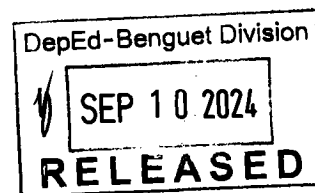




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
Schools Division of Benguet



September 9, 2024

DIVISION MEMORANDUM
 No. 316 s. 2024

ISSUANCE AND ORIENTATION OF DCP BATCH 2023-04 TO IDENTIFIED ADMINISTRATIVE OFFICERS II

To : Public Schools District Supervisors
 School Heads
 Administrative Officers II

1. An orientation on the proper start up of units and issuance of laptops on the identified Administrative Officers II listed below will be conducted on September 12, 2024 at 8:30 in the morning at the Adivay Hall, SDO-Benguet to wit:

NAME	DISTRICT
Novelyn L. Asiong	La Trinidad
Twinkle D. Asudera	Itogon II
Lizelle L. Lupante	Itogon I
Anfe M. Caluza	Mankayan
Mercy Rose S. Pangesfan	La Trinidad
Jennilyn L. Alfredo	La Trinidad
Janith S. Laruan	La Trinidad
Christine M. Damoslog	La Trinidad
Juvy K. Langpawen	Tuba
Armacita A. Honorio	Kapangan
Jovelyn S. Aquino	Kapangan
Zenaida B. Panayo	La Trinidad
Lalyn M. Barcena	Itogon I
Jacqueline B. Balwang	La Trinidad
Elsa O. Baglao	La Trinidad
Puriza D. Aguindang	La Trinidad
Karen Omalio	Tublay
Eufralyn Celino	Tublay
Janry S. Polon	Tublay
Charline T. Balahyas	Buguias
Elma D. Pulquiso	La Trinidad
Deshel M. Wayan	Buguias
Geraldine D. Concepcion	Mankayan



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Hazel P. Kitongan	Itogon I
Luoie Gina Wajchina	Sablan
Jonalyn P. Gapad	Kibungan
Precious S. Baniwas	Kapangan
Heidi A. Alvarez	Kabayan
Errol D. Alico	Bokod
Janice S. Bawas	Bakun
Libina A. Sarac	Atok
Jonalyn A. Gayaso	Tuba

2. Before issuing laptops, it is advised that those Administrative Officers II who were issued with old laptops before going to their station must return to the Supply Office.
3. Expenses incurred while on official travel shall be charged to the school MOOE subject to the usual accounting and auditing rules and regulations.
4. Immediate and wide dissemination of this memorandum is desired.


SALLY L. BANAKEN-ULLALIM CESO V
Schools Division Superintendent

AMU/fcb



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