



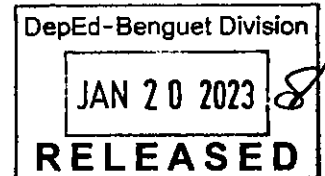
Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

January 20, 2023

DIVISION MEMORANDUM

No. 25, 52023

TO: Office of the Schools Division Superintendent
School Governance and Operations Division
Curriculum Implementation Division
Public Elementary and Secondary School Heads
All Others Concerned



SUBJECT: **PARTICIPANTS TO THE CONDUCT OF NON-TEACHING ONBOARDING PROGRAM UNDER 2023 PROFESSIONAL DEVELOPMENT INTERVENTIONS FOR NON-TEACHING PERSONNEL**

1. In order to ensure that all newly hired and promoted Administrative Officer II in the Schools Division of Benguet are acclimatized to their new work environment, integrate into the organization's culture, and become effective and productive contributors in the Department's VMV and goals for Sulong Edukalidad; this office enjoins all identified participants (Enclosure 1) to attend the five days Non-Teaching Onboarding Program.
2. This will be a blended activity with two separate schedules. The face to face onboarding will take place at ATI-CAREMPCO, BSU Compound, km5, La Trinidad Benguet on January 23 to 25, 2023 from 8:00 A.M. – 5:00 P.M., and will resume virtually on January 30 and 31, 2023 using either ZOOM or Google Meet platform.
3. All participants are requested to bring with them their signed and approved travel orders during the face to face schedule.
4. All participants are also required to submit their Re-Entry Action Plan (Enclosure 2) to their immediate supervisors after the conduct of the activity.
5. Transportation shall be chargeable against local funds, while meals and snacks shall be chargeable against Division MOOE fund for non-teaching subject to the usual accounting and auditing rules and regulations.
6. For immediate and widest dissemination.


GLORIA B. BUYA-AO
Schools Division Superintendent

SGOD/LBA/hrds/xdk



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

Enclosure 1. PARTICIPANTS TO THE CONDUCT OF NON-TEACHING ONBOARDING PROGRAM UNDER 2023 PROFESSIONAL DEVELOPMENT INTERVENTIONS FOR NON-TEACHING PERSONNEL

January 23, 2023 Participants

DISTRICT	SCHOOL	NAME
Itogon I	Tuding ES	IDE A. LIWANEN
La Trinidad	Alno-Kadoorie ES	ELSA O. BAGLAO
La Trinidad	Bekel ES	JACQUELINE B. BALWANG
Itogon II	Laurencio Fianza NHS-Bantic	LALYN M. BARCENA
La Trinidad	Ambiong ES	ZENAIDA B. PANAYO
Kapangan	Datakan Integrated School	JOVELYN G. SUCLAD
La Trinidad	Pico Elementary School	ARMACITA A. HONORIO
Itogon II	Balatoc ES	GERALD D. LEGANIO
Itogon I	Loacan ES	HAZEL P. KITONGAN
Mankayan	Mankayan CS	GERALDINE D. CONCEPTION
Buguias	Loo ES	DESHEL M. WAYAN
La Trinidad	Tawang ES	ELMA DAGUIOA PULQUISO
Buguias	Abatan ES	CHARLINE T. BALAHYAS
Tublay	Paoad ES	JANRY S. POLON
La Trinidad	Don Pulas ES	NOVELYN ASIONG
La Trinidad	Puguis ES	CHRISTINE DAMOSLOG
La Trinidad	Lubas ES	PURIZA AGUINDANG
Itogon I	Ucab ES	LIEZLE LUPANTE
La Trinidad	Tacdian ES	BEVERLY SHANE BERTING
Mankayan	Lepanto ES	ANFE CALAPEN
La Trinidad	Buyagan ES	JANITH LARUAN
Itogon II	Virac IS	TWINKLE ASUDERA
La Trinidad	Balili ES	JENNILYN ALFREDO
La Trinidad	La Trinidad CS	MERCY ROSE PANGESFAN

