



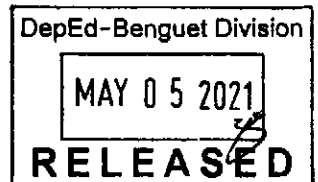
Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

May 4, 2021

DIVISION MEMORANDUM

No. 152 S. 2021

TO: Office of the Schools Division Superintendent
Curriculum Implementation Division
School Governance and Operations Division
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned



SUBJECT: FOUR (4) SERIES SCHOOLS DIVISION OFFICE NON-TEACHING PERSONNEL SKILLS DEVELOPMENT TRAINING

1. The Human Resource Development Section conducted a training needs analysis survey last January 18 – 22, 2021. It was determined that majority of the needs of non-teaching personnel fall under communication, administrative, customer service, supervisory / leadership, employee relations, information technology / software, health and safety, and general skills.
2. With the results of the survey conducted, this office encourages all identified non-teaching participants to calendar the dates, join meets, and face to face trainings as scheduled (Enclosure 1). This training activity will run from April 2021 to July 2021.
3. The objectives of this four series training are as follows:
 - a. Provide all male and female personnel the strategies that will improve their services to stakeholders;
 - b. Increase job satisfaction and morale among employees and improve employee motivation;
 - c. Increase capacity to adopt new technologies and methods; and
 - d. Regain personal reflection of one's work duties and responsibilities for improvement of performance.
4. Participants identified for face to face modality who are not available on the indicated dates due to equally important appointments must inform the HRD Section through this number: 09187432221 at least two days before the schedule.
5. Strict compliance to IATF standards shall be observed during the face to face modality.
6. Meals and snacks shall be provided chargeable against HRTD fund subject to the usual budget, accounting, and auditing rules and regulations.
7. Immediate and wide dissemination of this Memorandum are directed.

GLORIA B. BUYA-AO
Schools Division Superintendent

//sgod/hrds/xdk



Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph
Facebook Page: DepEd Tayo Benguet

ITANAN
Integrity | Faith | Accomplishment | Modifies | Advancement | Futures Excellence



The Human Resource Development Section conducted a training needs analysis survey in the Division Office last January 2021. It was determined that the major needs of 100% of male and female employees on all three divisions fall under communication, administrative, customer service, supervisory / leadership, employee relations, information technology / software, health and safety, and general skills.

The result of this analysis brought about the conceptualization of the 4 Series Schools Division Office Personnel Skills Development Training, which will run from April 2021 to June 2021 and is expected to have met the following objectives at the end:




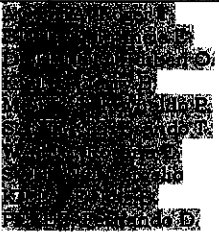
1. Provided all male and female personnel the strategies that will improve their services to stakeholders;
2. Increased job satisfaction and morale among employees and improved employee motivation;
3. Increased capacity to adopt new technologies and methods; and
4. Regained personal reflection of one's work duties and responsibilities for improvement of performance.

GUIDELINES

	Virtual Means	Face to Face
Attendance	Attendance will be prepared by the HRDS. Names of participants will already be indicated in the attendance sheet for easier monitoring. An attendance link will be provided during the scheduled webinar.	Attendance will be prepared by the HRDS. Names of participants will already be indicated in the attendance sheet for easier monitoring.
Food	No food will be provided when using this modality	Meals and snacks will be provided to participants (Physically Present in the venue), facilitators, and resource speakers following the schedule identified in every series.
Communication Load	NO load will be provided to participants and facilitators. The internet connection in the office will suffice. Same is true with both internal and external learning service providers.	NO load to be given - meals and snacks will be provided instead
Participants' Outputs	Pre and post-test link will be provided, but not all webinars will be having this, for it may also depend on the presentation of the resource speaker/s. Specific output per session will be required for completion during or after the webinar.	ALL sessions will include this in paper and pen. Specific output per session will be required for completion during or after the webinar.
Certificate of Participation	Certificate of participation will be based on attendance and outputs required during every series. Number of hours will also be included in the certificate citation. There will be four certificates, one for each series.	Certificate of participation will be based on attendance and outputs required during every series. Number of hours will also be included in the certificate citation. There will be four certificates, one for each series.
Certificate of Recognition	Certificate of Recognition will be based on attendance. This will be given to both Facilitators and Resource Speakers	Certificate of Recognition will be based on attendance. This will be given to both Facilitators and Resource Speakers

