



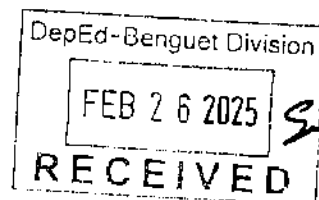
Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

21 Feb. 2025

DIVISION MEMORANDUM

No. 98, 52025

TO: Office of the Schools Division Superintendent
School Governance and Operations Division
Public Schools District Supervisors / District-In-Charge
Public Elementary and Secondary School Heads
All Others Concerned



SUBJECT: CONDUCT OF THE 2025 PROFESSIONAL DEVELOPMENT INTERVENTIONS FOR NON-TEACHING PERSONNEL



1. Focused and needs driven professional development programs provide optimum opportunities for professional growth and enhanced diversity. Non-teaching employees in the Division has always been playing an immense role in ensuring a quality, efficient, and timely delivery of services that addresses the other needs of and support to teaching and teaching related employees.
2. In order to ensure that non-teaching employees, especially those that are in the field are given equal opportunity for professional development growth, this office enjoins all identified participants (Enclosure 1) to attend the 2025 Professional Development Interventions for Non-Teaching Personnel at Calajo Food House, Km6, La Trinidad, Benguet following this time and schedule:

Batch	Date	Time
1	March 12-14, 2025	7:30 AM to 5:15 PM
2	March 19-21, 2025	
3	April 9-11, 2025	
4	April 7-8, 2025	

3. This activity aims to provide non-teaching personnel the strategies that will improve their services to stakeholders; to increase job satisfaction and morale among employees and improved employee motivation; and regain personal reflection of one's work duties and responsibilities for improvement of performance.
4. Participants are required to ensure that prior to their attendance in the training, all required paper works/ requirements/ reports with due dates that will fall on the scheduled dates of the training must have been accomplished and endorsed to proper authority.
5. Participants who have prior official business schedules on the identified dates and / or before the release of this memorandum must immediately inform the

HRD section thru their PSDSs / PSDIs on or before March 01, 2025. Failure to do so, the identified participant/s who is/are not in attendance on the set dates must settle equivalent payment based on contract signed between the supplier.

6. For training dates that will fall under local or national holidays, participants, resource persons, and the program management team shall be entitled to one day Compensatory Overtime Credit or its equivalent.
7. This memorandum shall serve as Authority to Travel on Official Business of all identified participants, Program Management Team, and the Resource Speakers.
8. Meals and snacks shall be chargeable against 2024 Division MOOE fund, while traveling expenses shall be chargeable against local funds subject to the accounting and auditing rules and regulations.
9. Immediate dissemination of this memorandum is highly directed.


ESTELA P. LEON - CARINO EdD, CESO III
Regional Director and 
Concurrent Officer In-Charge
Office of the Schools Division Superintendent

Enclosure 1:

CONDUCT OF THE 2025 PROFESSIONAL DEVELOPMENT INTERVENTIONS FOR NON-TEACHING PERSONNEL

NO.	NAME	SCHOOL	POSITION
1	ASIONG, NOVELYN LABUTAN	SPED	ADMINISTRATIVE OFFICER II
2	BRENDA M. MATIAS	BENHS	GUIDANCE COUNSELOR III
3	BRYAN TABLIZO LIDUA	BENGUET NATIONAL HIGH SCHOOL	REGISTRAR I
4	CAIVER BADO OLAY	BASIL ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
5	CARMEL B. SIONG	FIANZA ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER III
6	CHRISTIAN KEITH T. SORIANO	ALBIS ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
7	CRIZELDA SINGIT DEPAYNOS	ATOK NATIONAL HIGH SCHOOL	DESIGNATED ACTING REGISTRAR/ADMINISTRATIVE AIDE III
8	DAISY L. DIONISIO-GAWEC	DAISY.DIONISIO001@DEPED.GOV.PH	PROJECT DEVELOPMENT OFFICER I
9	DAMOSLOG,CHRISTINE MAYANGAO	PUGUIS ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
10	DIGNA DELICO OGGANG	LA TRINIDAD NATIONAL HIGH SCHOOL	REGISTRAR I
11	DONNA BETUDIO ADOLFO	BALAKBAK ES/CUBA BS/PAKAWAN BS	PROJECT DEVELOPMENT OFFICER I
12	EDITHA YUBOS BADIO	GBDAIS	ADMINISTRATIVE OFFICER IV
13	ELRODIZA M. BAUTISTA	MICHAEL G. ANGEL ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
14	FLORENCE GOYEC ORLANI	LEPANTO ELEMENTARY SCHOOL	PROJECT DEVELOPMENT OFFICER I
15	FRANCOIS A. BAYAS	TAMANG ES	ADMINISTRATIVE OFFICER II
16	HANKY MAE BANIAGA ATEN-AN	MANKAYAN NATIONAL HIGH SCHOOL	ADMINISTRATIVE OFFICER IV
17	JAMILLA MORRIS LEGAWEN	LONGBOY ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
18	JARIELLE MAE Z. AGNO	LUISA BECKA ELEMENTARY SCHOOL	PROJECT DEVELOPMENT OFFICER I
19	JAYFERD T. PULAC	PALEW ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
20	JAYSON G. GONZALES	LUBAS ELEMENTARY SCHOOL	PROJECT DEVELOPMENT OFFICER I
21	JESHANAH BASALONG SALDA	BENGUET NATIONAL HIGH SCHOOL	GUIDANCE COUNSELOR III
22	JOAN HERTIMIA B. WAGANG	AMPUSONGAN NATIONAL HIGH SCHOOL	GUIDANCE COUNSELOR III
23	JOAN S. DANIEL	MANKAYAN CENTRAL SCHOOL	PROJECT DEVELOPMENT OFFICER II
24	JODILETH D. BETNAC	BAKUN CENTRAL SCHOOL	PROJECT DEVELOPEMENT OFFICER I
25	JONALYN DAYSO GAPAD	KIBUNGAN CENTRAL SCHOOL	ADMINISTRATIVE OFFICER II
26	JONALYN IGUALDO AVELINO	TUBLAY SCHOOL OF HOME INDUSTRIES	ADMINISTRATIVE OFFICER IV
27	JORENDA VENANCIO OSONERO	VIRAC INTEGRATED SCHOOL	PROJECT DEVELOPMENT OFFICER I
28	JULIENE CHINANGLAS DIAZ	MARVIC ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
29	KAREN GANGGANGAN OMALIO	MAMUYOD ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
30	LIZELLE LUCAS LUPANTE	UCAB ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
31	LORNA DULNUAN KINNUD	ATOK NATIONAL HIGH SCHOOL	ADMINISTRATIVE OFFICER IV
32	LOUIE GINA E. WAJ-CHINA	BAYABS MULTIGRADE SCHOOL	ADMINISTRATIVE OFFICER II
33	MARIE ASSUMPTA, WILLIAM, BILLY	ALEJO M. PACALSO MEMORIAL NATIONAL HIGH SCHOOL	REGISTRAR I
34	MERIAM CARIAS DAO-AYEN	KAPANGAN NATIONAL HIGH SCHOOL	ADMINISTRATIVE OFFICER II
35	OLIVER S. LAURIAN JR.	LONGLONG ELEMENTARY SCHOOL	PROJECT DEVELOPMENT OFFICER I
36	PHOEBE MAR LORENZO DAGANOS	OMAS AMPAGUEY INTEGRATED SCHOOL	PROJECT DEVELOPMENT OFFICER I

