



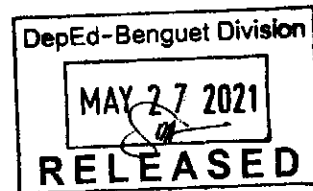
Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Benguet**

May 26, 2021

DIVISION MEMORANDUM

NO. 184 S. 2021

TO: All Public Schools District Supervisors  
District Coordinating Principals  
Secondary School Heads/IUS Schools



DIVISION WORKSHOP ON THE PREPARATION OF NOSA PURSUANT TO NBC NO. 584, DATED JANUARY 6, 2021, REORIENTATION ON UPDATING OF PSIPOP (IUS) AND OTHER UPDATES ON ERF, RECLASSIFICATION, PUBLICATION/POSTING OF VACANCIES AND PROPER FILLING OUT OF FORMS

1. Corollary to DepEd Mission, a portion states: "Administrative and Staff, as stewards of the institution, ensure an enabling and supportive environment for effective learning to happen", and anchored on PRIME-HRM, the Schools Division of Benguet through the Personnel Section will conduct a three-day face-to-face activity on the above-mentioned topics to all concerned/identified participants from the field in three batches on June 8, 9 and 10, 2021 at the SDO-Adivay Hall.

2. At the end of the workshop activity, the participants shall have:

- 2.1 Been clarified on the prescribed guidelines, rules and regulations for the implementation of the second tranche of the modified Salary Schedule for Civilian Personnel;
- 2.2 Improved in terms of job competencies and behavioral performance continuously;
- 2.3 Complied with DepEd policies, rules and regulations and other issuances from oversight agencies

3. The identified participants are indicated on Enclosure "B".

4. Travelling expenses and/or incidental expenses that will be incurred in attending the workshop shall be charged to appropriate funds subject to the usual accounting and auditing rules and regulations.

-page 1 of 2 pages-



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**Department of Education**  
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**Schools Division of Benguet**

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5. While it is a three-day activity, only the first day shall be funded from GAS Funds while the two succeeding days (Day 2 and Day 3) will be for immersion/practicum/workshop by the participants in their work stations, such as preparation of outputs for submission. Be guided therefore on the schedules per batch: Batch I- June 8 (first day), 9, 10; Batch II- June 9 (first day), 10, 11; Batch III- June 10 (first day), 11, 14.

6. To comply with IATF-LGU protocols and guidelines, health protocols shall be adhered to by all participants; Wearing of facemasks/face shields, observing one-meter distancing, washing and sanitizing of hands.

6. Dissemination of this Memo to all concerned is desired.

  
GLORIA B. BUYA-AO  
Schools Division Superintendent

Encl.: as stated.  
Osds/personnel/hrmo



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## ENCLOSURE "B" - 1

Re: Workshop on the preparation of Notice of Salary Adjustment (NOSA) pursuant to NBC No. 584, dated January 06, 2021, Reorientation on the updating of PSiPOP and other updates on Personnel matters (ERFs, Reclassification, Publication/Posting of vacancies, Filling up of all forms)

