



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

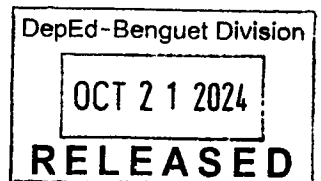
16 October 2024

DIVISION MEMORANDUM

No. 386 s. 2024

**Capacity Building on Learners' Rights and Protection Policies
for Non-teaching School Personnel**

To: Curriculum Implementation Division
Schools Governance and Operations Division
Concerned PSDSs/PSDIs
Concerned School Heads
All Others Concerned



1. The Schools Division of Benguet through the Schools Governance and Operations Division will conduct the Capacity Building on Learners' Rights and Protection Policies for Non-teaching School Personnel on **October 23-25, 2024** (Batch 1) and **October 28-30, 2024** (Batch 2), at Adivay Hall, SDO-Benguet, Wangal, La Trinidad, Benguet.
2. This activity aims to equip the participants with the provisions of DepEd Order No. 40, s. 2012, DepEd Order No. 55, s. 2013 and DepEd Order No. 18, s. 2015; reiterate the duties and responsibilities of the Schools Division Office and the Child Protection Committees of schools specifically in handling bullying incidents; and inform them about the referral process to the Social Welfare and Development Office in relation to bullying cases.
3. Meals and snacks shall be charged to the Learner Rights and Protection Program Support Fund while travel and other incidental expenses shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
4. Attached are the list of participants (Enclosure 1) for Batch 1 and Batch 2 and, the indicative program of activities (Enclosure 2).
5. This memorandum shall serve as the travel authority for all identified participants on official business.
6. For more information, please contact the Youth Formation Coordinators, Mr. Murphy S. Liswid or Ms. Jenny T. Bacquian at sdobenguet.yfd@deped.gov.ph.
7. For dissemination and compliance.

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

EPLC/SGOD/LBA/yf/jstb



Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph
Facebook Page: DepEd Tayo Benguet





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

Enclosure No. 1 to SDO Memorandum No. 386 s. 2024

LIST OF PARTICIPANTS

Batch 1
October 23-25, 2024

	Name	School	District
1	Karissa Kay P. Mani-an	Camp 30 National High School	Atok
2	Careen D. Taco	Cagui-ing Integrated School	Atok
3	Joey P. Layogan	Bakun National High School	Bakun
4	Krizyl Joy A. Pawil	Sinacbat National High School	Bakun
5	Hazel Mae A. Suni-en	Palidan Integrated School	Bakun
6	Lofrelyn B. Pinmiliw	Bagu Integrated School	Bakun
7	Kesyrel B. Caliang	Ambangeg National High School	Bokod
8	Dianette Rose C. Busilan	Ambuklao NHS (Tublay School of Home Industries-Annex)	Bokod
9	Jeniffer L. Luciano	Bokod National High School	Bokod
10	Xenia Ezraah P. Dubao	Daklan National High School	Bokod
11	Edelin T. Panas	Amlimay Integrated School	Buguias
12	Marie Cris D. Makin	Bangao National High School	Buguias
13	Mera Grale D. Laduan	Gatawa C. Dontogan Integrated School (Cayapes Integrated School)	Buguias
14	Nelly Ann N. Balantin	Loo National High School	Buguias
15	Mila C. Digmayo	Loo National High School	Buguias
16	Ericka S. Linglingen	Natubleng National High School	Buguias
17	Joyce Lorraine G. Manaligod	Sinipsip National High School	Buguias
18	Imee Maudi E. Tibanggay	Buguias National High School	Buguias
19	Maria Flor B. Pedro	Bad-ayan Integrated School	Buguias
20	Krystal Jill P. Macapio	Lengaoan-Waking Integrated School	Buguias
21	Alpha Christina C. Legaspi	Alejo M. Pacalso Memorial National High School	Itogon I
22	Cadkin Arice B. Dulag	Loacan National High School	Itogon I
23	Kurt B. Capsula	Trazon S. Fianza Sr. National High School	Itogon I
24	Yillah T. Segundo	Gumatdang Integrated School	Itogon I
25	Raye Anne B. Cario	Tocmo Integrated School	Itogon I
26	Nicole Isobebe B. Sebio	Laurencio Fianza National High School	Itogon II