37	ROLANDO F. MALAFU	CORDILLERA REGIONAL SCIENCE HIGH SCHOOL	GUIDANCE COUNSELOR II
38	RYAN GEORGE ABIDAL SIANO	LIANG PRIMARY SCHOOL	ADMINISTRATIVE OFFICER II
39	WINEFREDA TALABIS PACULAN	BANGAO NATIONAL SCHOOL	ADMINISTRATIVE OFFICER II
40	WYETH LOAMMI BITOL DOMAN	TAMANG ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II



NO.	COMPLETE NAME	SCHOOL NAME	POSITION
1	AGUSTIN, EWALD PLAN	BILA ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
2	AIRAH BACLILI DANIO	GUINAOANG ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
3	AIZA JANE BANTASAN LABUANAN	JOSE F. OPILES ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
4	ALICIA ELIO BIGO	SINIPSIP NATIONAL HIGH SCHOOL	ADMINISTRATIVE OFFICER II
5	ALONA T. TARCELO	KAPANGAN CENTRAL SCHOOL	ADMINISTRATIVE OFFICER II
6	ALVIN PACITENG BALBINES	TINONGDAN ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
7	ANA MAIRIAM KIMBONGAN SANTOS	TALOY SUR ELEMENTARY SCHOOL/TALOY NORTE ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
8	ANFE M. CALAPEN	LEPANTO ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
9	ANNABEL B. DULATRE	GILBERT SEMON ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
10	ARMACITA A. HONORIO	SAGUBO ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
11	AVALINA BULSO PAAY	POODAN ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
12	BERLYN GRACE CONTERO QUINUAN	DACKIAS ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
13	BEVERLY L. PONGDAD	BAGU INTEGRATED SCHOOL	ADMINISTRATIVE OFFICER II
14	BRIGETTE CLEMENTE ANTONIO	LOO NATIONAL HIGH SCHOOL	ADMINISTRATIVE OFFICER II
15	CARMEL B. SIONG	FIANZA ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
16	CAROLINE PALGUE POSAYEN	FILOMENA P. CATING ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
17	CHARINE SUMAYAO ABUAN	TWINPEAKS NHS	ADMINISTRATIVE OFFICER II
18	CHARISH PAYANGDO WACLIN	GATAWA C. DONTOGAN INTEGRATED SCHOOL	ADMINISTRATIVE OFFICER II
19	CHERRY L. MAE S. LAURIAN	BAGTANGAN ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
20	CHERRYLYN BUANCI EMBES	PASDONG ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
21	CHIN-CHIN MEL C. COBCOBO	BOSLENG ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
22	CHRISTINE JOY CABANSI PERANEL	MAXIMINO FIANZA LOPEZ ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
23	CHRISTLYN S. MADALINO	PAYKEK ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
24	CRIZALYN MAE SALVINO ASIONG	GUMATDANG INTEGRATED SCHOOL	ADMINISTRATIVE OFFICER II

25	DANIEL LUCAS DAGIW-A	BALILI ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
26	DAPHNE ANGELICA NOGUERA ESPARA	TINALEB ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
27	DENAVE P. CAYAT	BARBARIT ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
28	DESHEL M. WAYAN	SACLALAN-SAGANDOY ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
29	DIVINE CABRAL ROSANA	TOYBONGAN ES	ADMINISTRATIVE OFFICER II
30	DYSEBEL C. MOCYAT	MANGANESE INTEGRATED SCHOOL	ADMINISTRATIVE OFFICER II
31	ELIZA VING L PASCADEN	PALINA INTEGRATED SCHOOL	ADMINISTRATIVE OFFICER II
32	ELMA DAGUIOA PULQUISO	ALNO NATIONAL HIGH SCHOOL	ADMINISTRATIVE OFFICER II
33	ELVIRA DEPOLIO BESIC	CAGUI-ING INTEGRATED SCHOOL	ADMINISTRATIVE OFFICER II
34	ELVIRA G. GALMOTE	COLALO ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
35	ELVIRA TUKAKI MARTIN	TOPDAC ELEMENTARY SCHOOL AND JA'PA ELEMETARY SCHOOL	ADMINISTRATIVE OFFICER II
36	EMILON ALINGBAS SANO-AN	CAYAT-LADUAN ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
37	EMILY D. BEGSENG	INDAOAC ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
38	ERFINIA B. TOLAWAN	PALATONG ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
39	ERMELINDA DELICO PABLO	AKBOT ALICNAS ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
40	ERNESTO TINDONGAN ANDAWE JR	LUBAS ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
41	ERROL DIMAS ALICO	AMBUKLAO ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
42	EUFRALYN BAOBAOEN CELINO	BAAYAN ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
43	FERIBIC LONG-A SACLA	CAMILO LUCABEN ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
44	FILLIAN FAITH B. TICQUE	BALANGABANG ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
45	FLORENCE BALINTAN ERICO	BANGAO ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
46	FLORY JANE BAGUITAN GALAGAL	NATUBLENG NATIONAL HIGH SCHOOL	ADMINISTRATIVE OFFICER II
47	GEMMA T. BASATAN	AMBANGEG ES	AO II
48	GENEVIEVE Y. CASTRO	WANGAL ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
49	GENIEVA COLAS BILAG	LUSOS ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
50	GERALDINE DULAY CONCEPCION	MANKAYAN CENTRAL SCHOOL	ADMINISTRATIVE OFFICER II
51	GERLY B. ACDANG	ES-ESA SOBLINO ALODOS ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
52	GISELA BENCIO LAURETA	KARAO ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
53	GRACE LIPA-OD BAWING	MATING MANGOSAN ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
54	GRACETY MONTERO CALLISEN	CAMP 3 ELEMENTARY SCHOOL	AOII
55	GRETCHEN OLSEM SIMEON	CORDILLERA REGIONAL SCIENCE HIGH SCHOOL	ADMINISTRATIVE OFFICER II

