
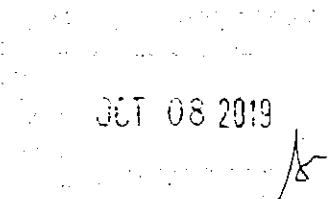
	Republic of the Philippines Department of Education Cordillera Administrative Region <b>SCHOOLS DIVISION OF BENGUET</b> Wangal, La Trinidad, Benguet Telefax: (074) 422-6570; (074)422-7501		Document Code: SDO-BENG- GQF-QF- SGOD-HRD-003  Revision: 00  Effectivity date: 09-03-2018
	<b>Division Memorandum No. <u>300</u> s. 2019</b>		Name of Office: SGOD- HRD


October 4, 2019

**ORIENTATION ON RECORDS RECOVERY, DISASTER PREPAREDNESS  
AND DATA MANAGEMENT**

**TO:** Public Schools District Supervisors / District Heads  
Elementary & Secondary School Heads / TICs  
This Division

  
 OCT 08 2019

1. The Schools Division of Benguet, thru its DRRM and Records Units will be conducting a one-day Orientation on Records Recovery, Disaster Preparedness and Data Management on October 11, 2019 at H100 Ecolodge, Magsaysay, Baguio City.
2. This activity aims to equip the participants with appropriate knowledge and skills on records keeping and recovery as well as data management using Microsoft and Google Apps to be fully prepared in times of disasters.
3. Participants are the identified Senior High School Administrative Assistants, District Bookkeepers, School Registrars, Record Custodians/Personnel in charge of Records from Junior/ Senior High Schools. **(please see attached List of Participants)**
4. The participants are required to bring their own laptops, extension cords and wireless internet connection.
5. Meal and snacks will be charged against DRRM Funds while travel and other incidental expenses of the participants are chargeable to local funds subject to the usual accounting and auditing rules and regulations.
6. For information, dissemination and compliance of all.

  
**BENILDA M. DAYTACA, EdD, CESO VI**  
 Assistant Schools Division Superintendent  
 OIC –Schools Division Superintendent

References: RA 9470, RA 10121, DepEd Order (No. 21, s.2015)

To be indicated in the Perpetual Index under the following subjects:

DISASTER PREPAREDNESS

RECORDS MANAGEMENT

SCHOOL SAFETY



Republic of the Philippines  
 Department of Education  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF BENGUET**  
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**Division Memorandum No. 900 s. 2019**

**Name of Office: SGOD-  
 HRD**

**List of Participants**

Adaoay NHS-Abucot	Jocelyn B. Sumakey	Alejo M. Pacalso MNHS	Personnel in charge of school records/ documents
Adaoay NHS	Richelle Dayagan	Ampucao NHS	
Balili NHS -Main	Teresita Santos	Ampusongan NHS	
BeNHS-Main	Bryan Lidua	Ampusongan NHS - Kayapa	
Binga National High School	Georgie Ann Bacquian	Atok National High School	
Bokod NHS - Main	Zenaida Panayo	Bakun NHS-Main	
Cabiten National High School	Gemma Basatan	Bakun NHS Sinacbat Extension	
Cordillera Regional Science HS	Dave Bagta	Balili NHS Annex-Cabacab	
Daklan National high School	Freddie Cuidno	Bangao NHS	
Eastern La Trinidad NHS	Shanilu Bandao		
Evelio Javier MNHS Pimingan	Emily Diw-ayan	Bedbed National High School	Personnel in charge of school records/ documents
GBDAIS-Main	Jovelyn Suclad	BeNHS (Alno)	
GBDAIS Extension-Taba-ao	Jonna Owao	BeNHS(Bineng)	
Guinaoang NHS	Esther Douglas		
Kamora NHS	Nikki Tobias	Buguias National High School	
Kibungan NHS	Aunabelle Galasa	Bulalacao NHS	
La Trinidad NHS	Josan Sagantiyoc	Camp 30 National High School	
Laurencio Fianza NHS -Main	Joana Marie Bayeng	Catubong NHS	
Loacan NHS	Crizalyn Asiong	Evelio Javier MNHS	
Loo NHS	Marie Assumpta Billy	Fianza MNHS-Tinongdan	
	Janelyn Bugnay	Kapangan Central NHS	
Mankayan National High School	Arlene Culliao	Kapangan NHS	
Sablan National High School	Elrodiza Bautista	Lepanto NHS	
TSHI - Main	Marlyn Wankey	Madaymen NHS	
	Julia Aroco	Sinipsip NHS	
TSHI (Ambuklao)	Rudyline Alingbas	Sinipsip NHS Natubleng	
District Bookkeepers	14 Bookkeepers	Tabio NHS - Palatong	
	Wilma Atos	Tacadang NHS	
	Jermilyn Sab-it	Taloy Sur NHS	
	Cliftone Bangsi-il	Tawangan-Lusod	
	Lizele Lupante	Tuba Central NHS	
	Rechelle Fianza	Tuba NHS - Nangalisan	
	Melody Bestre	Tublay National Trade HS	
	Belin Carbonel	Twin Peaks NHS	
	Julic Ann Bigo	Ambiong NHS	
	Jenalyn Cura	Sablan NHS - Balluay	
	LuyL Medon	Laurencio - Bantic	
	Anfe Calapen		
	Anna Fe Anton		
	Mercy Rose Pangesfan		

→ Ryan Ciano  
 Personnel in charge of school records/ documents