
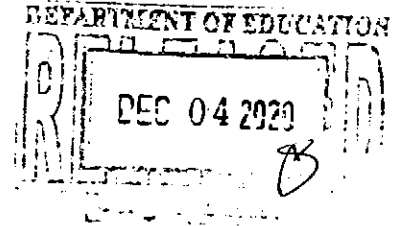
	Republic of the Philippines <b>Department of Education</b> Cordillera Administrative Region <b>SCHOOLS DIVISION OF BENGUET</b> Wangal, La Trinidad, Benguet Telefax: (074) 422-6570; (074) 422- 7501	
	DIVISION <b>MEMORANDUM No. 245s. 2020</b>	

**TO: Public Schools District Supervisors  
Elementary and Secondary School Heads  
Identified Participants**

**FROM: BENILDA M. DAYTACA, EdD, CESO VI**  
Assistant Schools Division Superintendent  
OIC-Office of the Schools Division Superintendent



**SUBJECT: Non-Teaching Induction Webinar**

**DATE : December 03, 2020**

1. There will be a three (3) day Induction Webinar for Newly Hired Non-Teaching Employees on December 9-11, 2020.
2. The webinar 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. Values orientation & Development Program for employees.
  - d. Overview on the programs under CID and SGOD
  - e. Results-Based Performance Management System (RPMS)
3. Participants are the permanent non-teaching personnel (see attached list of participants)
4. A three hundred pesos (300.00) worth of load will be provided to each participant chargeable against HRTD fund subject to the usual auditing rules and regulations.
5. Immediate and wide dissemination of this memorandum is desired.

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Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION of BENGUET**



**Division Memo** 265 *S. 2020*

December 9-11, 2020

	Name	Position	
1	Aser C. Cabatan	AA I	GBDAIS
2	Shania L. Atiwen	AdASs II	
3	Arceli Galasgas	AdA VI	Personnel
4	Gretchen Lepi	AdAs III	Loo NHS
5	Jonalyn Gapad	AdA VI	CID
6	Bernadeth Sabo	AdAs II	Abatan ES
7	Efren Balanban	AdA	
8	Laurene U. Lacambra	Librarian	
9	Hezel Jek M. Munoz	AdA IV	GBDAIS - Main
10	Greg Garcia	AdA VI	SGOD
11	Leonida Del Amen	AdAs II	
12	Freda Paclos		Budget