



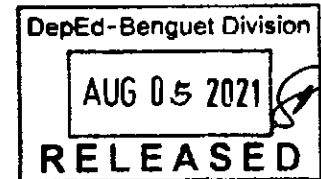
Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

August 2, 2021

DIVISION MEMORANDUM

No. 297, S2021

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



SUBJECT: ADDENDUM TO SDO MEMO NO. 152, S. 2021: FOUR (4) SERIES SCHOOLS DIVISION OFFICE NON-TEACHING PERSONNEL SKILLS DEVELOPMENT TRAINING

1. The confirmed participants for the 4th Series Schools Division Office Non-Teaching Personnel Skills Development Training are indicated in the following enclosures:

ENCLOSURE 1:

BRIDGING SPIELS DEVELOPMENT AND DELIVERY: MASTERING THE ART OF EMCEEING AND HOSTING

Ecolodge, Magsaysay, Baguio City

ENCLOSURE 2:

ADDRESSING ISSUES IN PROCESSES AND SYSTEMS THROUGH INNOVATION

August 12 and 13, 2021; Adivay Hall – Wangal, La Trinidad, Benguet

ENCLOSURE 3:

EMPOWERING GUIDANCE COUNSELORS IN THE NEW NORMAL

August 9-11, 2021; Ecolodge, Magsaysay, Baguio City

ENCLOSURE 4:

CULMINATING ACTIVITY - FOUR (4) SERIES SCHOOLS DIVISION OFFICE NON-TEACHING PERSONNEL SKILLS DEVELOPMENT TRAINING

August 10-20, 2021

2. Transportation allowance of non-teaching employees coming from the field shall be chargeable against School MOOE, while non-teaching from the Division Office for trainings outside Division Office premises shall be chargeable against Division MOOE subject to the usual budget, accounting, and auditing rules and regulations. Similarly, meals and snacks of all participants shall be chargeable against Division MOOE subject to the usual budget, accounting, and auditing rules and regulations.
3. Immediate and widest dissemination of this memorandum is desired.

GLORIA B. BUYA-ACUJ
Schools Division Superintendent

//sgod/hrds/xgdk



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ENCLOSURE 1.

Bridging Skills Development and Delivery: Mastering the Art of Emceeing and Hosting
 Ecologde, Magsaysay, Baguio City
 July 22 and 23, 2021

| | | |
|----------------------------|--------------------------------|-----------------|
| ANFE M. CALAPEN | ADMINISTRATIVE OFFICER II | MANKAYAN |
| RECHELLE G. FIANZA | ADMINISTRATIVE ASSISTANT III | KIBUNGAN |
| REBECA J. VISAYA | ADMINISTRATIVE ASSISTANT I | DIVISION OFFICE |
| JULIE ANN B. SORIANO | ADMINISTRATIVE ASSISTANT III | DIVISION OFFICE |
| AUNABELLE P. GALASA | ADMINISTRATIVE AIDE III | KIBUNGAN |
| NERISSA I. BARBOSA | PROJECT DEVELOPMENT OFFICER II | DIVISION OFFICE |
| ROCHELLE S. CUYAN | ADA VI | DIVISION OFFICE |
| SHIELA MARIE L OCAMPO | ADMIN AIDE VI | DIVISION OFFICE |
| GENEVIEVE A. YOG-A | ADMINISTRATIVE ASSISTANT III | DIVISION OFFICE |
| MARYLOU S. MAGSIANO | ADMINISTRATIVE ASSISTANT II | BUGUIAS |
| LILIAN A. CARPIO | ADMINISTRATIVE ASSISTANT III | MANKAYAN |
| DEBBIE RUTH D. INOMIS | ADMINISTRATIVE OFFICER I | MANKAYAN |
| HANKY MAE B. ATEN-AN | AO IV | MANKAYAN |
| ROMMEL D. VELASCO | ADMINISTRATIVE ASSISTANT II | MANKAYAN |
| GRETCHEN O. SIMEON | ADAS III | BUGUIAS |
| VIVIAN P. LEGASPI | GUIDANCE COUNSELOR III | MANKAYAN |
| GERALDINE D. CONCEPCION | ADAS III | MANKAYAN |
| LEMARIE B. VILLARUZ | ADMINISTRATIVE ASSISTANT II | MANKAYAN |
| SHELBY G. SANGAO | NURSE I | KABAYAN |
| RYAN GEORGE A. SIANO | ADAS II | DIVISION OFFICE |
| ELVERNICE S. FANGED | EPS II | DIVISION OFFICE |
| GWEN B. POCDIHON | ADMINISTRATIVE ASSISTANT III | TUBA |
| CHERRYLYN B. EMBES | ADMINISTRATIVE ASSISTANT II | TUBLAY |
| TWINKLE D. ASUDERA | AO II | ITOGON 2 |
| AVELINA T. PEPOA | ADMIN ASSISTANT 3 | BOKOD |
| NOVELYN L. ASIONG | ADMINISTRATIVE OFFICER 2 | BUGUIAS |
| LIZELLE L. LUPANTE | AO II | ITOGON 1 |
| JANELYN BUGNAY | ADAS II | BUGUIAS |
| JOCELYN G. JOSE | ADAS II | KIBUNGAN |
| BRIGETTE C. ANTONIO | ADMINISTRATIVE OFFICER II | BUGUIAS |
| JOAN D. PADOPAD | ADAS III | ITOGON 1 |
| KAREEN L. VILLEGAS | ADAS3 | DIVISION OFFICE |
| ROSELLE KRISTINE D. WAGUIS | NURSE I | DIVISION OFFICE |
| JACQUELINE B. BALWANG | ADAS II | LA TRINIDAD |
| JESHANAH B. SALDA | GUIDANCE COUNSELOR | LA TRINIDAD |
| CHARITO T. MATULAY | ADA IV | KAPANGAN |





