

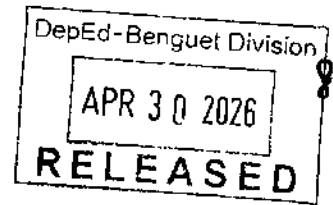


Republic of the Philippines  
**Department of Education**  
**Schools Division of Benguet**

April 30, 2026

**DIVISION MEMORANDUM**  
**No. 147 s. 2026**

**TO:** Chief Education Supervisors, CID and SGOD  
 Public Schools District Supervisors/In-charge  
 Elementary and Secondary School heads  
 All Identified Admin Officer II  
 All Others Concerned



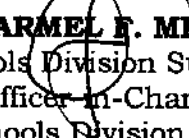
**SUBJECT: BENGUET SDO PARTICIPANTS TO THE CAPACITY BUILDING OF ADMINISTRATIVE OFFICERS OF REGIONAL OFFICE, SCHOOLS DIVISION OFFICES AND SCHOOLS**

1. In line with Regional Memorandum No. 319 s, 2026 titled “Capacity Building of Administrative Officers of Regional Office, Schools Division Offices and Schools” on May 4-6, 2026, at EM Royale, San Juan, La Union.
2. The activity aims to equip the participants with necessary skills and knowledge for the effective implementation of administrative policies, systems and procedures.
3. Participants in this activity are as follows:

No.	Name	Position	District/Office
1	Delailah A. Tawa	Admin Officer II	Atok
2	Jaynelyn Papat	Admin Officer II	Bakun
3	Noriel K. Espada	Admin Officer II	Buguias
4	Rachelle G. Cadpino	Admin Officer II	Bokod
5	Perez Bayeng	Admin Officer II	Itogon I
6	Dandy L. Feliciano	Admin Officer II	Itogon II
7	Rey Sheila Diclas	Admin Officer II	Kabayan
8	Kathleen P. Liwan	Admin Officer II	Kapangan
9	Filame Guilanda	Admin Officer II	Kibungan
10	Jeffrey S. Damaso	Admin Officer II	La Trinidad
11	Maureen Ayan- Agsawal	Admin Officer II	Mankayan
12	Justin Joseph Pal-ang	Admin Officer II	Sablan
13	Arsenio Jr. R. Aoay	Admin Officer II	Tuba

14	Jovina B. Dumasig	Admin Officer II	Tublay
15	Kriza Janelle A. Amlos	Admin Officer II	Kabayán
16	Jeddah L. Selvino	Admin Officer II	Atok
17	Nhelves Sheen A. Sab-it	Admin Officer II	La Trinidad
18	Eller John Pociis	Admin Officer II	Kapangan
19	Mel W. Alingbas	AO IV-Personnel	SDO-OSDS
20	Florabel C. Balanon	AO IV-Supply	SDO-OSDS
21	Melvin L. Alfredo	AO IV-Records	SDO-OSDS
22	Joyce B. Gavino	AO IV-Cash	SDO-OSDS

4. Board and lodging of participants shall be charged against Regional Office funds while travel and other incidental expenses incurred by the participants shall be charged to local funds subject to usual accounting and auditing rules and regulations.
5. Participants are advised to check in at the venue not earlier than 2:00 PM on May 4, 2026, and to check out at 12:00 noon on May 6, 2026. The first meal to be served will be the afternoon (PM) snack on May 4, 2026, while the last meal will be lunch on May 6, 2026.
6. Participants are advised to register through this link: <https://tinyurl.com/CapB-RegForm>
7. This memorandum shall also serve as the Travel Authority of the identified participants.
8. Dissemination and compliance of this memorandum is desired.

  
**CARMEL F. MERIS**  
 Assistant Schools Division Superintendent  
 Officer-in-Charge  
 Office of the Schools Division Superintendent

## Annex A

Date/Time	Activity	Personnel In-Charge
<b>Day 1 – May 4, 2026</b>		
2:00-3:00 pm	Arrival/Check-in of Participants/Registration	Secretariat
3:00 to 3:30 pm	Orientation on Program Flow, Activity Overview, and House Rules	Secretariat
3:31-4:30 pm	Incident Reporting	Public Affairs Unit
4:31-5:30 pm	Breakaway Session	<b>Group 1</b> Regional and Division HRMOs
		<b>Group 2</b> Regional and Division Cashiers
		<b>Group 3</b> Regional and Division Records Officers
		<b>Group 4</b> Regional and Division Supply and Procurement Officers
		<b>Group 5</b> Administrative Officers II
6:00-7:00 pm	Dinner	
<b>Day 2 – May 5, 2026</b>		
8:00-8:45 am	Preliminaries	Secretariat
	<i>Philippine National Anthem</i>	AVP
	<i>Prayer</i>	AVP
	<i>Cordillera Hymn</i>	AVP
	<i>DepEd Quality Policy Statement</i>	AVP
	Opening Remarks	
	Acknowledgement of Participants	Secretariat
	Statement of Purpose	<b>Cornelia D. Adaci-Duinuan</b> <i>Supervising Administrative Officer, ASD</i>
	Message	<b>Nicolas T. Capulong PhD, CESO III</b> <i>Director IV/Regional Director</i>
8:46-9:45 am	Topic 1	Finance
9:46-10:00 am	Health Break	
10:01-10:40 am	Topic 2	Cash
10:41-12:00 noon	Topic 3	Procurement
12:01-1:00 pm	Lunch Break	
1:01-2:10 pm	Topic 4	Asset
2:11-3:15 pm	Topic 5	Records
3:16-5:00 pm	Topic 6	Personnel and Payroll
<b>Day 3 – May 6, 2026</b>		
8:00-10:00 am	Stress Management/Team Building	HRDD
10:01-11:00 am	Topic 7	GSU

11:00-12:00 noon	Other Matters: Updates and Administrative Concerns	ASD
12:01-1:00 pm	Lunch Break	
1:01-2:30 pm	Open Forum and Ways Forward	ASD
2:30-3:00 pm	Closing Program and Distribution of Certificates	Secretariat
	Closing Remarks	Maksim A. Botilas Chief Administrative Officer, ASD
	Closing Prayer	
3:01 onwards	Home Sweet Home	



Address: Wangal, La Trinidad, Benguet, 2601

Telephone No: (074) 422 – 1318

Email Address: car@deped.gov.ph

DepEd Tayo Cordillera <https://depedcar.ph>

