



Republic of the Philippines
Department of Education
Schools Division of Benguet

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DIVISION MEMORANDUM

Name of Office:
Information Communication & Technology Unit

March 30, 2020

Division MEMORANDUM

No **075**s. 2020

Webinar via Video Conferencing and Collaboration Tools Necessary for Work from Home Scheme for SDO Benguet Employees **Department of Education**

To: Assistant Schools Division Superintendent
SGOD and CID Chiefs
All SDO Unit Heads
All Others Concerned



1. Pursuant to DepEd Memorandum No. 43, s. 2020 entitled "Guidelines on the Alternative Work Arrangements in the Department of Education in Light of the CoVID-19 Stringent Social Distancing Measures" along with CSC Announcement No. 12, s. 2020 "Alternative Work Arrangement in the Light of Code Red Sublevel 2", the SDO Benguet through the Human Resource Development Section in coordination with the ICT Section will be conducting a **Webinar via Video Conferencing and Collaboration Tools Necessary for Work from Home Scheme for SDO Benguet Employees** on April 3, 2020 at 9:00 AM via online or teleconferencing method.

2. The activity aims to:

- re-orient the participants on the use of technology in receiving and immediately responding to directives, requests and queries;
- provide information and enhance work competencies in using video conferencing and collaboration tools necessary for work from home arrangement; and
- appreciate the importance of teleconferencing and sustain efficiency in the organization thru active participation, interaction during, and application of the training.

3. Participants to this activity are the Administrative Assistants, Administrative Aides and clerical work force of every functional Division/Unit along with the Activity Management Team. The details of the participants and the activity management team are as follows:

#	Name of Participant	Position	Unit/Office	Gender
1	Wilma A. Atos	ADAS II	PFSU, SGOD	Female
2	Lester L. Balagot	ADAS II	SGOD, All units	Male
3	Janith Laruan	ADAS II	ASDS	Female
4	Lizelle Lupante	ADAS II	ASDS, Legal	Female
5	Melody Bestre	ADAS II	BAC	Female
6	Gemma Basatan	Nurse II	School Health	Female
7	Christine Damoslog	ADAS III	SDS	Female
8	Rechelle Fianza	ADAS II	EPS/PSDS, CID	Female
9	Jayfered Pulac	ADA VI	CID	Male
10	Freda Paclos	ADAS I	Budget Unit	Female
11	Greg A. Garcia	ADAS I	Supply Section	Male
12	Twinkle Asudera	ADAS II	Accounting Unit	Female
13	Belin Carbonel	ADAS II	Cash Section	Female
14	Puriza Aquindang	ADAS II	Personnel Section	Female
15	Jaro Rosal	ADAS II	PSU, Administrative	Male
16	Genevieve Yog-a	ADAS II	AO, Administrative	Female
17	Mel W. Alingbas	ADAS III	Personnel Section	Male

3rd Flr., Schools Division Office of Benguet

Wangal, La Trinidad, Benguet

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18	Julie Ann B. Soriano	ADAS III	Accounting Unit	Female
19	Mercy Rose S. Pangesfan	ADAS III	Supply Section	Female
20	Anna Fe C. Anton	ADAS II	ICTU	Female
21	Eric S. Wanson	ITO-I	ICTU	Male
22	Lorna Chinayog	AO IV	Records Section	Female
23	Jocelyn Alimondo	SEPS	HRD	Female
24	SDS/ASDS			

- Participants and the activity management team are requested to have a working laptop/desktop, smart phone and stable internet connection available during the said activity. **Also, their DepEd email accounts must be Active.** All are expected locate themselves in a noise-free environment during the training. Proper attire and other protocol in participating in webinars are necessary for each of the identified personnel.
- Internet/data load will be provided to selected participants who have no means of internet connectivity but only through data promos of service providers (Globe/Smart/TNT/etc).
- Participants are strongly advised to be ready fifteen minutes before the start of the webinar. Participants who are/is maybe using a desktop is strongly advised to have working headphone (audio and mic) and a webcam.
- For information and guidance.

BENILDA M. DAYTACA, EdD, CESO VI
Assistant Schools Division Superintendent
OIC- Office of the Schools Division Superintendent

