

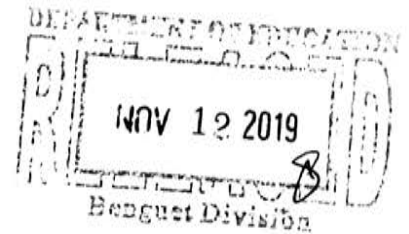
	Republic of the Philippines Department of Education Cordillera Administrative Region SCHOOLS DIVISION OF BENGUET Wangal, La Trinidad, Benguet Telefax: (074) 422-6570; (074) 422-7501	
DIVISION MEMORANDUM NO. <u>368</u> s. 2019		

Date: November 11, 2019

To: All DO Division Heads

From:  **BENILDA M. DAYTAGA, EdD**
 Asst. Schools Division Superintendent
 OIC-OSDS



Subject: Participation in the DO Tri-Division Interface

1. Engaged employees, according to Clark (2014), have well-defined roles in the organization, make strong contributions, are actively connected to their larger team and organization, and are continuously progressing. Understanding the value of adopting a culture of engagement, the Schools Division of Benguet has scheduled an interface of its three major divisions – Office of the Schools Division Superintendent (OSDS); School Governance and Operations Division (SGOD); and the Curriculum Implementation Division (CID) – which will serve as an avenue in revisiting the roles and responsibilities each division, as well as the personnel.
2. The said activity will be held from November 13 to 15, 2019 (*inclusive of travel time*), at Kultura Splash, Pugo La Union. Departure time and place will be 5:00 AM on November 13, at designated areas.
3. All personnel are enjoined to attend, however, except those who are assigned to oversee the unit/section during the three-day activity (*see enclosure 2*).
4. Meals and travel expenses will be provided, chargeable against HRTD Fund subject to the usual accounting and auditing rules and regulations.
5. For easier facilitation of the interface, all unit heads are requested to bring their ISO-aligned Work Instructional Manual and Process Manual. Also, each personnel is requested to bring a copy of his/her KRA and duties and responsibilities.
6. Strict compliance of this memo is desired.

Enclosure 1: Program Matrix

8:00 – 9:00	Day 1 Arrival/ registration Opening Program National Anthem Opening Prayer Welcome Remarks Rationale	Day 2 8:00 – 8:30 MOL	Day 3 8:00 – 8:30 MOL	
9:00 – 10:15	ISO Tooling and Retooling	Message/Input: Admin Division	Output Presentations To be facilitated by the Division Head/chief	
10:15 – 10:30		Health Break		
10:30-12:00		Message/Input: SGOD		
12:00 – 1:00			Lunch Break	Lunch Break
1:00 – 2:00			Message/Input: CID	Processing/ Insights/
2:00 – 3:00			Workshop	Ways forward/ Closing Program
3:00 – 4:00				
4:00 – 5:00	SDS Hour	Processing		

