



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
SCHOOLS DIVISION OF BENGUET  
Wangal, La Trinidad, Benguet 2601



Office of the SDS: (074) 422-6570 (telefax); Administrative Office: (074) 422-3790;  
Email address: [benguet@deped.gov.ph](mailto:benguet@deped.gov.ph) | website: [www.depedbenguet.com](http://www.depedbenguet.com)

December 21, 2018

Division Memorandum  
No. 320s. 2018

**ICT Literacy and Capability Building for School Health Personnel**

TO: School Governance and Operations Division  
Curriculum Implementation Division  
All Public Schools District Supervisors and Coordinating Principals  
All Elementary and Secondary School Heads  
All School Health Personnel

DEC 21 2018

1. As part of the ICT for governance and professional development, the Information and Communications Technology Unit and in coordination with the Schools Governance Operations Division, School Health unit and HRD unit will be conducting a three-day ICT Literacy and Capability Building for all personnel under the School Health unit on January 3-5, 2019 to be held at Adviy Hall, SDO Benguet office, Wangal, La Trinidad, Benguet.
2. This activity aims to equip all participants with additional knowledge and skills specifically on Microsoft Applications (MS PowerPoint, MS Excel, MS Publisher) and Video Editing Software.
3. Attached is the list of participants to the said activity.
4. Participants are required to bring with them their laptops and extension cords to be used for the workshop. It is also advised that the laptops should be installed with at least Microsoft Office 2013 or higher version.
5. A one-day COC/CTO will be granted to participants and facilitators on January 05, 2019 (Saturday) based on DO No. 53, s. 2003.
6. Meals and snacks shall be charged against the HRD Fund while participants travel expenses and other incidental expenses shall be charged to local funds subject to usual accounting and auditing rules and regulations.
7. Immediate dissemination and strict compliance with this memorandum is desired.

MARIE CAROLYN B. VERANO, CESO VI  
Schools Division Superintendent

NESTOR L. BOLAYO  
Public Schools District Supervisor  
OIC-Asst. Schools Division Superintendent

Enclosure No.1 of SDO Memo No. 328, 2018

**NO NAME**

1 Matias, Mary Grace  
2 Ulep, Abraham  
3 Samonte, Marcelino  
4 Bumanghat, Joane  
5 Dumo, Veronica  
6 Perez, Fernando  
7 Killase, Paz  
8 Kito, Juliet  
9 Buayan, Anita  
10 Doman, Arvin M.  
11 Acbayaan, Fe Belen  
12 Basatan, Gemma  
13 Sacyat, Remedios  
14 Garriga, Zhimar  
15 Guzman, Estrella  
16 Bastian, Genevieve  
17 Diwas, Lorna  
18 Colas, Teresita  
19 Calasan, Saturnino  
20 Agayo, Lorraine  
21 Capan, Marijoan  
22 Paciteng, Mila  
23 Cleto Simon Jr  
24 Jennifer Fernandez  
25 Brenda Oidi  
26 Johnny Compelio  
27 Josephine Molitas

**NO NAME**

28 Teofilo, Jeremie  
29 Tulaban, Rhenilda  
30 Akilith, Dolores  
31 Advincula, Araceli  
32 Masweng, Ermalyn  
33 Gaqui, Karren  
34 Cosalan, Mae Fatima  
35 Killip, Rose Virginie  
36 Igualdo, Carol  
37 Jovaner Bela-o  
38 Tabdi, Lloyd  
39 Lubuat, Irene  
40 Pulig, Cathleah  
41 Marzan, Ma. Victoria  
42 Gu, Ricarda  
43 Namoro, Robert Jay  
44 Dimbanan, Liza  
45 Sangao, Shelby  
46 Denver Japhet Fagyan  
47 Florence Gammad  
48 Nemia Meris  
49 Roselle Kidkid  
50 Joyce Cayamdas  
51 Zareen Binay-an

