



Republic of the Philippines
Department of Education
Schools Division of Benguet

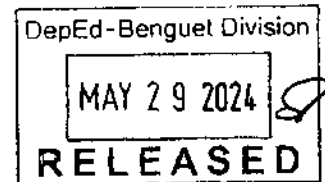
28 May 2024

DIVISION MEMORANDUM

No. 183 s. 2024

CONDUCT OF ONSITE STAFFING INVENTORY

TO: Chiefs of Divisions
Public Schools District Supervisors/In-charge
Elementary and Secondary School heads
All Others Concerned



1. In view of DM-OUHROD-2024-0952 re: Advance Information on the Creation and Deployment of New Teaching Items and School-Based Administrative Officer II items for School Year (SY) 2024-2025, this office in tandem with the Schools Governance and Operations Division, and Curriculum Implementation Division will conduct onsite staffing inventory to ensure that these newly created items will be deployed to address staffing gaps.

2. The participants in this activity shall be all the PSDs/PSDIs, School Heads, AOIIs, AOIV of Implementing Units and selected personnel from the Division Office.

3. All School Heads together with their support staff shall download and fill in the template that can be downloaded in <https://tinyurl.com/t9urkp5h>. These templates will be used during the inventory, two (2) copies shall be submitted to the Division Office through the personnel section on or before June 03, 2024. In addition, for Secondary schools, ensure that the PSIPOP is updated.

Annex A- For Elementary
Annexes B&C- For Junior High School
Annexes D&E- For Senior High School
Annexes F&G- For Integrated Schools

4. The schedule for the inventory and validation for Secondary will be on June 04, 2024, 8:00 AM to 5:00 PM at the SDO-Adivay Hall while the inventory and validation for Elementary to be conducted at the District Offices shall be as follows:



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Department of Education
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Date	District	Inventory Team
June 10, 2024(AM)	Bokod District	Sally L. Banaken-Ullalim
June 10, 2024(PM)	Kabayan District	Lucio B. Alawas
June 11, 2024 (AM)	Buguias District	Jeanette I. Kiong
June 11, 2024 (PM)	Mankayan District	Jardson S. Onio
June 13, 2024 (AM)	Bakun District	Merlyn Conchita O. de Guzman
June 13, 2024 (PM)	Atok District	
June 14, 2024 (AM)	Kibungan District	Samuel S. Ayangdan
June 14, 2024 (PM)	Kapangan District	Maricel S. Codimdim
June 26, 2024 (AM)	Tublay District	Sheller D. Ramos
June 26, 2024 (PM)	La Trinidad District	Nelian Joy G. Magciano
June 27, 2024 (AM)	Itogon I District	Letecia F. Pangket
June 27, 2024 (PM)	Itogon II District	
June 28, 2024 (AM)	Sablan District	
June 28, 2024 (PM)	Tuba District	

5. Travelling expenses incurred by the SDO Inventory team shall be charged against the Division MOOE, while travelling expenses incurred by the school personnel shall be charged against the school MOOE or other local funds available subject to the usual budgeting, accounting, and auditing rules and regulations.

6. Immediate and wide dissemination and strict compliance of this Memorandum is required.


SALLY L. BANAKEN-ULLALIM CESO V
Schools Division Superintendent

Encl: As stated

OSDS/Admin/Personnel/msc



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District:
 School:
 Name of School Head:

Personnel Inventory Form (SY 2024-2025) Junior High School

Plantilla Summary

Learning Area	No. of Personnel					
	Within the School Plantilla		Borrowed Item		Lent Item	
	Teacher	Master Teacher	Teacher	Master Teacher	Teacher	Master Teacher
Math						
Science						
TLE						
English						
Filipino						
MAPEH						
Values						
AP						

I. Permanent Teaching Personnel (Plantilla Based)

Item No.	Plantilla	Actual Assignment	Filled/Unfilled	Position	Last_Name	First_Name	Middle_Name	Major

II. Permanent Teaching Personnel (Warm Body)

Item No.	Plantilla	Actual Assignment	Filled/Unfilled	Position	Last_Name	First_Name	Middle_Name	Major

III. Permanent Non-Teaching Personnel(Plantilla Based)

Item No.	Plantilla	Actual Assignment/Main School	Filled/Unfilled	Position	Last_Name	First_Name	Middle_Name	Major

IV. Permanent Non-Teaching Personnel(Warm Body)

Item No.	Plantilla	Actual Assignment/Main School	Filled/Unfilled	Position	Last_Name	First_Name	Middle_Name	Major

Anticipated Vacancies:

NAME	Effective Date	will be separated due to:

District:
 School:
 Name of School Head:

Personnel Inventory Form (SY 2024-2025) Senior High School

Summary

Academic Track		
<i>Strand</i>	<i>No. of Personnel</i>	
	<i>Teacher</i>	<i>Master Teacher</i>

TVL Track		
<i>Strand</i>	<i>No. of Personnel</i>	
	<i>Teacher</i>	<i>Master Teacher</i>

I. Permanent Teaching Personnel(ACADEMIC TRACK)

Item No.	Plantilla	Filled/Unfilled	Position	Last_Name	First_Name	Middle_Name	Major	Strand

II. Permanent Teaching Personnel(TVL TRACK)

Item No.	Plantilla	Filled/Unfilled	Position	Last_Name	First_Name	Middle_Name	Major	Strand

Anticipated Vacancies:

NAME	Effective Date	will be separated due to:



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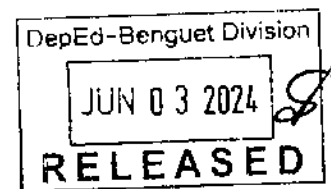
29 May 2024

DIVISION MEMORANDUM

No. 184 s. 2024

**RESULTS OF THE DIVISION FEDERATION LEARNER GOVERNMENT (LG)
 ELECTION FOR SY 2024-2025**

**TO: Chief Education Supervisors
 PSDSs/PSDIs
 YF District Coordinators
 Public School Heads
 All Others Concerned**



1. In reference to DM-OUOPS-2024-11-02487 titled Schedule of the Supreme Elementary Learner Government (SELG) and Supreme Secondary Learner Government (SSLG) Elections for School Year (S.Y.) 2024-2025, this office, through the School Governance and Operations Division – Youth Formation Unit, conducted the Division Federation Election for S.Y. 2024-2025 at Benguet National High School, Wangal, La Trinidad last May 22, 2024, as stated in Division Memo 177, s. 2024.
2. Attached are the lists of elected officers for the **Division Federation Supreme Elementary Learner Government** (Enclosure No.1) and **Supreme Secondary Learner Government** (Enclosure No.2).
3. For information and dissemination.

SALLY L. BANAKEN-ULLALIM CESO V
 Schools Division Superintendent

SGOD/SLBU/lba/yf/jstb



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Enclosure No. 1 to SDO Memorandum No. 154s. 2024

Division Federation Supreme Elementary Learner Government			
Position	Name	School	District
President	Amerie P. Paydoan	Virac Integrated School	Itogon II
Vice President	Francine P. Cambod	Puguis Elementary School	La Trinidad
Secretary	Verneth Joy C. Capacap	Abatan Elementary School	Buguias
Treasurer	Jasmine Trish G. Benito	Paoad Elementary School	Tublay
Auditor	Clytem Nestra A. Pawid	Taneg Primary School	Mankayan
PIO	Kent Genesis A. Pacpaco	Kiwas Integrated School	Tuba
PO	Roger Kynn M. Suaya	Adaoay Elementary School	Kabayan
Board Members	Ceddrick Teliaken	Camilo Lucaben Elementary School	Kibungan
	Shenneille Cid C. Sumakey	Celo Haight Elementary School	Atok
	John Esteven S. Achaya-an	Sinacbat Elementary School	Bakun
	Jehanna Mae Coyam-an	Ekip Elementary School	Bokod
	Katie Sharphay B. Buya	Kapangan Central Elementary School	Kapangan
	Itogon I President		Itogon I
	Sablan President		Sablan



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Enclosure No. 2 to SDO Memorandum No. 194 s. 2024

Division Federation Supreme <i>Secondary</i> Learner Government			
Position	Name	School	District
President	Maxinne Joy P. Bomowey	Guinaoang National High School	Mankayan
Vice President	Marvell C. Pilay	Cordillera Regional Science High School	La Trinidad
Secretary	Jelysabel Tiden	Camp 30 National High School	Atok
Treasurer	Jhona Saldo	Tublay School of Home Industries	Tublay
Auditor	Dwight Rhynn Fernandez	Sablan National High School	Sablan
PIO	Reshane P. Macay	Ampusongan National High School	Bakun
PO	Jaryll K. Sab-it	Kibungan National High School	Kibungan
Board Members	Maria Trixy Czarrine P. Lumawig	Bokod National High School	Bokod
	Nathaniel B. Donga-il	Bad-ayan Integrated School	Buguias
	Kimberly Anne Badajos	Loacan National High School	Itogon I
	Keren Jesiah B. Pinkihan	Ampucao National High School	Itogon II
	Ferwin B. Takinan	Tawangan-Lusod National High School	Kabayan
	Lorraine L. Andon	Taba-ao Integrated School	Kapangan
	Nicko Samuel P. Laruan	Twin Peaks National High School	Tuba