School	Name of Personnel Incharge of PSiPOP	Position/ Designation	Date of Seminar
Atok National High School	Marites P. Lampacan	AO IV	June 8, 2021
Camp 30 National High School	Lucyl E. Medon	T-I	June 8, 2021
Ampusongan National High School	Gloria B. Cadap	School Principal I	June 8, 2021
Ampusongan National High School Annex- Kayapa	Yolanda T. Andiso	Teacher III	June 8, 2021
Bakun National High School-Main	Rosalie S. Anhibey	Head Teacher III	June 8, 2021
Bakun National High School-Sinacbat Extension	Pablo Baluda	School Head	June 8, 2021
Bokod National High School-Main	Daphne Angelica Espara	ADAS III	June 8, 2021
Bokod NHS Extension-Ambangeg	same with BNHS		June 8, 2021
Daklan National high School	Jaime B. Coligman	HT III	June 8, 2021
Tublay School of Home Industries-Annex (Ambuklao)	Ermelinda D. Pablo	ADAS II	June 8, 2021
Nawal Integrated School	Ardeshir A. Bedso	Head Teacher III	June 8, 2021
Alejo M. Pacalso Memorial National High School	Lalyn Barcena	ADAS II	June 8, 2021
Alejo MPMNHS Extension Classes-Virac	Marie Assumpta Billy	Registrar I	June 8, 2021
Binga National High School	Nancy D. Costina	TIII	June 8, 2021
Fianza Memorial National High School	Gertrudes D. Cunanan	HT III	June 8, 2021
Loacan NHS (Alejo MPMNHS Annex-Loacan )	Crizalyn Mae Asiong	ADAS II	June 8, 2021
Loacan NHS-Extension Classes-Tocmo	Crizalyn Mae Asiong	ADAS II	June 8, 2021
Ampucao NHS	Mary Grace S. Loacan		June 8, 2021
Ampucao NHS -Extension Classes (Manganese)	Dominga Celestino		June 8, 2021
Laurencio Fianza NHS -Main (SP Res. 322, s. 2011 dated 12/21/2011)	Joana Bayeng	Adas II	June 8, 2021
Laurencio Fianza NHS Annex-Bantic	Mack Dalay-on	TIC	June 8, 2021
Datakan Integrated School	Lizlie Joy T. Marcelo	Teacher I	June 9, 2021
Gov. Bado Dangwa Agro-Industrial School (GBDAIS)-Main	Editha Y. Badio	AOIV	June 9, 2021
GBDAIS Extension-Taba-ao	JOna Owao	ADAS	June 9, 2021
Kapangan Central National High School	Jenalyn Cura	ADAS II	June 9, 2021
Kapangan National High School - Sagubo	Ellyn Begawen	ADAS II	June 9, 2021
Kibungan National High School	Ruben G. Claudio	AOIV	June 9, 2021
Madaymen National High School	Dominga D. Henry	HT1	June 9, 2021
Tacadang NHS (R. A 9916 s. 2010)	Velasco Metwa	T2	June 9, 2021
Sagpat Integrated School	Daniel B. Pascaden	SP3	June 9, 2021
Ambiong National High School	Vilma Beliano		June 9, 2021
Benguet National High School-Main	Lorna D. Kinnud	AO II	June 9, 2021
Benguet National High School- Annex (Alno)	Joseph M. Konek	HT VI	June 9, 2021
Benguet National High School- Annex (Bineng)	Imelda Mang-usan	HT III	June 9, 2021

Benguet NHS- Annex (Puguis)	Johannie Tacio	TIII	June 9, 2021
Cordillera Regional Science High School	Emily D. Bekseng	ADAS II	June 9, 2021
Eastern La Trinidad NHS	Oscar Banglot		June 9, 2021
La Trinidad NHS (R. A. 9864 s. 2009 )	Mana C. Estakio	SPI	June 9, 2021
Balili NHS -Main	Erfinia B. Tolawan	ADAS II	June 9, 2021
Balili NHS Annex-Cabacab	Evelyn A. Ngedayan		June 9, 2021
Bedbed National High School (RA No. 9086, S. 2001)	<b>Caroline C. Ferrer</b>	HT1	June 9, 2021
Bulalacao NHS (R.A. 9902 s. 2009)	Agustina J. Estalin	ADAS II	June 9, 2021
Cabitan National High School (RA No. 9087, S. 2001)	Jordan G. Mendoza	ADAS	June 9, 2021
Guinaoang National High School	<b>Julia B. Domanas</b>	ADAS II	June 9, 2021
Lepanto National High School-Main	Lydia Tadios	ADAS II	June 9, 2021
Adaoay NHS (Kamora National High School Extension - Adaoay)	Lily M. Aroco	SP I	June 10, 2021
Adaoay NHS (Abucot Ex'n)	Wilber G. Gondales		June 10, 2021
Kamora National High School	Nikki M. Tobias		June 10, 2021
Tawangan-Lusod NHS (R. A. 9901 s. 2009)	Joan Pedro	TIII	June 10, 2021
Bangao NHS (R. A. 9900 s. 2009)	Divina Calubandi	School Principal I	June 10, 2021
Buguias National High School	Luis Igualdo	School Principal II	June 10, 2021
Catlubong NHS (RA 9876 s. 2009)	Geralda G. Pulicay	Head Teacher III	June 10, 2021
Cayapas Integrated School	Giovanni P. Cayat	Head Teacher I	June 10, 2021
COOP NHS (formerly Buguias NHS COOP Extension)	Teresita F. Santos	ADAS II	June 10, 2021
Sinipsip National High School-Main	Vicenta C. Danigos	School Principal I	June 10, 2021
Sinipsip National High School-Natubleng Ext'n	Ofelia M. Calpasi	Head Teacher III	June 10, 2021
Amlimay Integrated Schools	Cristeta E. Igualdo	School Principal II	June 10, 2021
Bad-ayan Integrated Schools	Estrella B. Tabdi	Head Teacher	June 10, 2021
Lam-ayan Integrated Schools	Nerissa S. Culas	School Principal I	June 10, 2021
Mankayan National High School	Hanky Mae B. Aten-an	AO IV	June 10, 2021
Tabio National High School (Lepanto NHS Annex - Palatong)	Maritess T. Beniking	T-III	June 10, 2021
Sablan National High School	Mildred Sepulchre	SP-I	June 10, 2021
Sablan National High School - Balluay Extension	Gerald Salda	HT-I	June 10, 2021
Evelio Javier Memorial National High School	Roxanne M. Baliton	T-III	June 10, 2021
Evelio Javier Memorial NHS Annex - Pimmingan, Ansagan	Florence B. Pawig	HT-III	June 10, 2021
Taloy Sur NHS (R. A.9870 s. 2009) (Tuba NHS Annex -Taloy Sur)	Daisy Dionisio	ADAS II	June 10, 2021
Tuba Central NHS (RA#9545, s. 2009)	Delfin L. Chawan	T-III	June 10, 2021
Tuba National High School - Nangalisan	Stephanie M. Lictan	AOIV	June 10, 2021
Twin Peaks National High School	Ester L. Bugtong	Teacher III	June 10, 2021
Saguitlang Integrated School	Mary Jane L. Leo	SP-1	June 10, 2021
Tublay National Trade High School	Michael M. Bistid	HT V	June 10, 2021
Tublay School of Home Industries (TSHI) - Main	JULIA O. AROCO	ADAS II	June 10, 2021
Tublay SHI-Main Extension Classes-Sayangan	CATHERINE L MILO	T-I	June 10, 2021