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

27	Karen April M. Bonao	Alejo M. Pacalso Memorial National High School - Ayosep extension	Itogon II
28	Rojean O. Aguid	Ampucao National High School	Itogon II
29	Precy M. Tabcao	Virac Integrated School	Itogon II
30	Arlyn C. Domerez	Adaoay National High School	Kabayan
31	Kohlin A. Lucio	Daclan National High School	Kabayan
32	Harriet C. Basta	Kamora National High School	Kabayan
33	Jessa Mae M. Dul-og	Tawangan-Lusod National High School	Kabayan
34	Edilyn P. Guinaran	Abucot Integrated School	Kabayan
35	Venus N. Belao	Kabayan Central Integrated School	Kabayan
36	Prescila P. Bayacsan	Datakan Integrated School	Kapangan
37	Annalyn T. Catano	Gov. Bado Dangwa Agro-Industrial School (GBDAIS)	Kapangan
38	Melody T. Galonza	Gov. Bado Dangwa Agro-Industrial School (GBDAIS)	Kapangan
39	Shanyll Sea P. Bandao	Kapangan Central National High School	Kapangan
40	Nancy F. Cuplang	Kapangan National High School	Kapangan
41	Emyline L. Pilay	Taba-ao Integrated School	Kapangan
42	Devina P. Danglay	Gaswiling Integrated School	Kapangan
43	Marilou L. Epi	Kibungan National High School	Kibungan
44	Zenith S. Mating	Madaymen National High School	Kibungan
45	Anjela P. Capiato	Sagpat Integrated School	Kibungan
46	Lyrma B. Lupasi	Tacadang Integrated School	Kibungan
47	Leany E. Cuilan	Alno National High School	La Trinidad
48	Evelyn T. Meloy	Ambiong National High School	La Trinidad
49	Ira S. Angadol	Benguet National High School	La Trinidad
50	Jenirose C. Gayagay	Benguet National High School	La Trinidad
51	Marjorie N. Lomerez	Benguet National High School	La Trinidad
52	Nicole Kate J. Miguel	Benguet National High School	La Trinidad
53	Sherry Mae S. Siadto	Benguet National High School	La Trinidad
54	Sunshine L. Amponget	Benguet National High School	La Trinidad
55	Louraine B. Balanban	Benguet National High School	La Trinidad
56	May-ann D. Moyamoy	Eastern La Trinidad National High School	La Trinidad
57	Hannah Lynn I. Egsan	La Trinidad National High School	La Trinidad
58	Kacey T. Toryaden	La Trinidad National High School	La Trinidad



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

59	Rhea Fe M. Campana	Puguis National High School	La Trinidad
60	Rusylle Jirah May G. Gal-o	Bineng National High School	La Trinidad
61	Bernadith C. Antonio	Balili National High School	Mankayan
62	Rachel K. Cabatan	Balili National High School	Mankayan
63	Marcelene T. Bid-ing	Bulalacao National High School	Mankayan
64	Emily T. Sacnit	Cabacab National High School	Mankayan
65	Valerie C. Subang	Guinaoang National High School	Mankayan
66	Odesa L. Bataclao	Lepanto National High School	Mankayan
67	Joevie Hannah N. Morales	Lepanto National High School	Mankayan
68	Mylene M. Rosendo	Mankayan National High School	Mankayan
69	Roxan W. Cambolo	Tabio National High School	Mankayan
70	Marebel A. Ambros	Bedbed National High School	Mankayan
71	Brigitte T. Sanchi	Sablan National High School	Sablan
72	Smith O. Licliked	Evelio Javier Memorial National High School	Tuba
73	Sinamar S. Catalino	Taloy Sur National High School	Tuba
74	Irish Joy B. Tad-awan	Tuba Central National High School	Tuba
75	Aileen Mae R. Caluza	Tuba National High School	Tuba
76	Katherine A. Agnapan	Marcelo Marquez National High School	Tuba
77	Dulcy Faith L. Faustino	Kiwas Integrated School	Tuba
78	Jill Harriette P. Guanso	Tublay School of Home Industries (TSHI)	Tublay
79	Meagan A. Hafalla	Tublay School of Home Industries (TSHI)	Tublay

Batch 2
October 28-30, 2024

	Name	School	District
1	Jona B. Kiwas	FG Haight NHS	Atok
2	Reynante P. Lucas	Calasipan Elementary School	Atok
3	Clara B. Teofilo	Ja'pa Primary School	Atok
4	Shiaiane T. Cabuten	Kayapa NHS	Bakun
5	Nerissa T. Pecdasen	Bakun NHS	Bakun
6	Alejandrina M. Malute	Sinacbat NHS	Bakun
7	Leni Lou C. Willie	Daclan NHS	Bokod
8	Sanny B. Dokipen	Ambuklao NHS	Bokod
9	Mary Don D. Palberas	Karao Tribe ES	Bokod
10	Agusta T. Batonan	Bangao ES	Bokod