APRIL and MAY 2021

GROUP 1 21 pax	GROUP 2 24 pax	GROUP 3 23 pax
<p>GUZNIAN, Rizalyn A. AYANGDAN, Samuel S. BAGSAO, Wilfred C. BALTAZAR, Warden A. MALANES, Macarthy B. QUINUAN, Erlinda C. PECKLEY, Francis F. DE GUZMAN, Merlyn Conchita LARTEC, Norbert DUPAGAN, Sonia D. BESTRE, Tito C. ANAPEÑ, Rose N. ABLAZA, Molly M. BOLAYO, Nestor L. DELMAS, Delarosa V. DOBINTO, Aladin M. MEDINA, Emilyn E. PACPACO, Joseph A. TICAN, Melchor TEGAN, Karen T. BACKIAN, Simon T. SADEY, Jonathan G. BALDO, Juliet K. BALDO, Marcelino SALIO-AN, Virginia B. SANO-AN, Ludinia A. ALAWAS, Lucio B. DUGUIS, Glenn N. BELINO, Rodriguez L. ALFREDO, Melvin L. SACYANG, Antionette D.</p>	<p>VILLEGAS, Kareen PAGOY, Florinda C. BUCLAY, Florabel E. AROCO, Francisca M. AGBUNAG, Elnora SINGGANGAN, Nover Jr. B. AGUINDANG, Puriza D. BAGUL-LO, Francis Jr. V. DUNGALA, Roma Kier CATANES, Zenaida U. MADALINO, Christlyn RIFANI, Mahal SIANO, Ryan DAGDAGEN, Michico Anne KIONG, Jeanette I. BULALIN, Stephen B. KELCHO, Kenneth W. HIMOLDANG, Melba BUMANGHAT, Joane S. SANGAO, Shelby GARCIA, GREG BANGSE-IL, CLIFSTONE GALASGAS, Arceli LANGATO, Janine Alice</p>	<p>OCAMPO, Shiela YOG-A, Genevieve A. PACLOS, Freda EDER, Clarita R. GAVINO, Joyce B. BESTRE, Melody CODIMDIM, Maricel DAWANG, Susan CJ OSSIC, Nadia ROSAL, Jaro SORIANO, Vergelio BALANON, Florabel C. GUNADEN, Milton A. KIONG, Jerry B. SIN-OT, Denver LUMA-ANG, Ceasar B. QUIPOT, Corazon BARBOSA, Nerissa I. MATIAS, Mary Grace DOMAN, Arvin M. GUIVAC, Rollen AGTANI, Joven B. K KINOMIS, Xylene Grail D.</p>

Breaking Down Barriers and Assessing Leadership in a Time of Transformation	Leadership	Strengthening strategic thinking and strong communication leading to quality project planning	SORAYA T. FACULO, PhD Assistant Schools Division Superintendent Schools Division of Abra Bangued, Abra	ALL Division Office Personnel	HRDS Genevieve Yog-a Administrative Assistant	April 26, 2021 10:00 AM onwards	Webinar
Sharing Solutions In Addressing New Normal Challenges	Technology / Software Skills	Operation and use of Google Applications and Microsoft Teams NOTE: Bring LAPTOP	IMELDA ESPIRITU Teacher III BeNHS, La Trinidad EMMANUEL ESTANDIAN Teacher II BeNHS, La Trinidad EUGENE ESPIRITU Teacher II BeNHS, La Trinidad	Please refer to the list identified In case your name is not in the list, please inform the HRDS before the scheduled training dates In case you are on leave / WFH / or on other equally important Official Business or appointment, please inform the HRDS BEFORE the training schedule	HRDS Group 1 Katalina Lomasok Jonalyn Gayaso Group 2 Febra Canuto Juvy Langpawen Group 3 Beverly Shane Berting Julie Ann Soriano	 May 4, 2021  May 5, 2021  May 6, 2021 Adivay Hall	Face to Face
	General Skills	Landscaping Composting Beautification of Division Office Premises NOTE: THIS TRAINING IS OUTPUT BASED All participants are enjoined to achieve the goal of beautifying DO premises within the indicated schedule	TBA	 For other DO personnel interested to join and with no schedule on the indicated dates for this training, please inform the HRDS at least two days before to include you in the list. This is also for the sake of the caterer and invited speakers to know beforehand.	HRDS	May 11, 12, and, 14, 2021 Adivay Hall and Grounds	Face to Face
	Leadership and General Skills	Observance of Research Development in the Schools Division of Benguet	STEPHEN BULALIN and company	Refer to separate Division Memorandum specifically for this activity	HRDS Freda Paclos Melody Bestre	May 12 and 14, 2021 Adivay Hall	Face to Face

