



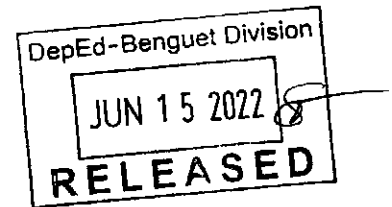
Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

June 15, 2022

DIVISION MEMORANDUM

No. 148, 2022

TO: Elementary and Secondary School Heads
Elementary and Secondary Administrative Officer II
Secondary Administrative Officer IV (Implementing Unit)



FIRST KAMUSTAHAN NG MGA ADMINISTRATIVE OFFICERS 2022

1. The Division Office will be conducting the *Kamustahan ng mga Administrative Officers* to all Administrative Officer II of elementary and secondary schools together with the Administrative Officer IV of Implementing Units and ADAS III, ADAS II, Registrar I of Implementing Units without Administrative Officers on June 22, 2022, at SDO-Adivay Hall, Wangal, La Trinidad, Benguet.
2. This activity aims to monitor, coach and mentor the administrative officers, to discuss the duties and responsibilities aligned to their KRA, to give updates from the different offices of SDO-Benguet, to discuss guidelines (promotion, reclassification, filing of leave, retirement, etc.) and to share best practices and to address other issues and concerns.
3. The participants are the following:

NAME	POSITION	OFFICE/SCHOOL
Gloria B. Buya-ao	Schools Division Superintendent	SDS Office
Carmel F. Meris	OIC-Asst. Sch. Div. Superintendent	ASDS Office
Glenn N. Duguis	Administrative Officer V	Admin Office
Lucio B. Alawas	Chief Education Supervisor	School Governance and Operations Division
Rizalyn A. Guznian	Chief Education Supervisor	Curriculum Implementation Division
Joven B. Agtani	Education Program Specialist II	SMME Section
Jeanette I. Kiong	Planning Officer III	Planning Section
Xylene Grail D. Kinomis	Senior Education Program Specialist	Human Resource Development Section
Nover B. Singgangan Jr.	Attorney III	Legal Office
Eric S. Wanson	Information Technology Officer I	ICT Office
Florabel C. Balanon	Administrative Officer IV	Supply and Property Section
Florinda C. Pagoy	Accountant III	Accounting Section
Florabel E. Buclay	Administrative Officer V	Budget Section
Kirsty A. Depnag	Medical Officer III	School Health Section
Susan CJ Dawang	Administrative Officer IV	Personnel Section
Maricel S. Codimdim	Administrative Officer III	Personnel Section
Melvin L. Alfredo	Administrative Officer IV	Records Section
Enrol D. Alico	Administrative Assistant II	Admin Office
Hanky Mae B. Aten-an	Administrative Officer IV	Mankayan National High School
Jonalyn I. Avelino	Administrative Officer IV	Tublay School of Home Industries
Editha Y. Badio	Administrative Officer IV	Gov. Bado Dangwa Agro-Industrial School
Marites P. Lampacan	Administrative Officer IV	Atok National High School
Ruben G. Claudio	Administrative Officer IV	Kibungan National High School
Stephanie M. Lictan	Administrative Officer IV	Tuba National High School
Janith S. Laruan	Administrative Officer II	Buyagan Elementary School
Lizelle L. Lupante	Administrative Officer II	Ucab Elementary School