56	GWEN BAYUCCA POCDIHON	TUBA CENTRAL NATIONAL HIGH SCHOOL	ADMINISTRATIVE OFFICER II
57	HARRUEL BRYSE M. CAWAS	POYOPOY ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
58	HAZEL C. EVASCO- BAGAYAO	CAMP 30 ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
59	HAZEL P. KITONGAN	LOACAN ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
60	HAZEN LYN TALBINO BAGANO	BAKUN NATIONAL HIGH SCHOOL	ADMINISTRATIVE OFFICER II
61	HEIDI AQUISAN ALVAREZ	KABAYAN CENTRAL INTEGRATED SCHOOL	ADMINISTRATIVE OFFICER II
62	IRESH BANGLOY AGSISIYO	PARAN LARUAN ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
63	IRISH NIKKA TAMONDONG VALDEZ	SIOCO CARIÑO ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
64	ISHMAEL AARON BUL-LONG BISMONTE	BATUAN ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
65	JACQUELINE BAWA-AN BALWANG	ELTNHS	ADMINISTRATIVE OFFICER II
66	JAKE D. BATTATENG	MANTIYENG ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
67	JANELYN GOLONAN BUGNAY	MT. PULAG ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
68	JANET COENGAN ALUYEN	TANAS ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
69	JANICE S. BAWAS	TALBINO.ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
70	JANINE AGUSTIN-AWAL	LENGAOAN-WAKING INTEGRATED SCHOOL	ADMINISTRATIVE OFFICER II
71	JANITH SITO LARUAN	BUYAGAN ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
72	JANNA CUDLI TOMEY	SABDJAT PRIMARY SCHOOL	ADMINISTRATIVE OFFICER II(ADMINISTRATIVE OFFICER I)
73	JEANNE BANISOC FAUSTO	BINGA ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
74	JENETHZ C. DE LOS SANTOS	KAWAL ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
75	JENNILYN LEDSEY ALFREDO	BALILI ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
76	JENNY BELLE BALASIN NGAYAAN	SAPDAAN PRIMARY SCHOOL	ADMINISTRATIVE OFFICER II
77	JENNY S. BEGAWAN	KAYAPA NHS	ADMINISTRATIVE OFFICER II
78	JERLYN TICTIC MANO	BALILI NATIONAL HIGH SCHOOL	ADMINISTRATIVE OFFICER 2
79	JERMILYN DACNES SAB-IT	ITOGON CENTRAL SCHOOL	ADMINISTRATIVE OFFICER II
80	JESSABEL BUGNAY GOMEYAC	PILPIOK ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
81	JESSICA DOMINGO DEO	BALATOC ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
82	JESSIE D. MENDOZA	BALLAY INTEGRATED SCHOOL	ADMINISTRATIVE OFFICER II
83	JESSIE S. LOPEZ	BATANGAN ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II

84	JESSIE SIC-OPEN LOPEZ	BATANGAN ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II
85	JESSIEBELLE LUMAUIG TUGUINAY	TORRE ELEMENTARY SCHOOL	ADMINISTRATIVE OFFICER II



NO.	NAME	POSITION	SCHOOL
1	JEVERLYN D. DOMEREZ	AO II	ABUCOT IS
2	JIGIE BALANGCOD BASILIO	ADMINISTRATIVE OFFICER II	PUDONG ELEMENTARY SCHOOL
3	JOAN DACWAYAN PADOPAD	ADMINISTRATIVE OFFICER II	GOLDFIELD ELEMENTARY SCHOOL
4	JOAN FLORENCE, ANGAGAN, BAKIADAN	ADMINISTRATIVE OFFICER II	NATUBLENG ELEMENTARY SCHOOL
5	JOANA E. DURANTE	ADMINISTRATIVE OFFICER II	ALFREDO P. CHANAO ELEMENTARY SCHOOL
6	JOANA MARIE BAYENG COLAS	ADMINISTRATIVE OFFICER II	AMPUCAO NATIONAL HIGH SCHOOL
7	JOANNE SALTIN CARBONEL	ADMINISTRATIVE OFFICER II	BANAO ELEMENTARY SCHOOL
8	JOCELYN GUIDAYOS JOSE	ADMINISTRATIVE OFFICER II	DORENCIO ELEMENTARY SCHOOL
9	JONA POLON ENCIONG	ADMINISTRATIVE OFFICER II	BAHONG ELEMENTARY SCHOOL
10	JONALYN CATCHERO GAYASO	ADMINISTRATIVE OFFICER II	TUBA CENTRAL SCHOOL
11	JONIELYN PADILLA TAYABAN	ADMINISTRATIVE OFFICER II	BODIWENG ELEMENTARY SCHOOL
12	JORDAN G. MENDOZA	ADMINISTRATIVE OFFICER II	TABA-AO INTEGRATED SCHOOL
13	JOSEPHINE PINO CARINO	ADMINISTRATIVE OFFICER II	DALICNO ES
14	JOVELYN S. AQUINO	ADMINISTRATIVE OFFICER II	DATAKAN INTEGRATED SCHOOL
15	JULIE ANN BIGO SORIANO	ADMINISTRATIVE OFFICER II	LONGLONG ELEMENTARY SCHOOL
16	JULITO LEGAWEN BELINO	ADMINISTRATIVE OFFICER II	GADANG ELEMENTARY SCHOOL
17	JUVY KILLA LANGPAWEN	ADMINISTRATIVE OFFICER II	CAMP 6 ELEMENTARY SCHOOL
18	KAREEN L VILLEGAS	ADMINISTRATIVE OFFICER II	KIWAS INTEGRATED SCHOOL
19	KATHLEEN ROSE S. CAWALO-IGNACIO	ADMINISTRATIVE OFFICER II	BONENG INTEGRATED SCHOOL
20	KEZEL JOY PULQUIZO BILAYAN	ADMINISTRATIVE OFFICER II	CALASIPAN ELEMENTARY SCHOOL
21	KLEA SALDA MENZI	ADMINISTRATIVE OFFICER II	KEMA PRIMARY SCHOOL