MAY and JUNE 2021

	GROUP 2 27 PAX	GROUP 3 27 PAX
<p>GUZNIAN, Rizalyn A. AYANGDAN, Samuel S. BAGSAO, Wilfred C. BALTAZAR, Warden A. MALANES, Macarthy B. QUINUAN, Erlinda C. PECKLEY, Francis F. DE GUZMAN, Merlyn Conchita LARTEC, Norbert DUPAGAN, Sonia D. BESTRE, Tito C. ANAPEN, Rose N. ABLAZA, Molly M. BOLAYO, Nestor L. DELMAS, Delarosa V. DOBINTO, Aladin M. MEDINA, Emilyn E. PACPACO, Joseph A. TICAN, Melchor TEGAN, Karen T. BACKIAN, Simon T. SADEY, Jonathan G. BALDO, Juliet K. BALDO, Marcelino SALIO-AN, Virginia B. SANO-AN, Ludinia A. ALAWAS, Lucio B. DUGUIS, Glenn N. BELINO, Rodriguez L. ALFREDO, Melvin L. SACYANG, Antionette D.</p>	<p>VILLEGAS, Kareen PAGOY, Florinda C. BUCLAY, Florabel E. AROCO, Francisca M. AGBUNAG, Elnora SINGGANGAN, Nover Jr. B. AGUINDANG, Puriza D. BAGUL-LO, Francis Jr. V. DUNGALA, Roma Kier CATANES, Zenaida U. MADALINO, Christlyn RIFANI, Mahal SIANO, Ryan DAGDAGEN, Michico Anne KIONG, Jeanette I. BULALIN, Stephen B. KELCHO, Kenneth W. HIMOLDANG, Melba BUMANGHAT, Joane S. SANGAO, Shelby GARCIA, GREG BANGSE-IL, CLIFSTONE GALASGAS, Arceli LANGATO, Janine Alice ACOSTA, Roger T. BUCLAY, Francis E. DORENCIO, Ruben O.</p>	<p>OCAMPO, Shiela YOG-A, Genevieve A. PACLOS, Freda EDER, Clarita R. GAVINO, Joyce B. BESTRE, Melody CODIMDIM, Maricel DAWANG, Susan CJ OSSIC, Nadia ROSAL, Jaro SORIANO, Vergelio BALANON, Florabel C. GUNADEN, Milton A. KIONG, Jerry B. SIN-OT, Denver LUMA-ANG, Ceasar B. QUIPOT, Corazon BARBOSA, Nerissa I. MATIAS, Mary Grace DOMAN, Arvin M. GUIVAC, Rollen AGTANI, Joven B. K MOKYAT, Reynaldo P. SANTIAGO, Brando T. WALES, Rosana E. KILLASE, Paz B. PEREZ, Fernando D.</p>

Initiating Legal Wellness in the Workplace	Health and Safety Skills	Salient Points of Safe Spaces Act and Other Related Laws	Atty. DEXTER D. DIWAS Founder / Center Director Diwas Law Office and POINT 3750 Training and Development Services Baguio City and Makati	Please refer to the list identified In case your name is not in the list, please inform the HRDS before the scheduled training dates	HRDS Others to be identified	Group 1 May 26, 2021 Group 2 May 27, 2021 Group 3 May 28, 2021 Adivay Hall	Face to Face
	Leadership Skills General Skills						
Expanding the Culture of Excellence for Quality Public Service to I-Benguet Stakeholders	Technology / Software Skills	Communication Etiquette, Do's and Don'ts in oral and written communication, Public Speaking, Speech Writing	JHORDAN T. CUILAN Director / Assistant Professor International Language Center BSU, La Trinidad	In case you are on leave / WFH / or on other equally important Official Business or appointment, please inform the HRDS BEFORE the training schedule	HRDS Others to be identified	Group 1 May 31, 2021 Group 2 June 1, 2021 Group 3 June 2, 2021 Adivay Hall	Face to Face
	Technology / Software Skills	Developing IEC Materials presented in Different Types for Advocacy of Programs, Projects, and Activities	TBA External Learning Service Provider		HRDS Others to be identified	Group 1 May 17, 2021 Group 2 May 18, 2021 Group 3 May 19, 2021	Face to Face