January 23-25, 2023 Participants

DISTRICT	SCHOOL	NAME
Atok	Beckes Pol-oc PS	VERONICA B. KISMOD
Atok	Bonglo ES	LIBINA A. SARAC
Atok	Boslang ES	CHIN-CHIN MEL C. COBCOBO
Atok	Calasipan ES	MARYLOU S. MAGSIANO
Atok	Celo Haight ES	MARY ANN B. DIGMAYO
Atok	Dalmacio Miguel PS	CAROLINE P. POSAYEN
Atok	Filomena P. cating ES	RHESA A. DOMERIS



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Atok	Mauro P. Laruan ES	SHIRLYN I. ZAPARITA
Atok	Oyusan PS	HAZEL C. EVASCO-BAGAYAO
Atok	Topdac ES	ELVIRA D. BESIC
Bakun	Cabutotan ES	JANET C. ALUYEN
Bakun	Lamew ES	SKYE B. ABYADANG
Bakun	Labinio-Mariano ES	KEZEL JOY D. PULQUISO
Bakun	Bagtangan ES	CHERRYL MAE S. LAURIAN
Bakun	Bagu ES	BEVERLY L. PONGDAD
Bakun	Bakun CS	HAZEN LYN B. TALBINO
Bakun	Cadsi Amoy ES-M ain	JENNY S. BEGAWEN
Bakun	Bulisay ES	SABENA B. BAGNISEN
Bakun	Tingbaoen-Galisen ES	MONALIE B. OLDICO
Bakun	Nagawa ES	LEONIDA DEL-AMEN
Bakun	Tanas ES	LOUELLA Q. PIMENTEL
Bakun	Talbino ES	JANICE S. BAWAS
Bakun	Barbarit PS	DENAVE P. CAYAT
Bakun	Batanes PS	BEVERLYN P. GUINYAWAN
Bakun	Yugo-Bantaes ES	MICHAEL C. BILAYAN
Bakun	Masalin Primary School	LYNNIE ANN D. CABATAN
Bakun	Palidan Integrated School	RECHELLE G. FIANZA
Bokod	Poodan ES	ALDA L. BALASO
Bokod	Karao Tribe ES	GISELA D. BENCIO
bokod	Akbot Alicnas ES	ROMEA A. PATERNO
Bokod	Ambangeg ES	JULIET M. CASIMERO
Bokod	Karao ES	FLORENCE B. ERICO
Bokod	Kawal ES	JENETHZ C. DE LOS SANTOS
Bokod	Alfredo P. Chanao ES	JOANA E. DURANTE
Bokod	Otbong PS	ERMELINDA D. PABLO
Bokod	Celo Doni PS	MARK CHRISTIAN A. MACKAY
Bokod	Bunagan ES	GEMMA T. BASATAN
Bokod	Ambayec PS	ERROL D. ALICO
Bokod	Bawempeta PS	ROGIESON P. BASATAN
Buguias	Bayoyo-Lukingan-Awal ES	BERNADITH A. SABO
Buguias	Kimpit PS	SHERWIN H. DINULONG
Buguias	Laduan PS	BERNALYN P. BACASEN
Buguias	Pugo James Mocate ES	ZYRA FAITH D. ROMERO
Buguias	Amlimay Integrated School	FEEVA I. EGSAN
Buguias	Alapang ES	MELGY M. ALFONSO