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| | | |
|------------------------|------------------------|-----------------|
| JOSEPH. B. AQUINO | ADA IV | KAPANGAN |
| PURIZA A. DEPAYSO | AO II | LA TRINIDAD |
| JOANA MARIE B. COLAS | ADAS II | ITOGON 2 |
| JONALYN C. GAYASO | ADAS III | DIVISION OFFICE |
| HARRUEL BRYSE M. CAWAS | ADAS II | DIVISION OFFICE |
| IRENE L. LUBUAT | NURSE II | TUBA |
| KARREN S. GAQUI | NURSE | TUBA |
| ANGELICA P. WAKAT | ADAS II | LA TRINIDAD |
| JERLIÉ S. BALAODAN | SCHOOL LIBRARIAN | KIBUNGAN |
| LEMUEL L. TOTANES | ADMINISTRATIVE AIDE VI | MANKAYAN |
| DIGNA D. OGGANG | REGISTRAR 1 | LA TRINIDAD |
| LORNA M. YACO | EPS II | DIVISION OFFICE |



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ENCLOSURE 2:

Addressing Issues in Processes and Systems through Innovation
August 12 and 13, 2021
Adivay Hall – Wangal, La Trinidad, Benguet

| | | | |
|----|----------------------------|------------------------------|-----------------|
| 1 | GENEVIEVE A. YOG-A | ADMINISTRATIVE ASSISTANT III | DIVISION OFFICE |
| 2 | GRETCHEN V. LEPI | ADAS II | BUGUIAS |
| 3 | HANKY MAE B. ATEN-AN | AO | MANKAYAN |
| 4 | CHARINE S. ABUAN | ADMINISTRATIVE ASSISTANT III | TUBA |
| 5 | RYAN GEORGE A. SIANO | ADAS II | DIVISION OFFICE |
| 6 | ELMA D. PULQUISO | ADAS III | TUBA |
| 7 | GWEN B. POCDIHON | ADMINISTRATIVE ASSISTANT III | TUBA |
| 8 | MONALIE P. CACATIAN | ADMINISTRATIVE ASSISTANT II | SABLAN |
| 9 | AVELINA T. PEPOA | ADMIN ASSISTANT 3 | BOKOD |
| 10 | JOAN D. PADOPAD | ADAS III | ITOGON 1 |
| 11 | BRIGETTE C. ANTONIO | ADMINISTRATIVE OFFICER II | BUGUIAS |
| 12 | KAREEN L. VILLEGAS | ADAS 3 | DIVISION OFFICE |
| 13 | SHIELA MARIE L. OCAMPO | ADMIN AIDE VI | DIVISION OFFICE |
| 14 | JACQUELINE B. BALWANG | ADAS II | LA TRINIDAD |
| 15 | MARYLOU S. MAGSIANO | ADMINISTRATIVE ASSISTANT II | BUGUIAS |
| 16 | PURIZA D. AGUINDANG | AO II | LA TRINIDAD |
| 17 | GERALDINE D. KIBONG | SCHOOL LIBRARIAN III | TUBA |
| 18 | ANFE M. CALAPEN | AO 2 | MANKAYAN |
| 19 | LILIAN A. CARPIO | ADAS III | MANKAYAN |
| 20 | DEBBIE RUTH D. INOMIS | ADMINISTRATIVE OFFICER I | MANKAYAN |
| 21 | LEMARIE B. VILLARUZ | ADMINISTRATIVE ASSISTANT II | MANKAYAN |
| 22 | JOYCE B GAVINO | ADMINISTRATIVE OFFICER IV | DIVISION OFFICE |
| 23 | HAZEL P. KITONGAN | ADAS III | KIBUNGAN |
| 24 | FLORABEL C. BALANON | ADMINISTRATIVE OFFICER IV | DIVISION OFFICE |
| 25 | JARO P. ROSAL | ADMINISTRATIVE OFFICER II | DIVISION OFFICE |
| 26 | JANELYN BUGNAY | ADAS II | BUGUIAS |
| 27 | JOCELYN G. JOSE | ADAS II | KIBUNGAN |
| 28 | MELVA L. TELIGO | ADMINISTRATIVE ASSISTANT II | KIBUNGAN |
| 29 | ROCHELLE S. CUYAN | ADA VI | DIVISION OFFICE |
| 30 | JERLIE S. BALAODAN | SCHOOL LIBRARIAN I | KIBUNGAN |
| 31 | REBECA J. VISAYA | ADAS I | DIVISION OFFICE |
| 32 | JULIE ANN SORIANO | ADAS 3 | DIVISION OFFICE |
| 33 | SHELBY G. SANGAO | NURSE I | KABAYAN |
| 34 | EUFRALYN B. CELINO | ADMINISTRATIVE ASSISTANT III | TUBLAY |
| 35 | CHRISTIAN KEITH T. SORIANO | ADAS 3 | KIBUNGAN |
| 36 | ELVERNICE S. FANGED | EPS II | DIVISION OFFICE |
| 37 | LIEZL M. EUSTAQUIO | ADAS III | LA TRINIDAD |



