



Republic of the Philippines  
Cordillera Administrative Region  
Department of Education  
**SCHOOLS DIVISION OF BENGUET**  
Wangal, La Trinidad, Benguet  
Telefax: (074) 422-6570; (074) 422-7501



March 12, 2018

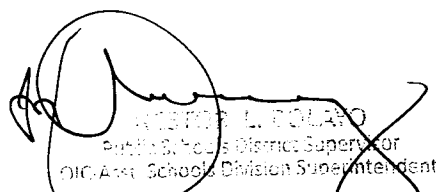
**DIVISION MEMORANDUM**

No. 062 s. 2018

**To: Chief Education Supervisors, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
High School and Elementary School Heads**

MAR 12 2018

**From: for MARIE CAROLYN B. VERANO, CESO VI**  
Schools Division Superintendent

  
MARIE CAROLYN B. VERANO  
Public Schools District Supervisor  
CID Area Schools Division Superintendent

**Subject: DIVISION INDUCTION TRAINING PROGRAM FOR NEWLY HIRED NON-TEACHING PERSONNEL**

1. There will be a three (3) day induction training program on March 21-23, 2018 to be held at the SDO-Adivay Hall, La Trinidad, Benguet.
2. This training primarily aims to ensure that participants will gain deeper Knowledge and Skills on the ff.:
  - a. Code of ethics for Government employees
  - b. Rules Implementing the code of conduct and ethical standards for public offices and employees (RA 6713)
  - c. Basic Communication
  - d. Health and Wellness Program
  - e. Records Management and Customer Service Skills
  - f. Employees benefits and Financial Literacy
  - g. Overview on the RAT program
  - h. Results-Based Performance Management System (RPMS)
3. Participants are the permanent non-teaching personnel.  
**(please see attached List of participants)**
4. Training materials, snacks and lunch for three days will be provided charged against Division MOOE while travel and other incidental expenses of the participants are chargeable to local funds subject to the usual accounting and auditing rules and regulations.
5. Immediate and wide dissemination of this memorandum is desired.

