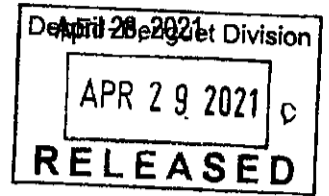




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet



DIVISION MEMORANDUM

No. 143.c. 2021

TO: Elementary and Secondary School Heads
Elementary and Secondary Administrative Officer II
Secondary Administrative Officer IV (Implementing Unit)

KAMUSTAHAN NG MGA ADMINISTRATIVE OFFICERS

1. The Division Office will be conducting the *Kamustahan* ng mga Administrative Officers to all Administrative Officer II of elementary and secondary schools together with the Administrative Officer IV of Implementing Units on May 12 to 13, 2021 at SDO-Adivay Hall, Wangal, La Trinidad, Benguet.
2. This activity aims to monitor, coach and mentor the administrative officers, to discuss the duties and responsibilities aligned to their KRA, to give updates from the different offices of SDO-Benguet, to share best practices and to address other issues and concerns.
3. The participants are the following:

	NAME	POSITION	OFFICE/SCHOOL
1	Gloria B. Buya-ao	Schools Division Superintendent	SDS Office
2	Samuel T. Egsaen Jr.	OIC-Asst. Sch. Div. Superintendent	ASDS Office
3	Glenn N. Duguis	Administrative Officer V	Admin Office
4	Lucio B. Alawas	Chief Education Supervisor	Schools Governance & Operations Division
5	Rizalyn A. Guznian	Chief Education Supervisor	Curriculum Implementation Division
6	Corazon C. Quipot	Sr. Education Program Specialist	SMME
7	Jeanette I. Kiong	Planning Officer III	Planning Section
8	Xylene Grail D. Kinomis	Sr. Education Program Specialist	Human Resource Development Section
9	Nover B. Singgangan Jr.	Attorney III	Legal Office
10	Eric S. Wanson	Information Technology Officer I	ICT Office
11	Florabel C. Balanon	Administrative Officer IV	Supply and Property Section
12	Florinda C. Pagoy	Accountant III	Accounting Section
13	Mary Grace M. Gumpic	Medical Officer III	School Health Section
14	Susan CJ Dawang	Administrative Officer IV	Personnel Section
15	Maricel S. Codimdim	Administrative Officer III	Personnel Section
16	Genevieve A. Yog-a	Administrative Assistant II	Admin Office
17	Hanky Mae B. Aten-an	Administrative Officer IV	Mankayan National High School
18	Jonalyn I. Avelino	Administrative Officer IV	Tublay School of Home Industries - Main
19	Editha Y. Badio	Administrative Officer IV	Gov. Bado Dangwa Agro-Industrial School
20	Marites P. Lampacan	Administrative Officer IV	Atok National High School



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21	Ruben G. Claudio	Administrative Officer IV	Kibungan National High School
22	Stephanie M. Lictan	Administrative Officer IV	Tuba National High School
23	Janith S. Laruan	Administrative Officer II	Buyagan Elementary School
24	Lizelle L. Lupante	Administrative Officer II	Ucab Elementary School
25	Mercy Rose S. Pangesfan	Administrative Officer II	La Trinidad Central School
26	Jennilyn L. Alfredo	Administrative Officer II	Balili Elementary School
27	Christine M. Damoslog	Administrative Officer II	Puguis Elementary School
28	Novelyn L. Asiong	Administrative Officer II	Loo Elementary School
29	Anfe M. Calapen	Administrative Officer II	Lepanto Elementary School
30	Loma D. Kinnud	Administrative Officer II	Benguet National High School - Main
31	Brigette Antonio	Administrative Officer II	Loo National High School
32	Puriza D. Aguidang	Administrative Officer II	Lubas Elementary School

- Participants are required to bring with them their laptop, extension cord and other necessary materials and documents needed to accomplish the activity. Program paper is attached for reference.
- Prescribed health and safety protocols like wearing of face mask and face shield, social distancing and washing/sanitizing of hands should be observed at all times.
- Meals and snacks shall be charged against MOOE fund subject to the usual accounting and auditing rules and regulations.
- Immediate dissemination of this memorandum is desired.


GLORIA B. BUYA-AO
Schools Division Superintendent

Encl.: As stated

OSDS/ADMIN/gy



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KAMUSTAHAN NG MGA ADMINISTRATIVE OFFICERS

May 12-13, 2021
 SDO-Adivay Hall, Wangal, La Trinidad, Benguet

PROGRAM OF ACTIVITIES

Day 1

TIME	ACTIVITY	RESPONSIBLE PERSON
8:00 – 8:15	Registration	Secretariat
8:16 – 9:00	Opening Ceremonies	
	Nationalistic Songs	LIZELLE L. LUPANTE Administrative Officer II
	Prayer	CHRISTINE M. DAMOSLOG Administrative Officer II
	Opening Message	GLORIA B. BUYA-AO Schools Division Superintendent
	Statement of Purpose	GLENN N. DUGUIS Administrative Officer V
9:01 – 10:00	Giving of updates and other concerns from different offices	
	SGOD	LUCIO B. ALAWAS Chief Education Supervisor
	Planning	JEANETTE I. KIONG Planning Officer III
	HRD	XYLENE GRAIL D. KINOMIS Sr. Education Program Specialist
10:01 – 10:15	Health Break	
10:16 – 12:00	Continuation of giving of updates and other concerns from different offices	
	SMME	CORAZON C. QUIPOT Sr. Education Program Specialist
	School Health	DR. MARY GRACE M. GUMPIC Medical Officer III
12:01 – 1:00	Health Break	
1:01 – 3:00	Continuation of giving of updates and other concerns from different offices	
	CID	RIZALYN A. GUZNIAN Chief Education Supervisor
	ICT	ERIC S. WANSON Information Technology Officer I



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	Legal	ATTY. NOVER B. SINGGANGAN JR. Attorney III
3:01 – 3:15	Health Break	
3:16 – 5:00	Continuation of giving of updates and other concerns from different offices	
	Supply and Property	FLORABEL C. BALANON Administrative Officer IV
	Personnel	SUSAN CJ DAWANG Administrative Officer IV MARICEL S. CODIMDIM Administrative Officer III

Day 2

TIME	ACTIVITY	RESPONSIBLE PERSON
8:00 – 8:15	Registration	Secretariat
8:16 – 10:00	Presentation of duties and responsibilities and IPCRF workshop AO II Elementary AO II Secondary AO IV IUs	GLENN N. DUGUIS Administrative Officer V
10:01 – 10:15	Health Break	
10:16 – 12:00	Continuation of IPCRF workshop	
12:00 – 1:00	Health Break	
1:01 – 2:00	Continuation of IPCRF workshop	
2:01 – 3:00	Presentation of outputs	
3:01 – 3:15	Health Break	
3:16 – 4:30	Continuation of presentation of outputs	
4:31 – 5:00	Closing Program Closing Message	SAMUEL T. EGSAEN JR. OIC – Assistant Schools Division Superintendent
	Prayer	JANITH S. LARUAN Administrative Officer II



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