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|----|---------------------------|--------------------------------|-----------------|
| 38 | CHERRYLYN B. EMBES | ADMINISTRATIVE ASSISTANT II | TUBLAY |
| 39 | GERALDINE D. CONCEPCION | ADAS III | MANKAYAN |
| 40 | TWINKLE D. ASUDERA | AO II | ITOGON 2 |
| 41 | JENNILYN L. ALFREDO | AO II | LA TRINIDAD |
| 42 | MERCY ROSE S. PANGESFAN | AO II | LA TRINIDAD |
| 43 | JOSAN L. SAGANTIYOC | ADAS II | LA TRINIDAD |
| 44 | AIZA JANE B. LABUANAN | ADMINISTRATIVE ASSISTANT III | LA TRINIDAD |
| 45 | JESHANAH B. SALDA | GUIDANCE COUNSELOR | LA TRINIDAD |
| 46 | EDITHA Y. BADIO | ADMINISTRATIVE OFFICER IV | KAPANGAN |
| 47 | MARY GRACE P. PAAT | ADAS 2 | MANKAYAN |
| 48 | GLENDA P. DOMEGYAY | ADMINISTRATIVE ASSISTANT III | ITOGON 2 |
| 49 | MARIE ASSUMPTA W. BILLY | REGISTRAR 1 | ITOGON 1 |
| 50 | LORNA D. KINNUD | ADMINISTRATIVE OFFICER II | LA TRINIDAD |
| 51 | MIRALYN P. TOMAS | ADAS II | LA TRINIDAD |
| 52 | JUVY K. LANGPAWEN | ADMINISTRATIVE ASSISTANT III | DIVISION OFFICE |
| 53 | ROSE VIRGINIE KILLIP | NURSE II | LA TRINIDAD |
| 54 | MAHAL M. RIFANI | ADMIN OFFICER III | DIVISION OFFICE |
| 55 | JONALYN I. AVELINO | ADMINISTRATIVE OFFICER IV | TUBLAY |
| 56 | LYNNIE ANN D. CABATAN | ADAS II | KAPANGAN |
| 57 | DIGNA D. OGGANG | REGISTRAR I | LA TRINIDAD |
| 58 | MERLYN CONCHITA DE GUZMAN | EPS | SDO |
| 59 | JORDAN MENDOZA | ADAS | |
| 60 | XYLENE GRAIL D. KINOMIS | SEPS | SDO |
| 61 | ROSELLE KIDKID | NURSE 1 | MANKAYAN |
| 62 | VIVIAN LEGASPI | GC III | MANKAYAN |
| 63 | NERISSA I. BARBOSA | PROJECT DEVELOPMENT OFFICER II | DIVISION OFFICE |
| 64 | JOVEN B. AGTANI | EPS II | DIVISION OFFICE |
| 65 | CORAZON C. QUIPOT | SEPS | DIVISION OFFICE |
| 66 | ARVIN DOMAN | SEPS | DIVISION OFFICE |
| 67 | LORNA M. YACO | EPS II | DIVISION OFFICE |
| 68 | STEPHEN BULALIN | SEPS | P&R |
| 69 | KENNETH KELCHO | PDO I | DIVISION OFFICE |
| 70 | JEANETTE KIONG | PO III | DIVISION OFFICE |



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ENCLOSURE 3:

EMPOWERING GUIDANCE COUNSELORS IN THE NEW NORMAL

August 9-11, 2021, Ecolodge, Magsaysay, Baguio City

| No. | Complete Name | Name of School | District |
|----------------------------|------------------------|---|-------------|
| 1 | Joan Hertimia B.Wagang | Ampusongan National High School Main | Bakun |
| 2 | Estefany L. Dogaong | Buguias National High School | Buguias |
| 3 | Brenda M.Matias | GBDAIS Main | Kapangan |
| 4 | Eunice D. Budo | Tublay School of Home Industries | Tublay |
| 5 | Rolando F. Malafu | Cordillera Regional Science High School | La Trinidad |
| 6 | Jeshanah B. Salda | La Trinidad National High School | La Trinidad |
| 7 | Tina C. Dolnagon | Tublay School of Home Industries | Tublay |
| 8 | Vivian P. Legaspi | Mankayan National High School | Mankayan |
| 9 | Marcelina P. Mapatac | Tuba National High School | Tuba |
| 10 | Catalina C. Baltazar | Alejo M. Pacalso National High School | Itogon |
| 11 | Tina Contaros | - | Buguias |
| 5 Resource Speakers | | | |

| Date | Time | Activity | Person-in-charge |
|---|----------------|---|-----------------------------------|
| August 9, 2021 Facilitators: Ma'am Jeshana B. Salda Ma'am Vivian Legaspi | Triage Area | | Ma'am Brenda M. Matias, RN,RGC |
| | 8:00-8: 10 AM | Registration | HRTD Ma'am Eunice D.Budo, RGC |
| | 8:11-8:15 AM | National Anthem | AVP |
| | 8:16-8:20 AM | Opening Prayer | Ma'am Catalina C. Baltazar, RGC |
| | 8:21-8:25AM | Presentation of Participants | Sir JovenAgtani, RGC EPS,M&E |
| | 8:26-8:40 AM | Opening Remarks / Message | Sir Lucio B. Alawas Chief,SGOD |
| | 8:40 – 9:00 AM | Introduction of the Speaker | Ma'am Joan Hertimia B. Wagang,RGC |
| | 9: 00 -10:0 AM | Topic 1: Transitioning to Online/Remote Delivery of Guidance and Counseling Services | Ma'am AngeliAustria,RGC |
| | 10:01-10:15 AM | Health Break | |
| | 10:16-11:50 AM | Continuation of Topic 1: Transitioning to Online/Remote Delivery of Guidance | Ma'am AngeliAustria,RGC |



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|---|--------------------|--|---|
| | | and Counseling Services | |
| | 11:55-12:00 | Awarding of Certificate | |
| | 12:01-1:00 PM | Health Break | |
| | 1:01-1:05 PM | Introduction of the Speaker | Ma'am Joan Hertimia B.Wagang,RGC |
| | 1:06 – 3PM | Topic 2: Prevention and Intervention Program for Learners with Suicidal Behaviors and Special Needs | Dr. Faridah Kristi C. Wetherick,RPsy,RPm,LPT |
| | 3:01-3:15PM | Health Break | |
| | 3:16-4:45 PM | Continuation of Topic 2: Prevention and Intervention Program for Learners with Suicidal Behaviors and Special Needs | Dr. Faridah Kristi C. Wetherick,RPsy,RPm,LPT |
| | 4:46-5:00 PM | Reflection & Synthesis | Sir Rolando Malafu,RGC |
| | | Awarding of Certificate | |
| | | Reminders | |
| | | Closing Prayer | Ma'am Vivian Legaspi, RGC |
| August 10, 2021 Facilitators: Sir Rolando Malafu Ma'am Catalina Baltazar | Triage Area | | Ma'am Brenda M. Matias, RN,RGC |
| | 8:00-8: 15 AM | Registration | Ma'am Vivian Legaspi,RGC HRTD |
| | 8:16-8:20 AM | National Anthem | AVP |
| | 8:21-8:25 AM | Opening Prayer | Ma'am Marcelina P. Mapatac,RGC |
| | 8:26-8: 30 AM | Checking of Attendance | Ma'am Jeshana B. Salda,RGC |
| | 8:31-8:45 AM | Exercise | Sir Rolando F. Malafu, RGC |
| | 8:45-8:55 AM | Recap and Insights | Ma'am Eunice D.Budo,RGC |
| | 8:56-9:00 AM | Introduction of the Speaker | Ma'am Joan Hertimia B. Wagang,RGC |
| | 9:01-10 AM | Topic 3: Creative Therapies | Sir Jojet Mondares,RPsy,RPm |
| | 10:01-10:15 AM | Health Break | |
| | 10:15-11:55 AM | Continuation of Topic 3: Creative Therapies | Sir Jojet Mondares,Rpsy,RPm |
| | 11:56-12:00 N | Awarding of Certificate | |
| | 12:01-1:00 PM | Health Break | |
| | 1:01-1:05 PM | Introduction of the Speaker | Ma'am Joan Hertimia B. Wagang,RGC |



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