

	Republic of the Philippines Department of Education Cordillera Administrative Region <b>SCHOOLS DIVISION OF BENGUET</b> Wangal, La Trinidad, Benguet <b>Telefax: (074) 422-6570; (074)422-7501</b>	
	<b>DIVISION MEMORANDUM NO. 087, s. 2020</b>	

**TO:** Identified SDO Personnel  
 Public Schools Division Supervisors  
 Public Elementary and Secondary School Heads  
 All Others Concerned

**FROM:**   
**BENILDA M. DAYTACA, EdD, CESO VI**  
 Asst. Schools Division Supervisor  
 OIC - OSDS



**SUBJECT:** SDO Management Committee Meeting

**DATE:** April 18, 2020

1. The Schools Division of Benguet will be holding its Management Committee (ManCom) Meeting through a teleconference on the designated dates below per District Cluster:

Date	District Cluster	SDO
April 21, 2020	Atok, Mankayan, Buguias	Identified Units/ Division (Annex A)
April 23, 2020	Itogon 1, Itogon 2, Tuba	
April 28, 2020	Kapangan, Kabayan, Kibungan	
April 29, 2020	Bokod, Bakun	
April 30, 2020	Sablan, La Trinidad, Tublay	

2. The ManCom Meeting has the following objectives:
  - a. to inform School Heads and other participants with adjusted processes of the Division during the Enhanced Community Quarantine;
  - b. to discuss pertinent issues and concerns affecting the school's operation during this COVID-19;
  - c. to check on how the School employees and learners are coping with the new work and learning set-up of the Division; and
  - d. to update the schools about possible scenarios before the opening of classes 2020-21 for the schools to assess their capacity and capability.
3. All the scheduled teleconferences will start at 8:30 AM. Link for the meeting will be posted at the PSCP 2020 Group Chat 30 minutes before the start of the



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meeting. All PSDSs are responsible for the sharing of link to their respective school heads.

4. Since the teleconference will be conducted via Google Meet Hangouts, all identified participants must ensure that their DepEd emails are active and

have really access to the internet. Also, please take note of these teleconferencing protocols:

*Prior to the meeting*

Participants must prepare the following 15 minutes before the video conference:

- a. Laptop with browser/ Mobile Phone installed with Hangouts Meet application.
- b. Stable internet.
- c. Headset/Headphones with microphone for better experience.
- d. Quiet room/ area for video conferencing.
- e. DepEd Email logged in.
- f. Make sure the camera is framed correctly. Sit at eye level to the lens.

*During the meeting*

- g. Participants must mute their microphone when not speaking/reporting.
- h. Observe professionalism and consider the telecommuting as a formal meeting.

**\*Note: Wear work-appropriate clothing**

5. Participants (Annex A) of this ManCom meeting will be issued a 300 worth of load card to cover communication expenses, chargeable to HRTD fund and subject to the usual auditing rules and procedures.
6. Widest dissemination of and strict compliance to this memorandum is enjoined.



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**Annex A: List of Participants per District**

<b>PARTICIPANTS (April 21, 2020)</b>	
<p style="text-align: center;"><b>Atok</b></p> <ol style="list-style-type: none"><li>1. Asunta Mayos</li><li>2. Rico D. Tulic</li><li>3. Maria S. Sabog</li><li>4. Rosita A. Ce-ing</li><li>5. Gordencio A. Dino</li><li>6. Nancy S. Banas-e</li></ol>	<ol style="list-style-type: none"><li>7. Teresita B. Sinsim</li><li>8. Romulado M. Tiden</li><li>9. Jennifer M. Cados</li><li>10. Conchita Aritao</li><li>11. Mercedes Antonio</li></ol>
<p style="text-align: center;"><b>Mankayan</b></p> <ol style="list-style-type: none"><li>1. Alfreda Pacsayan</li><li>2. Rosemarie Colas</li><li>3. Eleuterio Tegan</li><li>4. Karen Tegan</li><li>5. Jonathan Lagan</li><li>6. Nathalie Lagan</li><li>7. Noreen Espenocilla</li><li>8. Marilyn Tolbe</li><li>9. Judith Tip-ac</li></ol>	<ol style="list-style-type: none"><li>10. Ryan Espinosa</li><li>11. Junalyn Palking</li><li>12. Fausto Sab-it</li><li>13. Gloria Ngaosi</li><li>14. Edwin Ayangdan</li><li>15. Danio Camodag</li><li>16. Ofelia Calpasi</li><li>17. Daniel Peredo</li><li>18. Astrida Albis</li></ol>
<p style="text-align: center;"><b>Buguias</b></p> <ol style="list-style-type: none"><li>1. Jennete Magciano</li><li>2. Jocelyn Pilas</li><li>3. Aurora Pilay</li><li>4. Marianne Napeek</li><li>5. Onofre Limpayos</li><li>6. Rosita Briones</li><li>7. Mercedes Calabias</li><li>8. Josefa Belleza</li><li>9. Nerissa Culas</li><li>10. Mildred Julian</li><li>11. Charles Benito</li><li>12. Marieta Mendoza</li><li>13. Helen Kimakim</li></ol>	<ol style="list-style-type: none"><li>14. Jacqueline Yaos</li><li>15. Marjorie Bacdangan</li><li>16. Lourden Ludaes</li><li>17. Decenia Bengado</li><li>18. Vicente Daniegos</li><li>19. Estrella Tabdi</li><li>20. Mary Ann Pacio</li><li>21. Bivian Cuhing</li><li>22. Patricia Allatis</li><li>23. Marigold Takias</li><li>24. Moresto Angyatao</li><li>25. Emma Claire Organo</li></ol>