22	KRISTINE MAE PASYAN YEC-EW	ADMINISTRATIVE OFFICER II	TOCMO INTEGRATED SCHOOL
23	LALYN MADALANG BARCENA	ADMINISTRATIVE OFFICER II	TUDING ELEMENTARY SCHOOL
24	LEONIDA M. DEL-AMEN	ADMINISTRATIVE OFFICER II	KAYAPA ES AND NAGAWA ES
25	LEVENEE LAO-AN MUÑOZ	ADMINISTRATIVE OFFICER II	TACADANG INTEGRATED SCHOOL
26	LIBINA AMADO SARAC	ADMINISTRATIVE OFFICER II	BONGLO ELEMENTARY SCHOOL
27	LIEZL MAYO EUSTAQUIO	ADMINISTRATIVE OFFICER II	TACDIAN ELEMENTARY SCHOOL
28	LILIAN AGSAN CARPIO	ADMINISTRATIVE OFFICER II	DAGADAG PRIMARY SCHOOL
29	LOISE MARGARET J. DAWANG	ADMINISTRATIVE OFFICER II	SAYAPOT PRIMARY SCHOOL
30	LOMIBA F. SAKIWAT	ADMINISTRATIVE OFFICER II	MOGAO INTEGRATED SCHOOL
31	LORENA AGAYAM SANCHEZ	ADMINISTRATIVE OFFICER II	MIDAS ELEMENTARY SCHOOL
32	LORMA DIZON KIMPA-OY	ADMINISTRATIVE OFFICER II	NAYTOKYAB ELEMENTARY SCHOOL
33	LYNNIE ANN DAPDAPOG CABATAN	ADMINISTRATIVE OFFICER II	KETAGAN CABATAN ES
34	MANILYN OLSIM LAOYAN	ADMINISTRATIVE OFFICER II	CATIAOAN BARRIO SCHOOL
35	MARIA ISABEL EUSTAQUIO AFIDCHAO	ADMINISTRATIVE OFFICER II	MARCELO MARQUEZ NATIONAL HIGHSCHOOL
36	MARICHELLE GODIO OLA-O	ADMINISTRATIVE OFFICER II	BUGUIAS CENTRAL SCHOOL
37	MARITES BADDAL OLANOS	ADMINISTRATIVE OFFICER II	AMPUCAO ELEMENTARY SCHOOL
38	MARJO ANN MATIAS DICTAG	ADMINISTRATIVE OFFICER II	ADAOAY ELEMENTARY SCHOOL
39	MARK BALONG-ANGEY POSAYEN	ADMINISTRATIVE OFFICER II	CA-EW ELEMENTARY SCHOOL
40	MARK CHRISTIAN A. MACKAY	ADMINISTRATIVE OFFICER II	AMBAYEC ELEMENTARY SCHOOL
41	MARK LEWELL R. MANUYAG	ADMINISTRATIVE OFFICER II	TADAYAN BARRIO SCHOOL
42	MARY ANN DIGMAYO DIMAS	ADMINISTRATIVE OFFICER II	CELO HAIGHT ELEMENTARY SCHOOL
43	MARYBELLE P. PANICO	ADMINISTRATIVE OFFICER II	CABITEN NATIONAL HIGH SCHOOL
44	MARYLOU S. MAGSIANO	ADMINISTRATIVE OFFICER II	OYUSAN PRIMARY SCHOOL
45	MERCY ROSE SAKIWAT PANGESFAN	ADMINISTRATIVE OFFICER II	LA TRINIDAD CENTRAL SCHOOL
46	MICHAEL CABALIW BILAYAN	ADMINISTRATIVE OFFICER II	LABINIO-MARIANO ELEMENTARY SCHOOL
47	MONALIE BESARA OLDICO	ADMINISTRATIVE OFFICER II	AMBUKLAO NATIONAL HIGH SCHOOL
48	MONALIE PACALSO CACATIAN	ADMINISTRATIVE OFFICER II	SABLAN CENTRAL SCHOOL

