



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

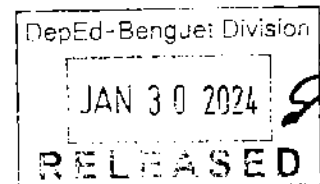
January 29, 2024

DIVISION MEMORANDUM


No. 35 s.2024

**CAPACITY BUILDING AND PLANNING WORKSHOP OF THE HRMPSB
COMMITTEE AND PERSONNEL SECTION**

**TO: Assistant Schools Division Superintendent
HRMPSB Members and Secretariat
Curriculum Implementation Division
Public Schools District Supervisors
Secondary Schools Heads
Administrative Officer II**



1. Inline with the Department of Education's vision to continuously improve itself to better serve its stakeholders, the identified participants (Annex A) will be conducting capacity building and workshop to integrate data from the old leave ledger system to the newly created leave ledger system. This workshop will also raise awareness about process sustainability and improvement in the workplace and explore solutions for promoting digitization on the ledger of personnel towards 2016 to facilitate the involved processes. The workshop activity provides opportunity to learn advanced Excel to be applied in the various processes not only in the personnel section.
2. The capacity building will be held in Sagada, Mountain Province on February 4-9, 2024.
3. Identified participants are also required to bring with them their laptop.
4. Meals, snacks, and accommodation shall be charged against the Division MOOE or other local funds subject to the usual budgeting, accounting and auditing rules and regulations.
5. Immediate and wide dissemination of and strict compliance to this Memorandum and of the concerned are enjoined.


SALLY L. BANAKEN-ULLALIM CESO V
Schools Division Superintendent



Republic of the Philippines

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Annex A

List of the participants

Name	Position
1. Sally L. Banaken-Ullalim	SDS
2. Samuel T. Egsaen Jr.	ASDS
3. Maricel S. Codimdim	Administrative Officer IV/HRMO
4. Nadia G. Ossic	Administrative Officer III
5. Marty Deion T. Estacio	Administrative Officer II
6. Sheler D. Ramos	Administrative Officer II
7. Janelle N. Sibayan	Administrative Assistant III
8. Filame P. Guilanda	Administrative Aide IV
9. Nelian Joy G. Magciano	Administrative Aide IV
10. Aljen D. Dangsi	Administrative Assistant II
11. Jayson G. Gonzales	Project Development Officer I
12. Jessie D. Mendoza	Administrative Officer II
13. Raffy B. Calawa	Administrative Officer II
14. Twinkle D. Asudera	Administrative Officer II