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**Participants (April 23, 2020)**

<b>Participants (April 23, 2020)</b>	
<b>Itogon 1</b> 1. Christine Puguon 2. Luis Igualdo 3. Lita Casao 4. Georgie Ann Bacquian 5. Martin Napeek, Jr. 6. Agnes Manzano 7. Gertrudes Cunanan 8. Philip Fowaya	9. Elvira Tubal 10. Conrado Caniero 11. Frederick Ladia 12. Gina Abanga 13. Benjamin Fianza 14. Winnie Freda Domerez 15. Elena Bumatay 16. Philip Fowaya
<b>Itogon 2</b> 1. Juliet Baldo	7. Ferdinand Carantes

2. Emelda Amancio 3. Jocelyn Buslotan 4. Shiela Wakit 5. Mack Dalay-on 6. Felicitas Mang-osan	8. Rose Acay 9. Theresita Olayan 10. Cristina Ayangdan 11. Ricardo Samson, Jr. 12. Teodoro Tillama
<b>Tuba</b> 1. DCarol Leon 2. Joel Bekseng 3. Florence Pawig 4. Teresita Tillama 5. Mildred Marquez	6. Nena Bangala 7. Rosalinda Tagued 8. Lucila Abance 9. Romeo Pasamic

**Participants (April 28, 2020)**

<b>Kapangan</b> 1. Molly Ablaza 2. Noel T. Winnan 3. Francisco M. Contero 4. Lilian T. Ulep 5. Evangeline L. Pinong 6. Chumbian S. Biang 7. Agrifina P. Compala	8. Narcing C. Sukil-ap 9. Harvey L. Banciong 10. Milagros C. Bolayo 11. Donaville E. Bistid 12. Jane A. Angluben 13. Cherellene A. Comom
<b>Kabayan</b> 1. Simon Backian 2. Remy Dum-ao 3. Wilber Gondales 4. Tirso Guiad 5. Julia Matias 6. Pablo Alingay	7. Corazon Molitas 8. Santos Medina 9. Lily Aroco 10. Arnold Manio 11. Agnes Guisdan 12. Alfonso Doriano



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<b>Kibungan</b>	
1. Jonathan Sadey 2. Maclin L. Dayao 3. Velasco T. Metwa 4. Daniel B. Pascaden 5. Jimmy K. May-os 6. Antonio Jose Catacutan 7. Doroteo B. Cadley	8. Tony L. Tibao 9. Margarita S. Baldo 10. Liza C. Alibio 11. Concepcion O. Dayagan 12. Grace M. Matuno 13. Suela A. Vencio 14. Fernando C. Bagayao 15. Sonia Jovlyn A. Sab-it
<b>Participants (April 29, 2020)</b>	
<b>Bokod</b>	
1. Herminia Osting 2. Agustina Mendoza 3. E. Medina 4. R. Fianza 5. G. Sinot	6. R. Pablo 7. M. Anapen 8. M. Catao 9. A. Bedso 10. B. Deoal
<b>Bakun</b>	
1. Virginia Salio-an 2. Aurelia B. Atonen	9. Eillen C. Ognaden 10. Pepito B. Pulquiso 11. Ronald C. Sacyat
3. Marissa J. Bagayao 4. Emily T. Bagayao 5. Noeme M. Balangeg 6. Vilma S. Balaodan 7. Feler A. Domyong 8. Cristeta Igualdo	12. Rosalie S. Anhibey 13. Pablo A. Baludda 14. Gloria Capap 15. Dominga Henry 16. Ngala-an Realonda 17. Christina Fongafong
<b>April 30, 2020</b>	
<b>Sablan</b>	
1. Marcelino S. Baldo 2. Adoracion Simon 3. Luz Merino 4. Meriam Mapile 5. Mildred Sepulchre 6. Lavi Pistula 7. Teresita Dolo 8. Gina Panagan	9. Cristobal Dinamling 10. Patricia Bendi 11. Nilo Oyam 12. Remedios Carpio 13. Mea Madayag 14. Maryflor Hipol 15. Gerald Salda