Address: Wangal, La Trinidad, Benguet
 Telephone Number: (074) 422-6570
 Email: benguet@deped.gov.ph
 Facebook Page: DepEd Tayo Benguet





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

11	Cerilo M. Telio	Cayapas IS	Buguias
12	Llora P. Taberao	Natubleng NHS	Buguias
13	Mauro M. Telio	Catubong-Adiston ES	Buguias
14	Judy Ann T. Butag	Kimpit Elementary School	Buguias
15	Marlyn B. Orlani	Bangsalan-Daganos ES	Buguias
16	Fernan P. Angyatao	Cayat-Laduan ES	Buguias
17	Daiseryl P. Aniban	Engay Willie Bay-an ES	Buguias
18	William V. Sarape	Botic ES	Itogon 1
19	Janice C. Bagiw	Binga NHS	Itogon 1
20	Laxmi A. Diclas	Binga NHS	Itogon 1
21	Maricel V. Ambros	TAPSAN ES	Itogon 2
22	Joan D. Samson	Lawiguen ES	Itogon 2
23	Teddy A. Garcia	Lusod ES	Kabayan
24	Cariño C. Tamas	Mongoto ES	Kabayan
25	Cynthia V. Calavera	Madaymen NHS	Kibungan
26	Maryann Grace B. Mapangdol	Es-esa Soblino Alodos ES	Kibungan
27	Ike B. Danio	Sapdaan PS	Kibungan
28	Wilma M. Coilan	Bineng IS	La Trinidad
29	May S. Joven	Puguis NHS	La Trinidad
30	Norwin B. Pingo	Bodiweng ES	La Trinidad
31	Edgar Sapigao	LTNHS	La Trinidad
32	Jemory Cambato	Talinguroy ES	La Trinidad
33	Harold Bacuso	Lamut ES	La Trinidad
34	Rachel S. Perfas	Cabacab NHS	Mankayan
35	Jovelyn O. Bungag	Bedbed NHS	Mankayan
36	Jennifer Bulsao	Camanpaguey IS	Mankayan
37	Webber C. Codman	Lepanto NHS	Mankayan
38	Loradel B. Lumido	Bulalacao ES	Mankayan
39	Jovelyn C. Cayapa	Am-am ES	Mankayan
40	Domondon B. Paydoen	Dagadag PS	Mankayan
41	Nelson B. Bang-As	Marivic ES	Mankayan
42	Susan C. Pio	Marcelo Marquez NHS	Tuba
43	Michael C. Banaña	Saguitlang IS	Tuba
44	Aileen D. Adones	Piminggan ES	Tuba
45	Marlon B. Losnong	Yagyagan ES	Tuba
46	Rodel A. Tomilas	Andolor ES	Tuba
47	Roger S. Nagawa	Taloy Norte ES	Tuba
48	Pet Bann B. Paran	Sioco Carinio Elem.School	Tuba
49	Loida K. Killip	Asin Elementary School	Tuba



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

50	Mylene E. Suaking	Indaoac ES	Tuba
51	Esmeraldine L. Kinahingan	Ligay ES	Tuba
52	Wilma D. Amurao	Lubas ES	Tuba
53	Johnson B. Abance	San Pascual ES	Tuba
54	Annie B. Pulido	Mariano Sabarino ES	Tuba
55	Maria Catherine C. Ladao	Tublay Trade NHS	Tublay
56	Samel S. Dales	Dackias ES	Tublay
57	Maria Luisa W. Nab-us	Balangabang ES	Tublay
58	Melva P. Domingo	Pangablan ES	Tublay

Program Management Team

Name	Office
Murphy S. Liswid	SDO-Benguet
Jenny T. Bacquian	SDO-Benguet
Atty. Nover B. Singgangan	SDO-Benguet
Wynn Daryl S. Laop	SDO-Benguet
Joanne R. Daliling	SDO-Benguet
Cristita Sumakey	SDO-Benguet
Jencyl I. Padon	SDO-Benguet
Inspectorate	SDO-Benguet



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

Enclosure 2. to SDO Memorandum No. 386, s. 2024

Day 1: (October 23 & 28, 2024)