49	MONIZA LIMPAYOS GOBI	ADMINISTRATIVE OFFICER II	BUYACAOAN ELEMENTARY SCHOOL
50	MYLENE T. GUALDO	ADMINISTRATIVE OFFICER II	BEKES ES
51	NANCY T. WAGAYAN	ADMINISTRATIVE OFFICER II	CAMANGGAAN ELEMENTARY SCHOOL
52	ORBIN PIGAO PEG-ANG	ADMINISTRATIVE OFFICER 2	MIGUEL PALISPIS INTEGRATED SCHOOL
53	PERLIE JOY BASATAN GOSGOS	ADMINISTRATIVE OFFICER II	BUNAGAN ELEMENTARY SCHOOL
54	PRECIOUS S. BANIWAS	ADMINISTRATIVE OFFICER II	LOMON ELEMENTARY SCHOOL
55	RAFFY BAUTISTA CALAWA	ADMINISTRATIVE OFFICER II	BESONG SADDLE ELEMENTARY SCHOOL
56	REBECA VISAYA CABILLAN	ADMINISTRATIVE OFFICER II	TAGADI HOUSING ELEMENTARY SCHOOL
57	RECHELLE FIANZA MENDOZA	ADMINISTRATIVE OFFICER II	PALIDAN INTEGRATED SCHOOL
58	RHEA DIANNE BINOMNGA	ADMINISTRATIVE OFFICER II	SAPID ELEMENTARY SCHOOL
59	RHESA ASIM DOMERIS	ADMINISTRATIVE OFFICER II	ADOYUNAN ELEMENTARY SCHOOL AND DALMACIO MIGUEL PRIMARY SCHOOL
60	RHODALYN C. CULLANO	ADMINISTRATIVE OFFICER II	MOCGAO INTEGRATED SCHOOL
61	RIZA LEIGH LIDUA SAGSAKHO	ADMINISTRATIVE OFFICER II	SAN PASCUAL ELEMENTARY SCHOOL
62	ROGIESON PEDRO BASATAN	ADMINISTRATIVE OFFICER II	BAWEMPETA ELEMENTARY SCHOOL
63	ROMEA ANSELMO PATERNO	ADMINISTRATIVE OFFICER II	BANTAS SUANDING ELEMENTARY SCHOOL
64	RONALYN ESCOBAR PIL-O	ADMINISTRATIVE OFFICER II	LAM-AYAN INTEGRATED SCHOOL
65	SABENA B. BAGNISEN	ADMINISTRATIVE OFFICER II	BULISAY ES AND LEGAB ES
66	SHARMIENE BAGTANGAN SAO-AN	ADMINISTRATIVE OFFICER II	GUING-OY ELEMENTARY SCHOOL
67	SHEILA AYAN PALENG	ADMINISTRATIVE OFFICER II	LAB-ANG COMMUNITY SCHOOL
68	SHERWIN HUMIWAT DINULONG	ADMINISTRATIVE OFFICER II	GUIOENG ELEMENTARY SCHOOL
69	SHILO ROSE TACAY SAMDAO	ADMINISTRATIVE OFFICER II	TALOY SUR NHS
70	SHIRLYN INGOSAN ZAPARITA	ADMINISTRATIVE OFFICER II	MAURO P. LARUAN ELEMENTARY SCHOOL
71	SHIRLYNE GAY GARCIA JOSEPH	ADMINISTRATIVE OFFICER II	EBBES ELEMENTARY SCHOOL
72	SHYLYN TAMIRAY SIMON	ADMINISTRATIVE OFFICER II	PALANSA ELEMENTARY SCHOOL
73	SKYE B. ABYADANG	ADMINISTRATIVE OFFICER II	CADSI AMOY ES & MATEO BALSALOEN ES
74	SOFIA K. OGNASE	ADMINISTRATIVE OFFICER II	JAMES CALABIAS ES AND ASOKONG PACSO ES

75	SOFIA KINGAY OGNASE	ADMINISTRATIVE OFFICER II	JAMES CALABIAS ES AND ASOKONG PACSO ES
76	TWINKLE D. ASUDERA	ADMINISTRATIVE OFFICER II	VIRAC INTEGRATED SCHOOL
77	VIVIAN BALONG-ANGEY POSAYEN	ADMINISTRATIVE OFFICER II	BEDBED ELEMENTARY SCHOOL
78	VIVIAN BALONG-ANGEY POSAYEN	ADMINISTRATIVE OFFICER II	BEDBED ELEMENTARY SCHOOL
79	VIVIAN DE LA CRUZ KIDANGE	ADMINISTRATIVE OFFICER II	TABU ELEMENTARY SCHOOL
80	WARREN OSONG GAERLAN	ADMINISTRATIVE OFFICER II	SAGUTLANG INTEGRATED SCHOOL
81	WILNER ABLUYEN PALA-OG	ADMINISTRATIVE OFFICER II	SINIPSIP ELEMENTARY SCHOOL
82	ZENaida BANKEY PANAYO	ADMINISTRATIVE OFFICER II	AMBIONG ELEMENTARY SCHOOL
83	ZENY BANTO PACIO	ADMINISTRATIVE OFFICER II	JOSE GONZALES ELEMENTARY SCHOOL
84	ZENY DIWAN BANTILOC	ADMINISTRATIVE OFFICER II	BANTIC NATIONAL HIGH SCHOOL
82	ZYRA FAITH D. ROMERO	ADMINISTRATIVE OFFICER II	LOO ELEMENTART SCHOOL



NO.	NAME	POSITION	SCHOOL
1	ROSEMARIE A. PAYANGDO	ADMINISTRATION ASSISTANT III	SINIPSIP NATIONAL HIGH SCHOOL
2	ALJEN, DE LEON, DANGSI	ADMINISTRATIVE ASSISTANT II	LA TRINIDAD NATIONAL HIGH SCHOOL
3	AMYLEEN ORILLA GABOL	ADMINISTRATIVE OFFICER II	CALAMAGAN ELEMENTARY SCHOOL
4	ANABELLE BASATAN DUMASING	ADMINISTRATIVE ASSISTANT II	BANGAO NATIONAL HIGH SCHOOL
5	ANGELA DOLION CALONG	ADMINISTRATIVE OFFICER II	AMPONGOT BARRIO SCHOOL
6	ANGELICA MENDOZA TORIBIO	ADMINISTRATIVE ASSISTANT III	BOKOD CENTRAL SCHOOL
7	BRECELLE PEDRO PISAWEN	ADMINISTRATIVE OFFICER 2	CABACAB NATIONAL HIGH SCHOOL
8	BRIMA ACCOY SAGAYO	ADMINISTRATIVE ASSISTANT III	SAGUBO ELEMENTARY SCHOOL
9	CARLA DELI DIMAS	SENIOR BOOKKEEPER	BOKOD NHS
10	CAROL M. BUMAKIL	ADMINISTRATIVE ASSISTANT III	BENGUET SPECIAL EDUCATION CENTER
11	CHARITO TAMALE MATULAY	ADMINISTRATIVE ASSISTANT II	GOV. BADO DANGWA AGRO-INDUSTRIAL SCHOOL