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<p style="text-align: center;"><b>La Trinidad</b></p> <ol style="list-style-type: none"><li>1. Remedios B. Lamsis</li><li>2. Regina D. Sarmiento</li><li>3. Esther F. Rizaldo</li><li>4. Emerson B. Hadsan</li><li>5. Franklin B. Fianza</li><li>6. Veronica C. Patinglag</li><li>7. Joselito M. Tabayoyong</li><li>8. Nancy C. Rosado</li><li>9. Grace T. Calatan</li><li>10. Josie D. Moltio</li><li>11. Arnida L. Sauri</li><li>12. Johnson B. Legaspi</li><li>13. Abelou M. Beray</li><li>14. Rosalina O. Laureta</li><li>15. Edgar D. Vicente</li></ol>	<ol style="list-style-type: none"><li>16. Nancy M. Pantaleon</li><li>17. Aida A. Pe</li><li>18. Asian S. Canuto</li><li>19. Shirley M. Comila</li><li>20. Jerome B. Tulic</li><li>21. Agnes B. Malinias</li><li>22. Mark L. Binay-an</li><li>23. Oscar B. Lacaen</li><li>24. Gregoria Lipa-od</li><li>25. Michael Bistid</li><li>26. Imelda Mang-osan</li><li>27. Vilma Beliano</li><li>28. Nestor Dalay –on</li><li>29. Elmer Sagubo</li><li>30. Merlin Conchita De Guzman</li><li>31. Mana Estakio</li></ol>
<p style="text-align: center;"><b>Tublay</b></p> <ol style="list-style-type: none"><li>1. Ambrosio T. Atew</li><li>2. Charlie Ricardo</li><li>3. Remus Beray</li><li>4. Jack Nebelaska</li><li>5. Albert Cipriano</li><li>6. Nora Suaking</li><li>7. Linda Tambic</li></ol>	<ol style="list-style-type: none"><li>8. Angelita Laoyan</li><li>9. Ana Pakias</li><li>10. Joseph Konnek</li><li>11. Wilbert Cuidno</li><li>12. George Apiit</li><li>13. Larson Calatero</li><li>14. Claire Felipe</li></ol>
<p style="text-align: center;"><b>SDO Personnel</b></p> <ol style="list-style-type: none"><li>1. Nestor Bolayo - ASDS</li><li>2. Rizalyn Guznian – CID Chief</li><li>3. Lucio Alawas – SGOD Chief</li><li>4. Glenn Duguis – Personnel</li><li>5. Florinda Pagoy - Accountant</li></ol>	

6. Florabelle Buclay – Budget Officer Eric Wanson - ITO
7. Florabell Balanon -Supply
8. Mary Grace Matias – Health Section
9. Xylene Kinomis – Planning and Research
10. Jocelyn L. Alimondo – HRDS
11. Stephen Bulalin – EPS II, SocMob

**END OF LIST**



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***Annex B: Program matrix***

<b>PROGRAM MATRIX (8:30 – 5:00)</b>	
Opening Prayer	c/o School Heads
Presentation of Participants	Jocelyn L. Alimondo -HRDO
Protocol for the Telecon	Eric Wanson - ITO
Welcome Remarks and Opening Message	<b>Benilda M. Daytaca, EdD, CESO VI</b> <i>OIC-Office of SDS</i>
Updates from the different SDO Units	<b>Dr. Rizalyn A. Guznian - Chief CID</b>
	<b>Lucio B. Alawas</b> SGOD
	<b>Florinda C. Pagoy</b> Accounting
	<b>Florabel E. Buclay</b> Budget
	<b>Florabelle Balanon</b> Supply/Asset Management
	<b>Glenn Duguis</b> Administrative Matters
	<b>Dr. Mary Grace Matias</b> Health Section
	<b>Xylene Grail Kinomis</b> Planning and Resesarch
	<b>Jocelyn L. Alimondo</b> HRDS
<b>Eric wanson</b> IT	
Updates on Employee Performance Management	<b>Nestor L. Bolayo</b> PMT Chairman
Awarding (Spot Awards)	<b>Stephen Bulalin</b> <i>EPS II, SocMob</i>
SDS Hour -Issues and Concerns	<b>Benilda M. Daytaca</b> <i>OIC-OSDS</i>
Ways Forward and Closing Remarks	<b>Nestor L. Bolayo</b> <i>OIC-Office of ASDS</i>

**IYAMAN!!**