



Republic of the Philippines  
**Department of Education**

Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

**Office of the Schools Division Superintendent**

**16 July 2021**


Division MEMORANDUM

No. 325, s. 2021

To : ALL Division Personnel

**PERSONAL FINANCIAL MANAGEMENT FOR MEN AND WOMEN  
 NON-TEACHING PERSONNEL OF DEPED-SURIGAO DEL SUR**

1. Pursuant to the provisions of the **Republic Act No. 10922** or the Economic and Financial Literacy Act of 2016, the Department of Education (DepEd) issued the Financial Education Policy through DepEd Order No. 022, s. 2021.
2. In this light, the Schools Division of DepEd Surigao del Sur shall conduct a capacity building activity on **Financial Literacy** for the men and women Non-Teaching Division Personnel on **26 July 2021 (Monday), 8:00 A.M. to 05:00 P.M. via Zoom Meeting** (ID: 911-900-8888).
3. All division personnel, including those work from home arrangement, are required to attend the aforementioned activity and must read on the slide deck presentations that can be found here in preparation for the Open Forum: **<https://tinyurl.com/FinLitNT2021>**
4. There will be a **Pre-Work Meeting** of the Program Management Team on **21 July 2021 (Wednesday), 3:00 P.M. via Google Meet**.
5. For your guidance and action. Immediate and widest dissemination of this Memorandum is desired.

  
**JOSITA B. CARMEN, CESO V**  
 Schools Division Superintendent

Enclosure: (1) Program Matrix; (2) Program Management Team

Reference/s: as stated

To be indicated in the Perpetual Index  
 under the following subjects:

FINANCIAL LITERACY      EMPLOYEE WELFARE      GAD

JPS/DM-PERSONAL FINANCIAL MANAGEMENT FOR MEN AND WOMEN NON-TEACHING PERSONNEL OF DEPED-SURIGAO DEL SUR

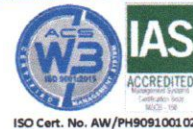
325 / July 16, 2021



📍 Balilahan, Mabua, Tandag City, Surigao del Sur, 8300  
 ☎ (086) 211-3225  
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Date: 4/22/2021

Version: V5



ISO Cert. No. AW/PH9091001.02

DC No: I-OSDS-002



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 Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

Enclosure 01 of Division Memorandum No. 325, s. 2021

**PROGRAM MATRIX**

**26 July 2021 (Monday)**

<b>Date/Time</b>	<b>Topic/Activity</b>	<b>Responsible Person/s</b>
07:30 – 08:00 A.M. (30 mins.)	<b>Registration</b>	<b>ERLYN G. MANGADLAO</b> Education Program Specialist II - HRD
08:00 - 08:45 A.M. (45 mins.)	<b>Preliminaries</b>	
	- Prayer	<b>CLAIRE ANNE P. GONZAGA</b> Librarian I
	- Philippine National Anthem	<b>MARVIN G. MINGUILLAN</b> Information Technology Officer
	- Opening Remarks	<b>GILBERT L. GAYRAMA, CESE</b> OIC-Office of the Assistant Schools Division Superintendent
	- Inspirational Message	<b>JOSITA B. CARMEN, CESO V</b> Schools Division Superintendent
	- Statement of Purpose	<b>ELVIRA S. URBIZTONDO, PhD</b> SGOD Chief Education Supervisor
	- House Rules - Acknowledgement of Participants	<b>ERLYN G. MANGADLAO</b> Education Program Specialist II – HRD
08:45 – 10:15 A.M. (1 hour and 30 mins.)	<b>PFMNP Session 1:</b> The Importance of Financial Literacy	<b>ENGR. MANUEL S. YPARRAGUIRRE JR., ECE, AFP</b> Senior Marketing Director- IMG
10:15 – 10:30 A.M. (15 minutes)	<b>SNACK AND HEALTH BREAK</b>	
10:30 – 12:00 A.M. (1 hour and 30 mins.)	<b>PFMNP Session 2:</b> Key Financial Concepts of Financial Literacy	<b>ENGR. MANUEL S. YPARRAGUIRRE JR., ECE, AFP</b> Senior Marketing Director- IMG
12:00 – 1:00		



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P.M. (1 hour)	<b>LUNCH BREAK</b>	
01:00 – 01:30 P.M. (30 mins.)	<b>Management of Learning</b>	<b>LIEU GEE KEESHIA C. GUILLEN</b> Project Development Officer II
01:30 – 03:00 P.M. (1 hour and 30 mins.)	<b>PFMNP Session 3:</b> How to make an Action Plan for Financial Goals	<b>ENGR. MANUEL S. YPARRAGUIRRE JR., ECE, AFP</b> Senior Marketing Director- IMG
03:00 – 03:15 P.M. (15 mins.)	<b>SNACK AND HEALTH BREAK</b>	
03:15 – 04:15 P.M. (1 hour)	<b>OPEN FORUM</b>	<b>ENGR. MANUEL S. YPARRAGUIRRE JR., ECE, AFP</b> Senior Marketing Director- IMG
04:15 – 05:00 P.M. (45 mins.)	<b>Impression</b>	<b>GLEE CRIS S. URBIZONDO</b> Project Development Officer I
	<b>Challenge</b>	<b>JOVIXSON B. DALURA</b> Administrative Officer II
	<b>Closing Remarks</b>	<b>CELSA A. CASA, PhD</b> CID Chief Education Supervisor
	<b>Closing Prayer</b>	<b>KARA MAY P. PARADERO</b> Administrative Assistant III

Host:  
**MARY LUZ B. ADVINCULA-NIERE**  
 Senior Education Program Specialist  
 Human Resource and Development



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