12	CHRISTINE DAGIW-A BITAGA	ADMINISTRATIVE ASSISTANT II	LEPANTO NATIONAL HIGH SCHOOL
13	DAIZEE MAE BALICAG MINO	ADMINISTRATIVE ASSISTANT III	NANGALISAN ELEMENTARY SCHOOL
14	DANDY LICTAG FELICIANO	ADMINISTRATIVE ASSISTANT II	ALEJO M. PACALSO MEMORIAL NATIONAL HIGH SCHOOL
15	DELAILAH A. TAWA	ADMINISTRATIVE ASSISTANT III/ CLUSTER BOOKKEEPER	CAGUI-ING INTEGRATED SCHOOL
16	DINAH S.MATIAS	ADMINISTRATIVE ASSISTANT II	ADAOAY ELEMENTARY SCHOOL
17	DONNA CLAIRE ARCANGEL BANEZ	ADMINISTRATIVE ASSISTANT III	EVELIO JAVIER MEMORIAL NATIONAL HIGH SCHOOL
18	DONNA PETER BALISTO	ADMINISTRATIVE OFFICER II	SAGANDOY INTEGRATED SCHOOL
19	ELMA MADANES CACDAC	ADMINISTRATIVE ASSISTANT II	LOO NATIONAL HIGH SCHOOL
20	FAITHLENE JILL P. ASIONG	ADMINISTRATIVE ASSISTANT III	ITOGON CENTRAL SCHOOL
21	FAITHLENE JILL PINO ASIONG	ADMINISTRATIVE ASSISTANT III	ITOGON CENTRAL SCHOOL
22	FATIMA SABOG MAGSIANO	ADMINISTRATIVE ASSISTANT II	CELO HAIGHT ELEMENTARY SCHOOL
23	FEBRONIA CALANTAS GALLARDO	ADMINISTRATIVE OFFICER II (ADMINISTRATIVE OFFICER I)	OMAS AMPAGUEY INTEGRATED SCHOOL
24	FEEVA IGUALDO EGSAN	ADMINISTRATIVE OFFICER II	AMLIMAY INTEGRATED SCHOOL
25	FERLYN MAE SALIC-O PILAS	ADMINISTRATIVE ASSISTANT III	ALEJO M. PACALSO MNHS
26	HANSON GAMBIS COS-EG	ADMINISTRATIVE ASSISTANT III	MANGANESE INTEGRATED SCHOOL
27	HYDRA ISONG GAY-AS	ADMINISTRATIVE ASSISTANT III	LA TRINIDAD CENTRAL
28	IRENE LIBED BUCASAN	ADMINISTRATIVE ASSISTANT II	CABITEN NATIONAL HIGH SCHOOL
29	ISABEL FAUSTINO DARWIN	ADMINISTRATIVE OFFICER II	PAKPAKITAN ELEMENTARY SCHOOL
30	JACKERY LIN QUINSIMAN PA-AY	ADMINISTRATIVE ASSISTANT II	AMBUKLAO NATIONAL HIGH SCHOOL
31	JANET ALINGBAS CATUBAG	ADMINISTRATIVE ASSISTANT III	ABATAN ELEMENTARY SCHOOL
32	JASMIN M. JACKFREY	ADMINISTRATIVE ASSISTANT	BOKOD NATIONAL HIGH SCHOOL

33	JEAN CAOILI-KIMBES	ADMINISTRATIVE ASSISTANT II	LOACAN NATIONAL HIGH SCHOOL
34	JEMIMA BARENA BOAC	ADMINISTRATIVE ASSISTANT II	ADAOAY NATIONAL HIGH SCHOOL
35	JENALYN BAY-AN CURA	ADAS III	KAPANGAN CENTRAL SCHOOL
36	JERALD TAYAN CALAYON	ADMINISTRATIVE ASSISTANT II (CLERK IV)	SABLAN NATIONAL HIGH SCHOOL
37	JESS MONTES ARAIS	ADMINISTRATIVE ASSISTANT III	ATOK NATIONAL HIGH SCHOOL
38	JETTERSON TELLAO DAMOSLOG	ADMINISTRATIVE OFFICER II	PAN-AYAOAN ELEMENTARY SCHOOL
39	JHAYNEL PACSI DIRIK	ADMINISTRATIVE ASSISTANT II	ABUCOT INTEGRATED SCHOOL
40	JOCELYN PUDICO PACITENG	ADMINISTRATIVE ASSISTANT III	BEKES ELEMENTARY SCHOOL
41	JONNA DANGPAYAN OWAO	ADMINISTRATIVE OFFICER 2	BOKLAOAN ELEMENTARY SCHOOL
42	JOSAN L. SAGANTIYOC	ADMINISTRATIVE OFFICER II	BEKKEL ELEMENTARY SCHOOL
43	JOVINA BASATAN DUMASING	ADMINISTRATIVE ASSISTANT III	ALBIS ELEMENTARY SCHOOL
44	JOYCE ESTONG SUIDTA	ADMINISTRATIVE ASSISTANT II	PONTINO ES
45	JULIA BAOIDANG DOMANAS	ADMINISTRATIVE ASSISTANT II	GUINAOANG NATIONAL HIGH SCHOOL
46	JULIET MEDON CASIMERO	ADMINISTRATIVE OFFICER II	DAKLAN ES
47	JUNAS CA-ASI MINAS	ADMINISTRATIVE ASSISTANT II	CATLUBONG NATIONAL HIGH SCHOOL
48	JUNIEL ATABAN CANGSAN	ADMINISTRATIVE ASSISTANT II	BOKOD NATIONAL HIGH SCHOOL
49	KRISTY ANN EBRO MA-ANAO	ADMINISTRATIVE OFFICER II	ABATAN ELEMENTARY SCHOOL
50	KYLYN BERNARD SALIW-AN	ADMINISTRATIVE ASSISTANT II	KAPANGAN CENTRAL NATIONAL HIGH SCHOOL
51	KYRA T. KINGAY	ADMINISTRATIVE ASSISTANT II (SENIOR HIGH SCHOOL)	TAWANGAN-LUSOD NATIONAL HIGH SCHOOL
52	LEILA T. ISSIC	ADMINISTRATIVE ASSISTANT II	LEPANTO NATIONAL HIGH SCHOOL
53	LEMARIE BUTAG VILLARUZ	ADMINISTRATIVE OFFICER II	PUGO JAMES MOCATE ELEMENTARY SCHOOL
54	LEONA ARELLANO LAITA	ADMINISTRATIVE ASSISTANT III	AMPUSONGAN ELEMENTARY SCHOOL