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Buguias	Bacasen-Wakit ES	NORIEL K. ESPADA
Buguias	Bangsalan-Daganos PS	MONIZA L. GOBI
Buguias	Bekes ES	KRISTY ANN E. MA-ANAO
Buguias	Calamagan PS	JETTERSON T. DAMOSLOG
Buguias	Nabalicong Saltin ES	JANINE A. AWAL
Buguias	Natubleng ES	GRETCHEN O. SIMEON
Buguias	Pan-ayaoan ES	MARICEL R. BANWA
Buguias	Saclalan Sagandoy ES	ALICIA P. BIGO
Buguias	Sinipsip ES	AIZA JANE B. LABUANAN
Buguias	Tin-apan PS	WINEFREDA T. PACULAN
Buguias	Tindo-Bosania ES	AMYLEEN O. GABOL
Buguias	Engay Willie Bay-an (Kayang) PS	MARICHELE G. OLA-O
Buguias	Cayapas Integrated School	CHARISH P. WACLIN
Buguias	Bad-ayan IS	JHONTON L. CAMTI
Itogon I	Baguio Gold ES	GARY B. FRONDARINA
Itogon I	Binga ES	JERMILYN D. SAB-IT
Itogon I	Liang PS	RYAN GEORGE A. SIANO
Itogon I	Midas ES	LORENA A. SANCHEZ
Itogon I	Jose F. Opiles ES	CARMEL B. SIONG
Itogon I	Saybuan PS	ALVIN P. BALBINES
Itogon II	Banget ES	DYESEBEL C. MOKYAT
Itogon II	Dalicno ES	JESSICA D. DEO
Itogon II	Goldfield ES	JOAN D. PADOPAD
Itogon II	Lab-ang Com. Sch.	SHEILA A. PALENG
Itogon II	Tabu ES	VIVIAN D. KIDANGE
Itogon II	Daynet ES	MARITES B. OLANOS
Kabayan	Mongoto ES	JANELYN G. BUGNAY
Kabayan	Tinaleb ES	DAPHNE ANGELICA N. ESPARA
Kabayan	Adaoay ES	NORMELYN M. SUAYA
Kabayan	Anchokey PS	MARJO ANN M. DICTAG
Bokod	Alberto Cuilan Mem. School	EWALD P. AGUSTIN
Kabayan	Asokong Pacso ES	SOFIA K. OGNASE
Kabayan	Bashoy ES	NIKKI M. TOBIAS
Kabayan	Kabayan Bo. ES	NARCISA D. DIAUS
Kabayan	Kabayan CS	HEIDI A. ALVAREZ
Kabayan	Tawangan ES	MARITES A. DIMOT
Kabayan	Mt. Pulag ES	FRANCOIS A. BAYAS
Kabayan	Lebeng PS	ROMARIKO A. DEMOT



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Kapangan	Laoangan Bo. Sch.	JULITO L. BELINO
Kapangan	Liblibeng Bo. Sch.	ALONA T. TARCELO
Kapangan	Toplac Bo. Sch.	MARK LEWELL R. MANUYAG
Kapangan	Ampongot ES	MERIAM C. DAO-AYEN
Kapangan	Balakbak ES	ELLYN M. BEGAWEN
Kapangan	Beleng-Belis Barrio School	FEBRA P. CANUTO
Kapangan	Catiaoan Barrio School	MANILYN O LAOYAN
Kapangan	Cuba Bo. Sch.	JONNA D. OWAO
Kapangan	Gadang ES	PRECIOUS S. BANIWAS
Kapangan	Longboy ES	JAMILLA B. MORRIS
Kapangan	Pakawan Barrio School	JORDAN G. MENDOZA
Kapangan	Paykek ES	CHRISTLYN S. MADALINO
Kapangan	Pudong ES	JIGIE B. BASILIO
Kapangan	Sagubo ES	FREDA E. PACLOS
Kibungan	Batangan Elementary School	NOVIE O. PATANGAN
Kibungan	Camilo Lucaben ES	FERIBIC L. SACLA
Kibungan	Lanipew Bo. Sch.	MYLENE T. GUALDO
Kibungan	Enrique Jose ES	MARY GRACE P. DAO-ANIS
Kibungan	Napsong Bo. Sch.	ELIZA VING L. PASCADEN
Kibungan	Pakpakitan ES	ISABEL F. DARWIN
Kibungan	Polis Barrio School	JONALYN D. GAPAD
Kibungan	Es-esa Soblino Alodos ES (Tacadang)	GERLY B. ACDANG
Kibungan	Sapdaan PS	JENNY BELLE B. NGAYAAN
Kibungan	Sagpat Integrated School	CLARIN C. CUYAN
La Trinidad	Balukas ES	JOSAN L. SAGANTIYOC
La Trinidad	Bodiweng ES	JONIELYN P. TAYABAN
La Trinidad	Longlong ES	JULIE ANN B. SORIANO
La Trinidad	Pagal ES	GREG F. GARCIA
La Trinidad	Wangal ES	GENEVIEVE A. YOG-A
Mankayan	Am-am ES	LILIAN A. CARPIO
Mankayan	Ampuntoc PS	BERLYN GRACE C. QUINUAN
Mankayan	Colalo ES	ELVIRA G. GALMOTE
Mankayan	Guiweng PS	HELEN N. ALISO
Mankayan	Guinaoang ES	RHEA DIANNE D. BINOMNGA
Mankayan	Las-igan ES	ELEONOR P. ANGYATAO
Mankayan	Mantiyeng PS	JAKE D. BATTATENG