Prepared by: **XYLENE OSAL D. KINOMIS**
HRDS / PDC Member

Series 2 Schedule Reviewed and Calendarized:

LUCIO B. ALAWAS
CES - SGOD
PDC Member

RIZALYN A. GUZMAN, EDD
CES - CID
PDC Member

Recommending Approval:

SAMUEL T. EGSAEN, JR. EDD
OIC - Assistant Schools Division Superintendent
PDC Chairman

Approved

GLORIA B. BUYA-AO
Schools Division Superintendent

JUNE 2021

GROUP 1 29 pax	GROUP 2 30 pax	GROUP 3 30 pax	GROUP 4 34 pax	GROUP 5 34 pax
<p>GUZNIAN, Rizalyn A. AYANGDAN, Samuel S. BAGSAO, Wilfred C. BALTAZAR, Warden A. MALANES, Macarthy B. QUINUAN, Erlinda C. PECKLEY, Francis F. DE GUZMAN, Merlyn Conchita LARTEC, Norbert DUPAGAN, Sonia D. BESTRE, Tito C. ANAPEN, Rose N. ABLAZA, Molly M. BOLAYO, Nestor L. DELMAS, Delarosa V. DOBINTO, Aladin M. MEDINA, Emilyn E. PACPACO, Joseph A. TICAN, Melchor TEGAN, Karen T. BACKIAN, Simon T. SADEY, Jonathan G. BALDO, Juliet K. BALDO, Marcelino SALIO-AN, Virginia B. SANO-AN, Ludinia A. BELINO, Rodriguez L. ALFREDO, Melvin L. SACYANG, Antionette D.</p>	<p>ALAWAS, Lucio B. LUMA-ANG, Ceasar B. KIONG, Jeanette I. GARCIA, Greg BULALIN, Stephen B. QUIPOT, Corazon AGTANI, Joven B. BARBOSA, Nerissa I. KELCHO, Kenneth W. BANGSE-IL, Cliftone HIMOLDANG, Melba MATIAS, Mary Grace BUMANGHAT, Joane S. DOMAN, Arvin M. SAMONTE, Marcelino P. ULEP, Abraham S. GUVAC, Rollen SANGAO, Shelby BUCLAY, Florabel E. AROCO, Francisca M. GAVINO, Joyce B. AGBUNAG, Elnora AGUINDANG, Puriza D. CODIMDIM, Maricel MADALINO, Christlyn YOG-A, Genevieve A. VILLEGAS, Kareen OCAMPO, Shiela PAGOY, Florinda C. SIANO, Ryan</p>	<p>LOMASOK, Catalina EDER, Clarita R. GAYASO, Jonalyn C. LANGPAWEN, Juvy K. KIONG, Jerry B. Kezzel Joy Pulquiso Libina Sarac Manilyn Laoyan Jermilyn Sab-it Christian Keith Soriano Charine Abuan Jonielyn Tayaban Elma Pulquiso Gwen Pocdihon Larian Sagayo Janice Bawas Leona Laita Leonida Del-arnen Deshel Wayan Delilah Tawa Mark Christian Mackay Avelina Pepoa Freddie Cuidno Gretchen Lepi BESTRE, Melody OSSIC, Nadia DUNGALA, Roma Kier ROSAL, Jaro BALANON, Florabel C. RIFANI, Mahal</p>	<p>Hanky Mae B. Aten-an Jonalyn I. Avelino Editha Y. Badio Marites P. Lampacan Ruben G. Claudio Stephanie M. Lictan Janith S. Laruan Lizelle L. Lupante Mercy Rose S. Pangesfan Jennilyn L. Alfredo Christine M. Damoslog Novelyn L. Asióng Anfe M. Calapen Lorna D. Kinnud BERTING, Beverly Shane SORIANO, Julie Ann B. CANUTO, Febra PACLOS, Freda Ermelinda Pablo Bernadith Sabo Rhea Dianne Damilo Gretchen Simeon Elrodiza Bautista Joan Padopad Joana Bayeng Crizalyn Mae Asiong Carmel Siong Richelle Dioayan Julia Domanas Daisy Dionisio Jordan Mendoza Kimberly Lee Caiver Olay</p>	<p>Dyesebel Mocyat Viviane Kidange Glenda Domegyay Gemma Basatan Ewald Agustin Narcissa Diaus Heidi A. Alvarez Richelle Dayagan Jamilla Morris Jigie Basilio Armacita Honorio Jonna Owao Gretchen Olsim Hazel Kitongan Shania Atiwen Jonalyn Gapad Ellyn Begawen Dave Bagta Elsa Baglao Joana Durante Emily Begseng Liezl Eustaquio Angelica Wakat Teresita Santos Geraldine Concepcion Jenethz De Los Santos Lilian Carpio Edrine Dioayan Agustina Jackfrey Esther Douglas Mary Grace Pa-at Monalie Catacutan Shirlyne Gay Joseph Efrinia Tulawan</p>

