



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BENGUET
Wangal, La Trinidad, Benguet



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DIVISION MEMORANDUM No. 243 s. 2019

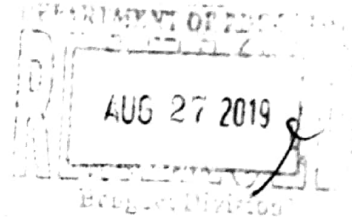
UNIT/SECTION:
(Ex. SGOD-CID)

Name of Office:
6600 - HRDS

August 22, 2019

**To: Chief Education Supervisors, CID and SGOD
Public Schools District Supervisors
High School and Elementary School Heads
Identified Newly Hired Non-Teaching Personnel**

**From:  MARIE CAROLYN B. VERANO, CESO VI
Schools Division Superintendent**



Subject: Division Induction Training for Newly Hired Non-Teaching Employees

1. There will be a three (3) day induction Training Seminar for Newly Hired Non-Teaching Employees on September 2-4, 2019 at Calajo KM 6., La Trinidad, Benguet.
2. The training primarily aims to ensure that participants will gain deeper knowledge and skills on the ff:
 - a. Code of Ethics for Government Employees;
 - b. Rules implementing the code of conduct and ethical standards for public offices and employees (RA 6713);
 - c. Basic Communication;
 - d. Health and wellness Program;
 - e. Records management and Customer Service Skills;
 - f. Employees' Benefits and Financial Literacy;
 - g. Understanding DepEd Structure; and
 - h. Results-Based Performance Management System (RPMS).
3. Participants are the permanent non-teaching personnel **(see attached list of participants)**.
4. Training materials, snacks and lunch for the three (3) day activity will be provided charged against HRD fund while travel and other incidental expenses of the participants are chargeable to local funds subject to the usual accounting and auditing rules and regulations.
5. Immediate and wide dissemination of this memorandum is desired.



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UNIT/SECTION:
(Ex. SGOD-CID)

Name of Office:
SGOD-HRDS

#	Name	Sex	Position	School	District
1	Janelyn G. Bugnay	F		LOO NHS	BUGUIAS
2	Marie W. Assumpta	F		LOO NHS	BUGUIAS
3	Gladys P. Vicente	F			BUGUIAS
4	Febra P. Canuto	F			KIBUNGAN
5	Ermelinda D. Pablo	F			BOKOD
6	Crizalyn Asiong	F			ITOGON I
7	Normelyn Suaya	F		Buguias NHS	BUGUIAS
8	Juvy K. Langpaowen	F		Accounting	SDO
9	Ewald Agustin	M		Kamora NHS	KABAYAN
10	Sofia Ognase	F		Kamora NHS	KABAYAN
11	Connie Liza Taypew	F		GBDMS	KAPANGAN
12	Lynn Ann Cabatan	F		GBDMS	KAPANGAN
13	Melva L. Teligo	F			KIBUNGAN
14	Aunabelle P. Glasa	F			KIBUNGAN
15	Romea Paterno	F		Be NHS	LA TRINIDAD
16	Rhea Dianne Damilo	F		Be NHS	LA TRINIDAD
17	Lorna Kinnud	F		Be NHS	LA TRINIDAD
18	Christalyn B. Saliw-an	F			KAPANGAN
19	Jovaner P. Bilao	M			BAKUN
20	Michael C. Bilayan	M			BUGUIAS
21	Joanna Marie B. Bayeng	F			ITOGON II
22	Lanny Joy K. Aquino	F			TUBA
23	Zeny Banto	F		ATOK NHS	ATOK
24	Jamilla B. Morris	F		Accounting	SDO
25	Jaro P. Rosal	M		Personnel	SDO
26	Dyesebel C. Mocyat	F			ITOGON II
27	Lemuel Totanes	M			MANKAYAN
28	Wilma A. Atos	F		SGOD	SDO
29	Lilian A. Carpio	F			MANKAYAN
30	Belin A. Carbonel	F		cash	SDO
31	Lemarie V. Bellaruz	F			MANKAYAN
32	Mercy Rose S. Pangesfen	F		supply	SDO
33	Jocelyn L. Alimondo	F		SGOD-HRDS	SDO
34	Jeffery T. Pulac	M		CID	SDO
35	Melody Bestre	F		BAC	SDO
36	Zonia Mae C. Quipot	F		PERSONNEL	SDO
37	Aiza Jane B. Labuanan	F			TUBAY
38	Jermilyn D. Sab-it	F		PERSONNEL	SDO
39	Rechelle G. Fianza	F		CID	SDO
40	Rommel D. Velasco	M			MANKAYAN
41	Jona L. Nawen	F			BAKUN