DO PERSONNEL PARTICIPANTS TO THE INTERFACE

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT			
1	BENILDA M. DAYTACA, CESO VI	36	LUCYL MEDON
2	NESTOR L. BOLAYO	37	PURIZA AGUINDANG
4	DUGUIS, GLENN NILENG	38	JHAMILA MORRIS
5	DAWANG, SUSAN	39	JULIE ANN SORIANO
3	PAGOY, FLORINDA CAWAING	40	WANSON, ERIC SOLANO
4	CHRISTINE DAMOSLOG	41	ANAFE ANTON
5	WALES, ROSANNA EPI	42	LIZELLE LUPANTE
6	ACOSTA, ROGER TOMILAS	43	BANGSE-IL, CLIFONE
7	BEVERLY BERTING	44	BESTRE, MELODY
8	BALANON, FLORABEL CUAYA	45	(SECURITY GUARD)
9	ELNORA AGBUNAG	46	KIONG, JERRY BINALDO
10	DORENCIO, RUBEN OMAMENG	47	JUVY LANGPAWEN
11	CHINAYOG, LORNA COMBASA	48	NADIA OSSIC
12	BUCLAY, FLORABEL ESTEBAN	49	TWINKLE ASUDERA
13	ANFE CALAPEN	50	GAVINO, JOYCE BALALONG
14	MOKYAT, REYNALDO PIS-EW		CURRICULUM IMPLEMENTATION DIVISION
15	SORIANO, VIRGILIO DISTOR	51	GUZNIAN, RIZALYN AWISAN
16	BUCLAY, FRANCIS COBCOBO	52	QUINUAN, ERLINDA
17	GUNADEN, MILTON ANNIBAN	53	ANAPEN, ROSE NAFIANOG
18	JENALYN CURA	54	BELINO, RODRIGUEZ LEGAWEN
19	WAKAT, ANGELICA PULAC	55	DUPAGAN, SONIA DANIEL
20	CATANES, ZENAIDA ULAD	56	BAGSAO, WILFRED COPSIYAN
21	ARGEL GUINDAYAN	57	PECKLEY, FRANCIS FUCHADCHAD
22	SANTIAGO, BRANDO TOLERO	58	SALIO-AN, VIRGINIA
23	BAGUL-LO, FRANCISCO VALDEZ	59	BESTRE, TITO CATAGAN
24	AROCO, FRANCISCA MORESTO	60	AYANGDAN, SAMUEL SIG-ED
25	ASIONG, NOVELYN LABOTAN	61	DAGANOS, JOSEPH LINO
26	GAYASO, JONALYN CATCHERO	62	BALTAZAR, WARDEN ALCISO
27	MEL W. ALINGBAS	63	DUCAYSO, GEORGINA CADAP
28	JARO P. ROSAL	64	ALFREDO, MELVIN LEDSEY
29	AGUSTINA JACKFREY	65	SACYANG, ANTIONETTE DOMALOS
30	ZONIA MAE QUIPOT	66	DOBINTO, ALADIN MENZI
31	GENEVIEVE YOG-A	67	DELMAS, DELAROSA
32	FRANCISCA M. AROCO	68	ABANCE, WILLIAM DOLO
33	BELIN A. CARBONEL	69	ABLAZA, MOLLY MIGUEL
34	EDER, CLARITA ROSENDO	70	TICAN, MELCHOR CAMACHO
35	JENILYN ALFREDO	71	ATEW, AMBROSIO TACIO

72	CUIDNO, WILBERT	96	MELBA HIMOLDANG
73	BACKIAN, SIMON	97	BUMANGHAT, JOANE SAGUIBAL
74	SADEY, JONATHAN	98	MARCELINO SAMONTE
75	SANO-AN, LUDINIA	99	BASATAN, GEMMA VICENTE
76	BALDO, MARCELINO,	100	MARCELINO SAMONTE
77	FIANZA, RECHELLE	101	ULEP, ABRAHAM CACAYURAN
78	PULAC, JAYFERD	102	ANITA BUAYAN
79	DAYAG, ROSITA TOMILLIAS	103	FERNANDO PEREZ
80	SUAYAN, GLORIA MOLINTAS	104	PAZ KILASE
81	PACPACO, JOSEPH AAYO	105	WILMA ATOS
School Governance and Operations Division		106	LESTER JOHN BALAGOT
81	LUCIO B. ALAWAS	107	ARVIN DOMAN
82	CAESAR LUMA-ANG	OTHER MEMBERS OF THE INTERNAL AUDIT	
83	BASATAN, VIRGINIA	108	FLORA TUBAL (TNHS-TUBA)
84	PALPEG, JOAN	109	REMY DUM-AO (KABAYAN CS)
85	BANDAO, DELIA	110	NANCY ROSADO (SPED CENTER, LT)
86	ALIMONDO, JOCELYN L.	111	HERMINIA OSTING (TSHI – TUBLAY)
87	QUIPOT, CORAZON C.	112	JOAN CULBENGAN (AMPMNHS – ITOGON)
88	MAY CLAIRE JIMENEZ	113	FLORENCE PAWIG (EVELIO JMNHS)
89	BULALIN, STEPHEN	114	MERLYN CONCHITA DE GUZMAN (CRSHS, LT)
90	BARBOSA, NERISSA I.		
91	KIONG, JEANETTE ISWAY		
92	KINOMIS, XYLENE GRAIL DONATO		
93	BEGAWEN, ELLEN		
94	KENNETH KELCHO		
95	JOVEN AGTANI		