55	LILIA AQUISAN WALES	ADMINISTRATIVE ASSISTANT II - SHS	KAMORA NATIONAL HIGH SCHOOL
56	LISAYEN	ADMINISTRATIVE ASSISTANT III	PACO ELEMENTARY SCHOOL
57	LOIDA, PULANO, BOAGING	ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER)	SINIPSIP NATIONAL HIGH SCHOOL
58	LUSILA LEGASPI CAGAS	ADMINISTRATIVE ASSISTANT II	CAMP 30 NATIONAL HIGH SCHOOL
59	MARILOU MINES SIERRA	ADMINISTRATIVE ASSISTANT III	AMBUKLAO ELEMENTARY SCHOOL
60	MARY GRACE P. DAO-ANIS	ADMINISTRATIVE OFFICER II	ENRIQUE JOSE ELEMENTARY SCHOOL
61	MATHEMAR BATEL-EY MONTES	ADMINISTRATIVE ASSISTANT III	GOVERNOR BADO DANGWA AGRO-INDUSTRIAL SCHOOL
62	MHAE U. GAY-AS	ADMINISTRATIVE ASSISTANT II (ACCOUNTING CLERK)	BENGUET NATIONAL HIGH SCHOOL
63	NARISSA ORTEZA LANGTIWAN	ADMINISTRATIVE ASSISTANT II	LOO ELEMENTARY SCHOOL
64	NHELVES SHEEN ABELLERA SAB-IT	ADMINISTRATIVE ASSISTANT III	KABAYAN CENTRAL SCHOOL
65	NIKKI MERINO TOBIAS	ADMINISTRATIVE OFFICER II	LEBENG PS
66	NOEME ANAS MELECIO	ADMINISTRATIVE ASSISTANT II	TUBLAY NATIONAL TRADE HIGH SCHOOL
67	NORIEL KISANTO ESPADA	ADMINISTRATIVE OFFICER II	BOT-OAN ELEMENTARY SCHOOL
68	NOVIE O. PATANGAN	ADMINISTRATIVE OFFICER II	EWA-BOKES ELEMENTARY SCHOOL
69	RAINIER BREN FERNANDEZ APILADO	ADMINISTRATIVE ASSISTANT II	ALEJO M. PACALSO NATIONAL HIGH SCHOOL
70	REBECCA ROBRIGADO PANGALIMAN	ADMINISTRATIVE ASSISTANT II	KAPANGAN NATIONAL HIGH SCHOOL
71	RHODA DAMOKING DULINEN	ADMINISTRATIVE ASSISTANT II	LOO NATIONAL HIGH SCHOOL
72	RODELYNE MENDOZA ARIOLA	ADMINISTRATIVE OFFICER II	BULALACAO NATIONAL HIGH SCHOOL
73	RODNE LEMYA-EN BENNY	ADMINISTRATIVE ASSISTANT III	SINACBAT ELEMENTARY SCHOOL
74	ROLDAN SUMAKEY MELTON	ADMINISTRATIVE OFFICER II	LUSOD COMMUNITY SCHOOL
75	ROMARIKO ARSENIO DEMOT	ADMINISTRATIVE OFFICER II	EDDET ELEMENTARY SCHOOL
76	ROSELAINA BENITO MACABADA	ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICERII)	EVELIO JAVIER MEMORIAL NATIONAL HIGH SCHOOL

77	ROXANNE K. BISLEY	ADMINISTRATIVE OFFICER II	SINACBAT NATIONAL HIGH SCHOOL
78	ROXANNE T. SACPA	ADMINISTRATIVE ASSISTANT II	MADAYMEN NATIONAL HIGH SCHOOL
79	RUBY ANN GAO-AY MORESTO	ADMINISTRATIVE OFFICER II	GUINAOANG NATIONAL HIGH SCHOOL
80	RUTH SABUNGAN INCIO	ADMINISTRATIVE ASSISTANT II	AMPUCAO NATIONAL HIGH SCHOOL
81	SHELER D. RAMOS	ADMINISTRATIVE OFFICE II	LUBAS ELEMENTARY SCHOOL
82	SHEYNA RASHEL P. AGWILANG	ADMINISTRATIVE ASSISTANT II	BENGUET NATIONAL HIGH SCHOOL
83	WILMA ATOS CARIÑO	ADMINISTRATIVE ASSISTANT III	TUBA CENTRAL ELEMENTARY SCHOOL
84	WILMA CUYAM-AN DAMILO	ADMINISTRATIVE ASSISTANT II	BOT-OAN ES
85	WILMA JOY BACASEN MAGCIANO	ADMINISTRATIVE OFFICER II (ADMINISTRATIVE OFFICER I)	BEKES ELEMENTARY SCHOOL

Program Management Team

1. XYLENE GRAIL D. KINOMIS
2. DEMI JOYCE DOMINGUEZ NANA

**CONDUCT OF THE 2025 PROFESSIONAL DEVELOPMENT
INTERVENTIONS FOR NON-TEACHING PERSONNEL
@CALAJO FOOD HOUSE, LA TRINIDAD, BENGUET**

TRAINING MATRIX FOR BATCH 1 (MARCH 12-14, 2025)