## ENCLOSURE "B"- 2

## DISTRICT REPRESENTATIVES

ATOK	Name of participant	Position Designation	Date of Seminar
1 ADAS	Larian M. Sagayo	ADAS II	June 8, 2021
2 ADAS	Libina A. Sarac	ADAS III	June 8, 2021
3 SCHOOL HEAD	Eldie S. Pacio	T-III, DALSC	June 8, 2021
4 SCHOOL HEAD	Wilson E. Taquio	HT-III	June 8, 2021
5 SCHOOL HEAD	Asunta D. Mayos	SP-I	June 8, 2021
<b>BAKUN</b>			
1 ADAS	Kezel Joy Pulquiso	ADAS II	June 8, 2021
2 ADAS/DISTRICT CLERK	Leona Laita	ADAS I	June 8, 2021
3 SCHOOL HEAD	Dolores G. Fidel	School Principal I	June 8, 2021
4 SCHOOL HEAD	Ronald C. Sacyat	Head Teacher I	June 8, 2021
5 SCHOOL HEAD	Emily T. Bagayao	School Principal I	June 8, 2021
<b>BOKOD</b>			
1 ADAS	Mark Christian A. Mackay	ADAS II	June 8, 2021
2 ADAS/DISTRICT CLERK	Cyprene D. Aquino	District Clerk	June 8, 2021
3 SCHOOL HEAD	Emilyn E. Medina	School Principal I	June 8, 2021
4 SCHOOL HEAD	Esther B. Basilio	School Principal I	June 8, 2021
5 SCHOOL HEAD	Gloria A. Hilario	School Principal I	June 8, 2021
<b>ITOGON I</b>			
1 ADAS	Joan D. Padopad	ADAS III	June 8, 2021
2 ADAS/DISTRICT CLERK	Richelle Dioayan	ADAS III	June 8, 2021
3 SCHOOL HEAD	Christine Puguon	School Principal I	June 8, 2021
4 SCHOOL HEAD	Dante D. Romillo	School Principal I	June 8, 2021
5 SCHOOL HEAD	Rinan C. Bruno	School Principal I	June 8, 2021
<b>ITOGON II</b>			
1 ADAS	Twinkle D. Asudera	AO	June 8, 2021
2 ADAS/DISTRICT CLERK	Marie Joy Depayso	District Clerk	June 8, 2021
3 SCHOOL HEAD	Juliet K. Baldo	School Principal II	June 8, 2021
4 SCHOOL HEAD	Emelda G. Amancio	School Principal I	June 8, 2021
5 SCHOOL HEAD	Sheila K. Wakit	School Principal I	June 8, 2021
<b>KABAYAN</b>			
1 ADAS	Ewald Agustin	ADAS III	June 9, 2021
2 ADAS/DISTRICT CLERK	Narcisa Dias	ADAS III	June 9, 2021
3 SCHOOL HEAD	Corazon C. Molitas	School Principal I	June 9, 2021
4 SCHOOL HEAD	Bhede Martin	School Principal I	June 9, 2021
5 SCHOOL HEAD	Nobres Mino	School Principal I	June 9, 2021
<b>KAPANGAN</b>			
1 ADAS	Gigie B. Basilio	ADAS II	June 9, 2021
2 ADAS/DISTRICT CLERK	Jamila B. Morris	ADAS II	June 9, 2021
3 SCHOOL HEAD	Francisco M. Contero	School Principal I	June 9, 2021
4 SCHOOL HEAD	Noel T. Winnan	School Principal I	June 9, 2021
5 SCHOOL HEAD	Narcing C. Sukil-ap	School Principal I	June 9, 2021
<b>KIBUNGAN</b>			
1 ADAS	Jonalyn Gapad	ADAS III	June 9, 2021
2 ADAS/DISTRICT CLERK	Hazel Kitongan	ADAS III	June 9, 2021
3 SCHOOL HEAD	Daniel Pascaden	SP III	June 9, 2021
4 SCHOOL HEAD	Norma Capiato	SP III	June 9, 2021
5 SCHOOL HEAD	Suela Vencio	HT I	June 9, 2021
<b>LA TRINIDAD</b>			

