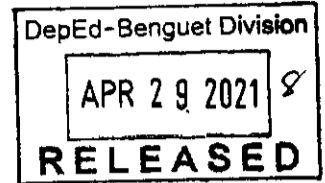


Republic of the Philippines
Department of Education
 Cordillera Administrative Region
Schools Division of Benguet

April 28, 2021

DIVISION MEMORANDUM

No. 144 S-2021



TO: All Office of the Schools Division Superintendent Personnel

SECOND QUARTER OSDS PAN-AABATAN

1. The Office of the Schools Division Superintendent will be having its second quarter *Pan-aabatan* on May 11, 2021 at the SDO-Adivay Hall.
2. This activity aims to discuss concerning IPCRF and other issues and concerns. Likewise, a wellness program activity will be held to improve the health and well-being of each personnel.
3. The participants are the following:

SDS Office	3
ASDS Office	2
ICT	1
Legal	1
BAC	1
Admin Office	2
Personnel	7
Records	4
Cash	3
Accounting	9
Budget	3
Supply	4
General Services	6
TOTAL	46

4. 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.
5. 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.
6. Meals and snacks shall be charged against MOOE fund subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of this memorandum is desired.

GLORIA B. BUYA-AO
 Schools Division Superintendent

Encl.: As stated

OSDS/ADMIN/gy



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

2ND QUARTER OSDS PAN-AABATAN

May 11, 2021

SDO-Adivay Hall, Wangal, La Trinidad, Benguet

PROGRAM OF ACTIVITIES

TIME	ACTIVITY	RESPONSIBLE PERSON
8:00 – 8:15	Registration	Secretariat
8:16 – 9:00	Opening Ceremonies	
	Nationalistic Songs	ROMA KIER B. DUNGALA Administrative Assistant III
	Prayer	MARICEL S. CODIMDIM Administrative Officer III
	Opening Message	GLORIA B. BUYA-AO Schools Division Superintendent
9:01 – 10:00	Discussion on IPCRF	LUCIO B. ALAWAS Chief Education Supervisor
10:01 – 10:15	Health Break	
10:16 – 12:00	Workshop on IPCRF	Participants
12:01 – 1:00	Health Break	
1:01 – 3:00	Continuation of workshop on IPCRF	Participants
3:01 – 3:15	Health Break	
3:16 – 5:00	Wellness Program Activity	Participants
	Zumba	
	Closing Program	
	Closing Message	SAMUEL T. EGSAEN JR. OIC – Assistant Schools Division Superintendent
	Prayer	JULIE ANN B. SORIANO Administrative Assistant III



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