attached as Enclosure No. 1.



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5. Expenses relative to meals and accommodation shall be charged against Division MOOE, subject to the usual accounting, auditing, budgeting, and procurement rules and regulations.
6. This Memorandum also serves as Authority to Travel of all the participants.
7. Attendance and active participation of all concerned personnel are hereby enjoined.
8. For information and guidance.


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

To be indicated in the Perpetual Index
under the following subjects:
PAYROLL TRAINING- DPSU

Ad6/Ad1/S1



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Enclosure No. 1

TRAINING MATRIX
Training-Workshop on Records Management, MS Outlook Navigation, Canva Skills, and Team Building for Division Payroll Services Unit Personnel

Time	Activity	Person/s Involved
DAY 1		
7:00 AM – 8:00 AM	Registration and Check-in	TWG
8:00 AM – 8:30 AM	Opening Program	Heidee P. Bernal
8:30 AM – 8:45 AM	Training Overview and Expectations Setting	Jobelle S. Antonio
8:45 AM – 9:00 AM	Inspirational Message	Pilar C. Ignacio
9:00 AM – 10:00 AM	Team Building Activity 1	Heidee P. Bernal
10:00 AM – 10:15 AM	Health Break	
10:15 AM – 12:00 NN	Session 1: Fundamentals of Records Management	John Louise R. Olmo
12:00 NN – 1:00 PM	Lunch Break	
1:00 PM – 2:30 PM	Session 2: Proper Filing and Safekeeping of Payroll Documents	John Louise R. Olmo
2:30 PM – 3:00 PM	Workshop Activity	John Louise R. Olmo
3:00 PM – 3:15 PM	Health Break	
3:15 PM – 5:00 PM	Team Building Activity 2	Heidee P. Bernal
6:00 PM – 7:00 PM	Dinner	
7:00 PM – 9:00 PM	Fellowship Night / Group Activities	DPSU Team
DAY 2		
7:00 AM – 8:00 AM	Breakfast	
8:00 AM – 10:00 AM	Session 3: MS Outlook Navigation and Email Management	Anthony Glenn P. Gacutan
10:00 AM – 10:15 AM	Health Break	
10:15 AM – 12:00 NN	Hands-on Activity on MS Outlook	Anthony Glenn P. Gacutan
12:00 NN – 1:00 PM	Lunch Break	
1:00 PM – 2:30 PM	Session 4: Effective Workplace Communication	Abraham S. Tria
2:30 PM – 3:00 PM	Group Workshop	Abraham S. Tria
3:00 PM – 3:15 PM	Health Break	
3:15 PM – 5:00 PM	Team Building Activity 3	Heidee P. Bernal
6:00 PM – 7:00 PM	Dinner	
7:00 PM – 9:00 PM	Socials and Team Presentation	DPSU Team
DAY 3		
7:00 AM – 8:00 AM	Breakfast	
8:00 AM – 10:00 AM	Session 5: Canva for Payroll Personnel	Anthony Glenn P. Gacutan
10:00 AM – 10:15 AM	Health Break	
10:15 AM – 11:30 AM	Canva Workshop and Output Presentation	Anthony Glenn P. Gacutan
11:30 AM – 12:00 NN	Action Planning	Jobelle S. Antonio
12:00 NN – 1:00 PM	Lunch Break	
1:00 PM – 3:00 PM	Evaluation and Open Forum	Jobelle S. Antonio
3:00 PM – 5:00 PM	Team Building Activity 4	Heidee P. Bernal
05:00 PM	Departure	



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Enclosure No. 2

LIST OF PARTICIPANTS

No.	Name	Position
1	PILAR C. IGNACIO	Administrative Officer V
2	JOBELLE S. ANTONIO	Administrative Officer II
3	CELIA B. QUIROZ	Administrative Assistant III
4	ANTHONY GLENN P. GACUTAN	Administrative Assistant III
5	JUMEL V. CARAIG	Administrative Assistant III
6	ABRAHAM S. TRIA	Administrative Assistant III
7	MARIA PATRICIA R. CONSTANTINO	Administrative Assistant III
8	MAE ANN O. RODRIGUEZ	Administrative Assistant III
9	RICHELLE ANN M. DE LEON	Administrative Assistant II
10	MARICON H. HIPOLITO	Administrative Assistant II
11	JOHN LOUISE R. OLMO	Administrative Aide VI
12	HEIDEE P. BERNAL	Administrative Aide IV
13	KIMBERLY SHEEN D. OROZCO	Administrative Aide I



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