**NEWLY HIRED/ NEWLY PROMOTED AND UNTRAINED NON-TEACHING PERSONNEL**

	<b>NAME</b>	<b>POSITION TITLE</b>	<b>SCHOOL ASSIGNMENT</b>
1	GAYASO, JONALYN	ADAS II	DIV. OFFICE
2	KIBONG, GERALDINE	ADAS II	ITOGON I
3	AQUINO, JOSEPH B.	AA IV	GBDAIS-MAIN, KAPANGAN
4	MONTES, MATHEMAR B.	AA IV	GBDAIS-MAIN, KAPANGAN
5	MATUDAY, CHARITO T.	ADAS IV	GBDAIS-MAIN, KAPANGAN
6	SUCLAD, JOVELYN G.	ADAS II	GBDAIS-MAIN, KAPANGAN
7	QUODALA, KATHLEEN B.	ADAS III	GBDAIS-MAIN, KAPANGAN
8	ARCELO, KAREN G.	ADAS II	TUBLAY DISTRICT
9	WAYAN, DESHEL M.	ADAS III	AMPUSONGAN, BAKUN
10	DURANTE, JOANA E.	ADAS II	LA TRINIDAD, DISTRICT
11	AQUISAN, HEIDI A.	ADAS III	KABAYAN DISTRICT
12	EUSTAQUIO, LIEZL M.	ADAS III	CAMP 30, ATOK
13	PULQUISO, KEZEL JOY D.	ADAS III	BAKUN DISTRICT
14	TAYABAN, JONIELYN P.	ADAS II	LA TRINIDAD DISTRICT
15	SOWAKEN, MARIA SUZETTE V.	ADAS II	LOO NHS, BUGUIAS
16	CATALINA A. LOMASOK	ADAS III	BUGUIAS DISTRICT
17	BELGICA, APRILYN ROSE B.	ADAS III	TUBA DISTRICT
18	ABUAN, CHARINE S.	ADAS III	EVELIO JAVIER, TUBA
19	POLQUISO, ELMA D.	ADAS III	TUBA DISTRICT
20	LAITA, LEONA A.	ADAS II	BAKUN DISTRICT
21	SARAC, LIBINA A.	ADAS III	ATOK DISTRICT
22	SAGAYO, LYRIAN A.	ADAS III	ATOK DISTRICT
23	ANTONIO, BRIGETTE C.	ADAS III	BOKOD DISTRICT
24	BERTING, BEVERLY SHANE A.	ADAS III	KAPANGAN DISTRICT
25	BASILIO, JIGIE B.	ADAS II	KAPANGAN DISTRICT
26	PACULAN, WINEFREDA T.	ADAS III	KIBUNGAN DISTRICT
27	DIOYAN, RICHELLE M.	ADAS II	ITOGON II
28	POCDIHON, QUEN B.	ADAS III	SABLAN DISTRICT
29	SALTIN, ELFIE A.	ADAS II	ITOGON I DISTRICT
30	BAWAS, JANICE S.	ADAS II	BAKUN DISTRICT
31	KITONGAN, HAZEL P.	ADAS II	KIBUNGAN DISTRICT
32	JOSEPH, SHIRLYNE GAY G.	ADAS II	SABLAN DISTRICT
33	LAOYAN, MANILYN O.	ADAS III	BUGUIAS DISTRICT
34	MA-ANAP, KRISTY ANN	ADAS III	BUGUIAS DISTRICT
35	BERTO, ALFONSO JR.	ADAS III	MANKAYAN DISTRICT
36	MACKAY, MARK CHRISTIAN A.	ADAS II	KABAYAN, BENGUET
37	CARINO, GLENFORD B.	ADAS II	TUBLAY, BENGUET
38	JOVEN, JONATHAN C.	ADAS II	TUBLAY, BENGUET
40	BULALIN, STEPHEN	EPS II	SGOD- D.O
41	ESPARA, DAPHNE ANGELICA	ADAS III	BOKOD DISTRICT
42	BALAGOT, JOHN LESTER	ADAS II	SDO-SGOD
43	MA-ANAP, KRISTY ANN E.	ADAS II	DIV. OFFICE
44	DIW-AYAN, EMILY A.	ADAS II	EVELIO NHS-EXTENSION
45	TUBAL, KAREN	Admin. Aide	CRSNHS
46	DEPOA, AVELINA	ADAS III	BOKOD DISTRICT
47	NAWEN, JONNAH	ADAS II	AMPUSONGAN NHS-KAYAPA
48	DOUGLAS, EASTHER	ADAS II	GUINAOANG NHS, MANKAYAN
49	BAGTA, DAVE N.	ADAS II	CRSNHS
50	BALAGOT, LESTER	ADAS II	SGOD- D.O
51	GAVINO, JOYCE B.	Cashier	D.O
52	BABSA-AY, SISA B.	ADAS II	CRSNHS
53	LARUAN, JANITH	ADAS II	OSDS
54	WAKAT, ANGELICA	Admin. Aide	SUPPLY OFFICE
55	CURA, JENNALYN	ADAS II	Div. Office
56	CADUNGOG, VIMA	ADAS II	Div. Office
57	TOBIAS, NIKKI	ADAS II	Kabayan District
58	ELLIO, LUCYL	ADAAS II	Atok, District
59	BALWANG, JACQUELINE	ADAS 11	La Trinidad NHS
60	BRYLEN A. MORESTO	SEPS-HRDS	Div. Office
61	CORAZON C. QUIPOT	EPS II-HRDS	Div. Office
62	KENNETH W. KELCHO	PDO I	Div. Office
63	NOVER SINGGANGAN	LEGAL OFFICER	Div. Office
64	SUSAN CJ DAWANG	HRMO	Div. Office
65	AN FE CALAPEN	ADAS II-RECORDS OFFICE	Div. Office
66	MERINO, MARCELLI	ADAS II-SGOD	Div. Office
67	FLORABEL E. BUCLAY	BUDGET OFFICER	Div. Office
68	ROSELLE KRISTINE WAGUIS	NURSE	Div. Office
69			
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