
	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-006 Revision: 00 Effectivity date: 09-03-2018
	<b>DIVISION MEMORANDUM</b> <b>NO. 302 S. 2019</b>		Name of Office: <b>SGOD</b>

October 7, 2019

**TO: CHIEFS, SGOD AND CID  
PUBLIC SCHOOLS DISTRICT SUPERVISORS AND COORDINATING PRINCIPALS  
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS**

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

OCT 03 2019

**SUBJECT: TRAINING-WORKSHOP ON PROCESS DOCUMENTATION, DESKTOP PUBLISHING AND VIDEO EDITING FOR SCHOOL BRIGADA ESKWELA DOCUMENTERS (Batch 1 and 2)**

1. There shall be a Training-Workshop on Process Documentation, Desktop Publishing and Video Editing for Brigada Eskwela Documenters on October 28-30, 2019 (Batch 1) and November 1-13, 2019 (Batch 2) at a venue to be announced.
2. This activity aims to level up the documentation processes being undertaken by the above said documenters during the conduct of Brigada Eskwela Activities including the packaging of entries for the Brigada Eskwela Search.
3. Participants to this Training-Workshop are the identified elementary and secondary school documenters from each district (see enclosure).
4. Participants are required to bring along with them the following: a) Laptop, b) E-file of Brigada Eskwela Reports/E-file of 2019 Write-ups on Brigada Eskwela activities and c) E-file of photographs of Brigada Eskwela Activities.
5. Lunch, AM and PM snacks will be served on this Training-Workshop charged to HRTD funds while fare and other incidental expenses of participants shall be charged to local funds subject to the usual accounting rules and regulations.
6. Identified participants are obliged to confirm their participation on or before October 18, 2019 to Stephen P. Bulalin at CP # 0910 936 8942.
7. Wide dissemination of this memo is encouraged.

*Attachment A: List of Participants*

**1. Batch 1, Elementary- October 28-30, 2019**

#	NAME OF SCHOOL	District
1.	Camp 30 Elementary School	Atok
2.	Celo Haight Elementary School	Atok
3.	Bosleng Elementary School	Atok
4.	Ampusongan Elementary School	Bakun
5.	Bagtangan Elementary School	Bakun
6.	Bakun Central School	Bakun
7.	Ambuklao Elementary School	Bokod
8.	Pilpiok Elementary School	Bokod
9.	Ambangeg Elementary School	Bokod
10.	Loo Elementary School	Buguias
11.	Natubleng Elementary School	Buguias
12.	Abatan Elementary School	Buguias
13.	Cayapas IS	Buguias
14.	Loacan Elementary School	Itogon 1
15.	Ucab Elementary School	Itogon 1
16.	Tuding Elementary School	Itogon 1
17.	Virac Elementary School	Itogon 2
18.	Balatoc Elementary School	Itogon 2
19.	Itogon Central School	Itogon 2
20.	Bashoy Elementary School	Kabayan
21.	Kabayan Central School	Kabayan
22.	Ballay ES	Kabayan
23.	Puddong Elementary School	Kapangan
24.	Balakbak Elementary School	Kapangan
25.	Kapangan Central School	Kapangan
26.	Datakan IS	Kapangan
27.	Lubo Elementary School	Kibungan
28.	Enrique Jose Elementary School	Kibungan
29.	Kibungan CS	Kibungan
30.	Wangal Elementary School	La Trinidad
31.	Puguis Elementary School	La Trinidad
32.	La Trinidad Central School	La Trinidad
33.	Cabacab Elementary School	Mankayan
34.	Marivic Elementary School	Mankayan
35.	Lepanto Elementary School	Mankayan
36.	Michael G. Angel Elementary School	Sablan
37.	Mating Mangusan Elementary School	Sablan
38.	Sablan Central School	Sablan
39.	Pimmingan Elementary School	Tuba
40.	Tuba Central School	Tuba
41.	Camp 6 Elementary School	Tuba
42.	Mamuyod Elementary School	Tublay
43.	Poad Elementary School	Tublay
44.	Albis Elementary School	Tublay

**2. Batch 2, Secondary- November 11-13, 2019**

#	NAME OF SCHOOL	
1.	Adaoay NHS	36. Kapangan NHS - Sagubo
2.	Adaoay NHS (Abucot Ex'n)	37. Kibungan NHS
3.	Alejo M. Pacalso Memorial NHS - Main	38. La Trinidad NHS
4.	Ampucan NHS	39. Laurencio Fianza NHS
5.	Ampusongan NHS	40. Laurencio Fianza NHS Annex-Bantic
6.	Ampusongan NHS Annex- Kayapa	41. Lepanto NHS-Main
7.	Atok NHS-Main	42. Tabio NHS
8.	Camp 30 NHS	43. Loacan NHS
9.	Bakun NHS	44. Loo NHS
10.	Bakun NHS-Sinacbat Extension	45. Madaymen NHS
11.	Balili NHS	46. Mankayan NHS
12.	Balili NHS Annex-Cabacab	47. Sablan NHS
13.	Bangao NHS	48. Sablan NHS - Balluay Extension
14.	Bedbed NHS	49. Sinipsip NHS-Main
15.	Benguet NHS-Main	50. Sinipsip NHS-Natubleng Ext'n
16.	Benguet NHS- Annex (Alno)	51. Tacadang NHS
17.	Benguet NHS- Annex (Bineng)	52. Taloy Sur NHS
18.	Benguet NHS- Annex (Puguis)	53. Tawang-an-Lusod NHS
19.	Binga NHS	54. Tuba Central NHS
20.	Bokod NHS-Main	55. Tuba NHS - Nangalisan
21.	Bokod NHS Annex-Daclan	56. Tublay SHI - Main
22.	Buguias NHS	57. Tublay Trade NHS
23.	Bulalacao NHS	58. TSHI-Annex (Ambuklao)
24.	Cabiten NHS	59. Twin Peaks NHS
25.	Catubong NHS	
26.	Cordillera Regional Science HS	
27.	Eastern La Trinidad NHS	
28.	Evelio Javier Memorial NHS	
29.	Evelio Javier Memorial NHS Annex - Ansagan	
30.	Fianza Memorial NHS	
31.	Gov. Bado Dangwa Agro-Industrial School (GBDAIS)	
32.	GBDAIS Extension-Taba-ao	
33.	Guinaoang NHS	
34.	Kainora NHS	
35.	Kapangan Central NHS	