



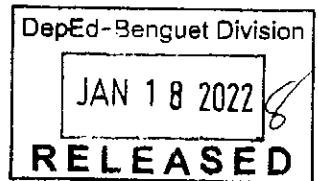
Republic of the Philippines
Department of Education
Schools Division of Benguet

DIVISION MEMORANDUM
 NO. 17 s.2022

January 17, 2022

CONDUCT OF DIVISION INDUCTION AND ONBOARDING SESSIONS FOR
 NEWLY HIRED/PROMOTED ADMINISTRATIVE OFFICERS II

TO: Public Schools District Supervisors/District Coordinating Principals
 Elementary and Secondary School Heads
 Newly Appointed Administrative Officers II
 All Others Concerned



- The SDO through the Personnel Section in collaboration with Admin, Finance, Supply and BAC will be conducting Face-to-Face Induction and Onboarding sessions on January 20-21, 2022 at the Adivay Hall.
- This activity primarily aims to:
 - help employees in their new positions anchored to the DepEd's Mission, Vision, Strategic goals, and priorities;
 - help them understand the performance expectations for their new job; and
 - help employees reach those performance expectations.
- Participants are the twenty four (24) newly appointed Administrative Officers II for created items in 2020 and 2021, identified below:

| 2020 | 2021 |
|--------------------------|-----------------------|
| 1. CHRISTINE DAMOSLOG, | 1. IDE LIWANEN |
| 2. JANITH IARUAN | 2. ELSA BAGLAO |
| 3. JENNILYN ALFREDO | 3. JACQUELINE BALWANG |
| 4. MERCY ROSE PANGESFAN | 4. LALYN BARCENA |
| 5. ANFE CALAPEN | 5. ZENaida PANAYO |
| 6. LIZELLE LUPANTE | 6. JOVELYN SUCLAD |
| 7. TWINKLE ASUDERA | 7. ARMACITA HONORIO |
| 8. BEVERLY SHANE BERTING | 8. GERALD LEGANIO |
| 9. NOVELYN ASIONG | 9. HAZEL KITONGAN |
| 10. PURIZA AGUINDANG | |



Address: Wangal, La Trinidad, Benguet
 Telephone Number: (074) 422-6570
 Email: benguet@deped.gov.ph
 Facebook Page: DepEd Tayo Benguet





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| | 10. GERALDINE CONCEPCION 11. DESHEL WAYAN 12. ELMA PULQUISO 13. CHARLINE BALAHYAS 14. JANRY POLON |
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All participants are required to observe health protocols (wearing of facemask is necessary).

- Lunch for 2 days shall be charged against the Division MOOE while travel and other incidental expenses incurred by the participants shall be charged against local funds (School MOOE) subject to the usual accounting and auditing rules and regulations. Snacks for the 2 -day activity shall be borne by each participant.
- Immediate and wide dissemination of this memorandum is desired.


GLORIA B. BUYA-AO
Schools Division Superintendent



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Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph
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