



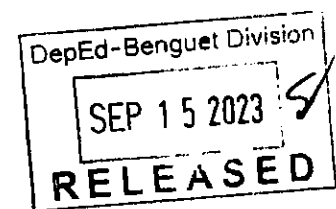
Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

September 15, 2023

DIVISION MEMORANDUM
No. 329 s.2023

**MAINTAINING A DIVISION SKELETON WORK FORCE DURING CONDUCT OF
CAPABILITY BUILDING ACTIVITIES**

**TO: OIC-Assistant Schools Division Superintendent
Curriculum Implementation Division
School Governance and Operations Division
Public Schools District Supervisors
School Heads
All Others Concerned**



1. Relative to the simultaneous conduct of two significant Division activities on September 19 to 22, 2023 specifically the Division Executive Committee Meeting cum Division Program Implementation Review and Preparation of 2024 Division Annual Implementation Plan covered in Division Memorandum No. 302, s. 2023 and the conduct of the Capacity Building for Frontline Service Providers of SDO Benguet Phase 1 stipulated in Division Memorandum 322, s. 2023, **this Office informs field personnel that the SDO shall maintain a skeleton workforce for the duration to ensure the continuity of frontline services provided by the Schools Division Office amidst the conduct of said activities involving about 90% of the SDO personnel.**
2. To ensure that significant services are provided and clients are well-attended to on said schedule, the following SDO personnel shall serve as Skeleton Workforce. In addition to their regular roles and responsibilities, subsequent tasks shall be undertaken:

Name of Personnel	Delegated Tasks from September 19 to 22, 2023
Rose Anapen	To act as the Public Assistance Complaints Desk (PACD) Officer and communicate urgent concerns to respective Offices or Units
Reynaldo Mokyat	To act as alternate PACD officer
Milton Gonaden	To receive documents for the SDO at the Records Section



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Rosanna Wales	To assist in receiving documents at the Records Section
Rodriguez Belino	To receive documents and record concerns addressed to the Office of the SDS; communicate urgent concerns to the SDS' Secretariat; to facilitate and address concerns pertaining to curriculum implementation
Atty. Nover Singangan Jr.	To attend to and and/or record concerns addressed to Office of the OIC-ASDS and to receive documents pertaining to said Office
Eric Wanson	To facilitate and note concerns addressed to the Office of the Schools Governance and Operations Division (SGOD)

3. Regular SDO services shall resume on September 25, 2023.
4. Immediate dissemination of and compliance with this Memorandum is directed.


SALLY B. BANAKEN-ULLALIM CESO Y
Schools Division Superintendent

OSDS/SLBU/cfm/rabb



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