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Mankayan	Marivic ES	JULIENE C. DIAZ
Mankayan	Palatong ES	ERFINIA B. TOLAWAN
Mankayan	Taneg PS	LARIAN N. SAGAYO
Mankayan	Sayapot PS	LOMIBA F. SAKIWAT
Sablan	Omas Ampaguey ES	SHIRLYNE GAY G. JOSEPH
Sablan	Bayabas ES	LOUIE GINA E. WAJ-CHINA
Sablan	Jose Gonzales ES	ZENY B. PACIO
Sablan	Michael G. Angel ES	ELRODIZA M. BAUTISTA
Sablan	pappa MG School	LORRAINE C. SUMALE
Sablan	Yabyabuan MG School	MARCIANO P. MARCOS
Tuba	Tagadi Housing ES	REBECA J. VISAYA
Tuba	Batuan ES	ISHMAEL AARON B. BISMONTE
Tuba	Camp 4 ES	ANNABEL B. DULATRE
Tuba	Indaoac ES	CHARINE S. ABUAN
Tuba	Lubas ES	ANA MAIRIAM K. SANTOS
Tuba	Mariano Sabarino ES	LIEZL M. EUSTAQUIO
Tuba	Miguel Palispis ES	ORBIN P. PEG-ANG
Tuba	Pimmingan ES	DENNY S. MATAAN
Tuba	Poyopoy ES	HARRUEL BRYSE M. CAWAS
Tuba	Besong-Saddle PS	RAFFY B. CALAWA
Tuba	Salpang ES	GWEN B. POCDIHON
Tuba	Sioco Cariño ES	IRESH B. AGSISIYO
Tuba	Taloy Sur ES	DAVE N. BAGTA
Tuba	Torre ES	SHILO ROSE T. SAMDAO
Tuba	Toybongan ES	DIVINE C. ROSANA
Tuba	Tuba Central School	JONALYN C. GAYASO
Tuba	Yagyagan ES	JHUMAR G. CALIM
Tuba	Saguitlang Integrated School	WARREN O. GAERLAN
Tuba	Kiwas IS	KAREEN L. VILLEGAS
Tublay	Albis ES	CHRISTIAN KEITH T. SORIANO
Tublay	Baayan ES	EUFRALYN B. CELINO
Tublay	Balangabang ES	FILLIAN FAITH B. TICQUE
Tublay	Basil ES	CAIVER B. OLAY
Tublay	Langbis PS	KRISSELLE JOY M. OLILA
Tublay	Dorencio ES	KAREN G. OMALIO
Tublay	Pontino ES	JAYFERD T. PULAC
Tublay	Sto. Niño ES	JOCELYN G. JOSE
Tublay	Tublay Central ES	SHARMAINE M. GAWIDAN



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Enclosure 2. PARTICIPANTS TO THE CONDUCT OF NON-TEACHING ONBOARDING PROGRAM UNDER 2023 PROFESSIONAL DEVELOPMENT INTERVENTIONS FOR NON-TEACHING PERSONNEL

	Republic of the Philippines Department of Education Cordillera Administrative Region SCHOOLS DIVISION OF BENGUET RE-ENTRY ACTION PLAN (REAP)		Document No.:	SDO-BENG-OP-EGOD-HRO-034
			Revision No.:	01
			Name of Office/ Position Title	SGOD-HRO
			Effective Date:	January 24, 2024

CONTROL NUMBER: _____

To Ensure that learning gained from the development interventions(s) will be integrated and applied following Key Result Areas of position and designation handled. This mechanism is a proactive process that will provide avenue to subordinate and supervisor to discuss and agree on what has been gained / learned and how it shall be applied at work.