SCHEDULE	TOPICS / ACTIVITIES	SPEAKERS / IN-CHARGE
March 12, 2025		
7:00 AM – 7:30 AM	Registration / Checking of Attendance	PMT
7:30 AM – 8:00 AM	Opening Program and Introduction to the Resource Person	PMT
8:00 AM – 12:00 noon	Building Goal Oriented Young Leaders in the Workplace	Dr. RYAN JASON DELOS REYES Dean of the College of Teacher Education Urdaneta City University
12:00 noon – 1:00 PM	Lunch Break	
1:00 PM – 3:00 PM	Getting to know Administrative Cases in the Civil Service while Understanding the Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employees	Atty. NOVER SINGGANGAN Legal Officer III Schools Division of Benguet
3:00 PM – 5:00 PM	Viewing Action Research under the DepEd Lens	STEPHEN BULALIN Senior Education Program Specialist Planning and Research
March 13, 2025		
8:00 AM – 12:00 noon	Admin Work Updates and Answers to Queries for Improvement of Work Performance in the Field	MAHAL M. RIFANI Administrative Officer V Schools Division of Benguet
12:00 noon – 1:00 PM	Lunch Break	
1:00 PM – 5:00 PM	Embracing Workplace Readiness Centered on Socio-Emotional Skills	YLONA VERONICA A. BAYOD Department Head of Psychology Saint Louis University, Baguio City
March 14, 2025		
Day 3 8:00 AM – 12:00 Noon	Enhancing Individual Skills on Data Visualization with New Skills on Microsoft Access	CLIFSTONE BANGSE-IL Project Development Officer II Schools Division of Baguio City
12:00 noon – 1:00 PM	Lunch Break	
1:00 PM – 5:00 PM		

TRAINING MATRIX FOR BATCH 2 (MARCH 19-21, 2025)

SCHEDULE	TOPICS / ACTIVITIES	SPEAKERS / IN-CHARGE
March 19, 2025		
7:00 AM – 7:30 AM	Registration / Checking of Attendance	PMT
7:30 AM – 8:00 AM	Opening Program and Introduction to the Resource Person	PMT
8:00 AM – 10:00 AM	Viewing Action Research under the DepEd Lens	STEPHEN BULALIN Senior Education Program Specialist Planning and Research
10:00 AM – 12:00 noon	Getting to know Administrative Cases in the Civil Service while Understanding the Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employees	Atty. NOVER SINGANGAN Legal Officer III Schools Division of Benguet
12:00 noon – 1:00 PM	Lunch Break	
1:00 PM – 5:00 PM	Embracing Workplace Readiness Centered on Socio-Emotional Skills	YLONA VERONICA A. BAYOD, RPay, Rpm Department Head of Psychology Saint Louis University, Baguio City
March 20, 2025		
8:00 AM – 12:00 noon	Enhancing Individual Skills on Data Visualization with New Skills on Microsoft Access	CLIFTONE BANGSE-IL Project Development Officer II Schools Division of Baguio City
12:00 noon – 1:00 PM	Lunch Break	
1:00 PM – 5:00 PM		
March 21, 2025		
8:00 AM – 12:00 noon	Building Goal Oriented Young Leaders in the Workplace	Dr. LEAH S. COPRUZ CEO & Lead Trainer LASC Learning Solutions
1:00 PM – 5:00 PM	Admin Work Updates and Answers to Queries for Improvement of Work Performance in the Field	MAHAL M. RIFANI Administrative Officer V Schools Division of Benguet

TRAINING MATRIX FOR BATCH 3 (April 9-11, 2025)

SCHEDULE	TOPICS / ACTIVITIES	SPEAKERS / IN-CHARGE
April 09, 2025		
7:00 AM – 7:30 AM	Registration / Checking of Attendance	PMT
7:30 AM – 8:00 AM	Opening Program and Introduction to the Resource Person	PMT
8:00 AM – 12:00 noon	Building Goal Oriented Young Leaders in the Workplace	Dr. LEAH S. COPRUZ CEO & Lead Trainer LASC Learning Solutions
8:00 AM – 10:00 AM	Getting to know Administrative Cases in the Civil Service while Understanding the Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employees	Atty. NOVER SINGGANGAN Legal Officer III Schools Division of Benguet
10:00 AM – 12:00 noon	Viewing Action Research under the DepEd Lens	STEPHEN BULALIN Senior Education Program Specialist Planning and Research
12:00 noon – 1:00 PM	Lunch Break	
1:00 PM – 5:00 PM	Embracing Workplace Readiness Centered on Socio-Emotional Skills	YLONA VERONICA A. BAYOD, RPsy, Rpm Department Head of Psychology Saint Louis University, Baguio City
April 10, 2025		
8:00 AM – 5:00 PM	Enhancing Individual Skills on Data Visualization with New Skills on Microsoft Access	CLIFTONE BANGSE-IL Project Development Officer II Schools Division of Baguio City
12:00 noon – 1:00 PM	Lunch Break	
April 11, 2025		
8:00 AM – 12:00 noon	Building Goal Oriented Young Leaders in the Workplace	Dr. LEAH S. COPRUZ CEO & Lead Trainer LASC Learning Solutions
1:00 PM – 5:00 PM	Admin Work Updates and Answers to Queries for Improvement of Work Performance in the Field	MAHAL M. RIFANI Administrative Officer V Schools Division of Benguet

TRAINING MATRIX FOR BATCH 3 (April 7-8, 2025)

SCHEDULE	TOPICS / ACTIVITIES	SPEAKERS / IN-CHARGE
April 07, 2025		
7:00 AM – 7:30 AM	Registration / Checking of Attendance	PMT
7:30 AM – 8:00 AM	Opening Program and Introduction to the Resource Person	PMT
8:00 AM – 12:00 noon	Enhancing Individual Skills on Data Visualization with New Skills on Microsoft Access	CLIFTONE BANGSE-IL Project Development Officer II Schools Division of Baguio City
12:00 noon – 1:00 PM	Lunch Break	
1:00 PM – 3:00 PM	Getting to know Administrative Cases in the Civil Service while Understanding the Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employees	Atty. NOVER SINGGANGAN Legal Officer III Schools Division of Benguet
3:00 PM – 5:00 PM	Admin Work Updates and Answers to Queries for Improvement of Work Performance in the Field	MAHAL M. RIFANI Administrative Officer V Schools Division of Benguet
April 8, 2025		
8:00 AM – 12:00 noon	Building Goal Oriented Young Leaders in the Workplace	Dr. LEAH S. COPRUZ CEO & Lead Trainer LASC Learning Solutions
12:00 noon – 1:00 PM	Lunch Break	
1:00 PM – 5:00 PM	Embracing Workplace Readiness Centered on Socio-Emotional Skills	YLONA VERONICA A. BAYOD, RPsy, RPm Department Head of Psychology Saint Louis University, Baguio City