Fusing Ingenuity @ Work: Bringing People, Process & Performance Together as one for I-Benguet Stakeholders	General Skills related to Key Result Areas Communication Skills	Innovation	WILFRED C. BAGSAO <i>EPS - Mathematics Curriculum Implementation Division</i> <i>SDO Benguet</i> External Learning Service Provider <i>TBA</i>	Please refer to the list identified In case your name is not in the list, please inform the HRDS before the scheduled training dates In case you are on leave / WFH / or on other equally important Official Business or appointment, please inform the HRDS BEFORE the training schedule	HRDS Others to be identified	Group 1 June 2-4 Group 2 June 9-11 Group 3 June 16-18 Group 4 June 23 - 25 Group 5 June 28 - 30	Face to Face
		Educational Research	STEPHEN BULALIN <i>SEPS - Planning and Research</i> <i>SGOD</i> <i>SDO Benguet</i> RACHEL BASALONG <i>Teacher III</i> <i>La Trinidad NHS</i> <i>La Trinidad</i> ROSE KAYEE PECAY <i>Master Teacher I</i> <i>CRSHS</i> <i>La Trinidad</i>	Please refer to the list identified In case your name is not in the list, please inform the HRDS before the scheduled training dates In case you are on leave / WFH / or on other equally important Official Business or appointment, please inform the HRDS BEFORE the training schedule	HRDS Division Research Technical Working Group: Mark Aljon Valenciano Rose Kayee Pecay Jomar Palileng Jardson Onio Decenia Cabacab Karen Bosaing Rachel Basalong		
Making Ends Meet: Mental Wellness in action to Combatting challenges in the New Norm	Health and Safety Skills	Mental Health Wellness	External Learning Service Provider <i>TBA</i>	School Health and Nutrition stationed in the Division Office and the Field 55 Pax inclusive of speakers and facilitators	Rose Virgini Killip Shelby Sangao Rollen	June 16, 17, 18, 2021 Adivay Hall	Face to Face
		Occupational Safety in the workplace	External Learning Service Provider <i>TBA</i>	ALL Non-Teaching in the Schools Division of Benguet (DO and Field) SERIES 3 PARTICIPANTS	HRDS	June 16	

Prepared by: **XYLENE GRACIL B. KINOMIS**
HRDS / PDC Member

Series 3 Schedule Reviewed and Calendarized:

LUCIO B. ALAWAS
CES - SGOD
PDC Member

RIZALYN A. GUZMAN, EDD
CES - CID
PDC Member

Recommending Approval:

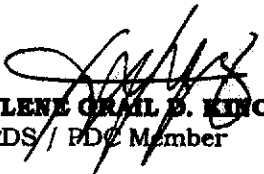
SAMUEL T. EGSAEN, JR. EDD
OIG - Assistant Schools Division Superintendent
PDC Chairman

Approved:

GLORIA B. BUYA-AO
Schools Division Superintendent

JULY 2021

Making Ends Meet: Mental Wellness in action to Combatting challenges in the New Norm	Employee Relations Skills	Understanding Human Behavioral Management in the Workplace	External Learning Service Provider TBA	ALL Non-Teaching in the Schools Division of Benguet (DO and Field)	HRDS	July 1	Webinar
	Health and Safety Skills	Building Self Esteem and Assertiveness Skills	External Learning Service Provider TBA			SERIES 3 PARTICIPANTS	July 2
	Employee Relations Skills						

Prepared by: 
XYLENE ORAIL B. KINOMIS
 HRDS / PDC Member


Series 4 Schedule Reviewed and Calendared:

Recommending Approval:

Approved


LUCIO B. ALAWAS
 CES - SCOD
 PDC Member


RIZALYN A. GUZMAN, EDD
 CES - CID
 PDC Member


SAMUEL T. EGSAEN, JR. EDD
 OIC- Assistant Schools Division Superintendent
 PDC Chairman


GLORIA B. BUYA-AO
 Schools Division Superintendent