<b>MANKAYAN</b>	1 ADAS	Christine Damoslog	AO II	June 9, 2021
	2 ADAS/DISTRICT CLERK	Janith Laruan	AO II	June 9, 2021
	3 SCHOOL HEAD	Ruth T. Eteng		June 9, 2021
	4 SCHOOL HEAD	Lorna Wallit	Master Teacher I	June 9, 2021
	5 SCHOOL HEAD	Agnes Malinias	School Principal I	June 9, 2021
<b>SABLAN</b>	1 ADAS	Geraldine Concepcion	ADAS III	June 9, 2021
	2 ADAS/DISTRICT CLERK	Edriene K. Del-isen	ADAS III	June 9, 2021
	3 SCHOOL HEAD	Juliet P. Daganos	HT III	June 9, 2021
	4 SCHOOL HEAD	Noreen T. Espinocilla	HT III	June 9, 2021
	5 SCHOOL HEAD	Eleuterio D. Tegan	HT I	June 9, 2021
<b>TUBA</b>	1 ADAS	Monalie Cacatchian	ADAS- II	June 10, 2021
	2 ADAS/DISTRICT CLERK	Loida Caramé	TCH-III	June 10, 2021
	3 SCHOOL HEAD	Nilo Oyam	SP-I	June 10, 2021
	4 SCHOOL HEAD	Luz Merino	SP-I	June 10, 2021
	5 SCHOOL HEAD	Teresita Dolo	HT-III	June 10, 2021
<b>TUBLAY</b>	1 ADAS	Caiver Olay	ADAS III	June 10, 2021
	2 ADAS/DISTRICT CLERK	Richard Nuguid	T-3	June 10, 2021
	3 SCHOOL HEAD	Milbert Cocoy	HT-1	June 10, 2021
	4 SCHOOL HEAD	Henry Tinaza	HT-1	June 10, 2021
	5 SCHOOL HEAD	Emil Jun Rivas	SP-1	June 10, 2021
<b>BUGUIAS</b>	1 ADAS	Karen Omalio	Adas III	June 10, 2021
	2 ADAS/DISTRICT CLERK	Wilma Atos	Adas III	June 10, 2021
	3 SCHOOL HEAD	Charlie E. Ricardo	Principal I	June 10, 2021
	4 SCHOOL HEAD	Linda C. Tambic	Principal I	June 10, 2021
	5 SCHOOL HEAD	Angelita A. Laoyan	Principal I	June 10, 2021
<b>BUGUIAS</b>	1 ADAS	Manilyn La-oyan	ADAS III	June 10, 2021
	2 ADAS/DISTRICT CLERK	Novilyn Asiong	AOII	June 10, 2021
	3 SCHOOL HEAD	Jocelyn S. Pilas	Head Teacher III	June 10, 2021
	4 SCHOOL HEAD	Romeo Dulnuan	Head Teacher III	June 10, 2021
	5 SCHOOL HEAD	Saturnina P. Bacasen	School Principal I	June 10, 2021