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Mercy Rose S. Pangesfan	Administrative Officer II	La Trinidad Central School
Jennilyn L. Alfredo	Administrative Officer II	Balili Elementary School
Christine M. Damoslog	Administrative Officer II	Puguis Elementary School
Novelyn L. Asiong	Administrative Officer II	Don Pulas Elementary School
Anfe M. Calapen	Administrative Officer II	Lepanto Elementary School
Loma D. Kinnud	Administrative Officer II	Benguet National High School
Puriza D. Aguidang	Administrative Officer II	Lubas Elementary School
Brigette C. Antonio	Administrative Officer II	Loo National High School
Twinkle D. Asudera	Administrative Officer II	Virac Elementary School
Beverly Shane A. Berting	Administrative Officer II	Tacdian Elementary School
Elsa O. Baglao	Administrative Officer II	Alno Kadoorie Elementary School
Ide A. Liwanen	Administrative Officer II	Tuding Elementary School
Jacqueline B. Balwang	Administrative Officer II	Beckel Elementary School
Lalyn M. Barcena	Administrative Officer II	Laurencio Fianza Memorial Nat'l High School
Zenaída B. Panayo	Administrative Officer II	Ambiong Elementary School
Jovelyn G. Suclad	Administrative Officer II	Datakan Integrated School
Armacita A. Honorio	Administrative Officer II	Pico Elementary School
Gerald D. Leganio	Administrative Officer II	Balatok Elementary School
Hazel P. Kitongan	Administrative Officer II	Loacan Elementary School
Geraldine D. Conception	Administrative Officer II	Mankayan Central School
Deshel M. Wayan	Administrative Officer II	Loo Elementary School
Elma D. Pulquiso	Administrative Officer II	Tawang Elementary School
Charline T. Balahyas	Administrative Officer II	Abatan Elementary School
Janry S. Polon	Administrative Officer II	Paoad Elementary School
Pablo M. Alingay Jr.	Administrative Officer I	Kamora National High School
Marie Assumpta W. Billy	Registrar I	Alejo M. Pacalso National High School
Jhonton L. Camti	Administrative Assistant III	Buguias National High School
Daphne Angelica N. Espara	Administrative Assistant III	Bokod National High School
Josan L. Sagantiyoc	Administrative Assistant II	La Trinidad National High School
Leila T. Issic	Administrative Assistant II	Lepanto National High School

- Participants are required to bring with them their laptop, extension cord and other necessary materials and documents needed to accomplish the activity. Program paper is attached for reference.
- Prescribed health and safety protocols like wearing of face mask, social distancing and washing/sanitizing of hands should be observed at all times.
- Meals and snacks shall be charged against MOOE fund subject to the usual accounting and auditing rules and regulations.
- Immediate dissemination of this memorandum is desired.

GLORIA B. BUYA-AO
Schools Division Superintendent



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

FIRST KAMUSTAHAN NG MGA ADMINISTRATIVE OFFICERS 2022
 JUNE 22, 2022

SDO-Adivay Hall, Wangal, La Trinidad, Benguet

PROGRAM OF ACTIVITIES

TIME	ACTIVITY	RESPONSIBLE PERSON	TIME	ACTIVITY	RESPONSIBLE PERSON
8:00 – 8:15	Registration	SECRETARIAL	12:01 – 1:00	Health Break	FLORINDA C. PAGOG Accountant III
8:16 – 9:00	Opening Ceremonies Nationalistic Songs	PURIZA AGUINDANG Administrative Officer II	1:01 – 3:00	Continuation of giving of updates and other concerns from different offices	FLORABEL E. BUCLAY Budget Officer
	Prayer	BRIGETTE ANTONIO Administrative Officer II		School Health	DR. KIRSTY A. DEPNAG Medical Officer III
	Opening Message	GLORIA B. BUYA-AO Schools Division Superintendent		Health Break	ERIC S. WANSON Information Technology Officer I
	Statement of Purpose	GLENN N. DUGUIS Administrative Officer V		Continuation of giving of updates and other concerns from different offices	ATTY. NOVER B. SINGANGANAN JR. Attorney III
9:01 – 10:00	Giving of updates and other concerns from different offices	LUCIO B. ALAWAS Chief Education Supervisor	3:01 – 3:15	Health Break	FLORABEL C. BALANON Administrative Officer IV
	CID	RIZALYN A. GUZNIAN Chief Education Supervisor	3:16 – 5:00	Continuation of giving of updates and other concerns from different offices	SUSAN CJ DAWANG Administrative Officer IV
	Planning	JEANETTE I. KIONG Planning Officer III		Personnel	MARICEL S. CODIMDIM Administrative Officer III
	HRD	XYLENE GRAIL D. KINOMIS Sr. Education Program Specialist		Presentation of duties and responsibilities/Guidelines	GLENN N. DUGUIS Administrative Officer V
	SMME	JOVEN B. AGTANI Education Program Specialist II		AO II Elementary	
				AO II Secondary	
				AO IV IUS	
10:01 – 10:15	Health Break			Closing Message	CARMEL F. MERIS OIC – Assistant Schools Division Superintendent
				Prayer	JANITH S. LARUAN Administrative Officer II



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