Time	Activities	In-charge
7:00 AM – 9:00 AM	Travel time of Participants and Arrival at SDO-Benguet	
9:01 AM – 9:15 AM	Preliminaries: Registration Nationalistic Song Prayer House Rules	Program Management Team
9:16 AM – 10:00 AM	Welcome Remarks & Messages	LUCIO B. ALAWAS Chief ES, SGOD and ESTELA P. LEON-CARIÑO EdD, CESO III Regional Director and Concurrent Officer-in-Charge Office of the Schools Division Superintendent
10:01 AM – 10:30 AM	Rationale and Expectations	Division YF Coordinators
10:31 AM – 10:45 AM	B—R—E—A—K	
10:46 AM – 12:00 NN	DO 40, s. 2012 – DepEd Child Protection Policy	ATTY. NOVER B. SINGGANGAN Attorney III, SDO-Benguet
12:01 PM – 1:00 PM	L—U—N—C—H	
01:01 PM – 2:00 PM	DO 55, s. 2013 – IRR of RA 10627	ATTY. NOVER B. SINGGANGAN Attorney III, SDO-Benguet
2:01 PM – 3:00 PM	Duties and Responsibilities of the SDOs and the CPCs	MARIE JUVILYN M. PALKIT Technical Assistant II – DepEd CAR RO
3:01 PM – 3:15 PM	B—R—E—A—K	
3:16 PM – 4:40 PM	CPC Functionality Tool	MARIE JUVILYN M. PALKIT Technical Assistant II – DepEd CAR RO
4:41 PM – 5:00 PM	Reminders and Assignment of MOL in-charge for Day 2	

Day 2: (October 24 & 29, 2024)

Time	Activities	In-charge
8:00 AM – 8:15 AM	Preliminaries: Nationalistic Song Prayer Energizer Review of Day 1 Topics	In-charge
8:16 AM – 10:15 AM	DO 18, s. 2015 – DepEd Guidelines and Procedures on the Management of CAR and CICLs RA 11313 or Safe Spaces Act	ATTY. NOVER B. SINGGANGAN Attorney III, SDO-Benguet



Address: Wangal, La Trinidad, Benguet
 Telephone Number: (074) 422-6570
 Email: benguet@deped.gov.ph
 Facebook Page: DepEd Tayo Benguet





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

10:16 AM – 10:30 AM	B—R—E—A—K	
10:31 AM – 11:30 AM	Intervention Programs for Learners Involved in Bullying Incidents	BRENDA M. MATIAS Guidance Counselor BeNHS – La Trinidad (Batch 1) ROLANDO F. MALAFU Guidance Counselor II CRSHS – La Trinidad (Batch 2)
11:31 AM – 12:00 NN	Activity on Intervention Programs for Learners Involved in Bullying Incidents	
12:01 PM – 1:00 PM	L—U—N—C—H	
1:01 PM – 2:30 PM	Referral Process	RESOURCE SPEAKER (Batch 1) ROLANDO F. MALAFU Guidance Counselor II CRSHS – La Trinidad (Batch 2)
2:31 PM – 3:00 PM	Sharing of Cases Handled in the Schools	
3:01 PM – 3:15 PM	B—R—E—A—K	
3:16 PM – 4:45 PM	Open Forum	
4:46 PM – 5:00 PM	Reminders and Assignment of MOL in-charge for Day 3	

Day 3: (October 25 & 30, 2024)

Time	Activities	In-charge
8:00 AM – 8:15 AM	Preliminaries: Nationalistic Song Prayer Energizer Review of Day 2 Topics	In-charge
8:16 AM – 9:30 AM	Workshop: Development of School Intervention Programs	
9:31 AM – 10:15 AM	Presentation of Outputs and Critiquing	
10:16 AM – 10:30 AM	B—R—E—A—K	
10:31 AM-12:00 NN	Continuation of Presentation of Outputs and Critiquing	
12:01 PM – 1:00 PM	L—U—N—C—H	
1:01 PM – 1:45 PM	Sharing of Insights	
1:46 PM – 2:15 PM	Closing Remarks	SAMUEL T. EGSAEN JR. EdD, CESO VI Assistant Schools Division Superintendent
2:16 PM – 3:00 PM	Awarding of Certificates of Participation and Certificates of Appearance	
3:01 PM – 3:15 PM	B—R—E—A—K	
3:16 PM – Onwards	Travel time from SDO-Benguet to the respective homes of the participants	



Address: Wangal, La Trinidad, Benguet
 Telephone Number: (074) 422-6570
 Email: benguet@deped.gov.ph
 Facebook Page: DepEd Tayo Benguet