Name: _____ Position / Designation: _____

Section / Unit/ School: _____ Office / Division/ District: _____

Sex: _____ Contact Number: _____

Title of Training Attended: _____

Training Agency / Organization : _____

Duration of the Training: _____

RE-ENTRY ACTION PLAN

A. Workplace Development Objectives (Based on your Position Competency Profile objectives and / or DepED Y11V)

B. Situation (Describe current situation – problem / opportunity – in your workplace that you need to address through your REAP)

REAP Title: _____

- A. REAP Objectives (at least 3)
- B. Responsible Person(s)
(Identify all that are significantly involved in accomplishing this plan – e.g. committees)
- C. Date of Implementation
- D. Budgetary Requirements
(Include budgetary source and table of item breakdown)
- E. Expected Outputs of the Action
- F. Expected Beneficiaries
- G. Success Indicators
(Identify indicators that you may use to determine that the action you will implement will be considered a success)

Prepared by: _____

Noted by: _____
 Immediate Supervisor



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Enclosure 3. PARTICIPANTS TO THE CONDUCT OF NON-TEACHING ONBOARDING PROGRAM UNDER 2023 PROFESSIONAL DEVELOPMENT INTERVENTIONS FOR NON-TEACHING PERSONNEL

TRAINING MATRIX

Day 1	8:00 AM to 8:30 AM	Registration	
	8:31 AM to 8:59 AM	Opening program	
	9:00 AM to 10:00 AM	Presentation of Key Result Area; Duties and responsibilities	SUSAN DAWANG AO IV
	10:00 Am to 10:15 AM	Health break	
	10:16 Am to 12:00 PM	Personnel Records	SUSAN DAWANG AO IV
	12:01 PM to 1:00 PM	Lunch break	
	1:01 PM to 2:30 PM	Compensation Benefits	NADIA OSSIC AO III
	2:31 to 3:00 PM	Other HR functions	c/o Personnel Section
	3:01PM to 3:15 PM	Health break	
	3:16 PM to 4:00 PM	Continuation of other HR functions	c/o Personnel Section
4:01 PM to 5:00 PM	Group activity		
Day 2	8:01 AM to 8:30 AM	Registration	
	8:00 AM to 10:00 AM	Finance Matters	FLORINDA PAGOY Accountant III
	10:01 AM to 10:15 AM	Health Break	
	10:31 AM to 12:00 PM	Finance Matters	
	12:01 PM to 1:00PM	Lunch Break	
	1:01PM to 3:15 PM	Social Graces	KENNETH W. KELCHO PDO 1 - YF
	3:15 PM to 3:30 PM	Health break	
	3:31 PM to 5:00PM	Social Graces	
Day 3	8:00 AM to 8:30 AM	Registration	
	8:30 AM to 10:00 AM	RA 6713-Code of conduct and Ethical Standards for public official and Employees	Atty. NOVER SINGGANGAN Legal Officer III
	10:01 Am to 10:15 AM	Health break	
	10:16 AM to 12:00 PM	Wellness in the Workplace	
	12:01 PM to 1:00 PM	Lunch Break	



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	1:01PM to 5:00 PM	Supply Matter	FLORABEL BALANON AO IV – Supply Officer
Day 4	8:30 AM to 10:00 AM	Organization policies	GLENN N. DUGUIS AO V
		Government working hours	GLENN N. DUGUIS AO V
	10:30 AM to 12:00 PM	Omnibus rules on leaves	FRANCISCO V. BAGUL-LO JR.
		Personnel benefits	NADIA G. OSSIC AO III
	1:00 PM to 2:00 PM	Financial Literacy	FAYE G. PEPING Bureau of the Treasury
	2:01 PM to 3:00 PM	Fidelity Bonding	JO ANNE Q. PAPA Bureau of the Treasury
	3:30 PM to 5:00 PM	Open forum	
Day 5	8:30 AM to 10:00 AM	IPCRF	
	10:30 AM to 12:00 PM	Writing memorandum and communication	CARMEL F. MERIS Assistant Schools Division Superintendent
	1:00 PM to 2:00 PM	Open forum	PERSONNEL SECTION and all others concerned
	2:01 PM to 3:00 PM		
	3:30 PM to 5:00 PM		



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