



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

4 November 2024


**DIVISION MEMORANDUM**  
 No. 410 s. 2024

DepEd-Benguet Division  
 NOV 05 2024  
**RELEASED**

**FOURTH QUARTER FINANCE KUMUSTAHAN: *Mental Health in the Workplace cum Team Building Activity***

**To:** Assistant Schools Division Superintendent  
 Public School District Supervisors and Districts In charge  
 Public Elementary and Secondary School Heads  
 Field Finance Personnel – Accountant I, AOII, Admin Asst III, Admin Asst II,  
 Admin Aide VI  
 All Others Concerned

1. A well-structured organizational hierarchy facilitates task execution, but the cohesive relationships among employees at all levels ensure operational effectiveness. Encouraging a sense of interconnectedness and mutual respect mitigates feelings of insecurity or superiority, promoting a healthy work environment where every individual's contribution is valued.
2. In line with this, the SDO Benguet shall conduct a two (2)-day Team Building Activity with the theme “Gender-Inclusive Approaches to Mental Health Development in the Workplace cum Fostering Leadership Skills among Finance Personnel” on November 7-8, 2024 at **Blue Marlin Resort, San Fernando, La Union.**
3. The objective of this activity is to equip personnel with insights regarding mental health and leadership skills, fostering resiliency and relevance in their roles as members of the organization.
4. Meals, accommodation and other related expenses shall be charged to Division MOOE while travel expenses of field personnel shall be charged to school MOOE/local funds subject to accounting and auditing rules and regulations.
5. **This memorandum shall serve as Travel Authority of participants, PMT and resources persons listed in enclosure 1 of this memorandum.**
6. Immediate and widest dissemination of this memorandum is directed.

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

OSDS/finance 



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**ENCLOSURE 1 to DM No. 410 s. 2024: LIST OF PARTICIPANTS/ PMT/RS**

	<b>DISTRICT</b>	<b>NAME</b>	<b>SEX</b>	<b>POSITION</b>
1	Atok	Fatima S. Magsiano	F	ADAS II
2	Atok	Jess M. Arais	M	ADAS III
3	Atok	Delailah A. Tawa	F	ADAS III
4	Atok	Lusila L. Cagas	F	ADAS II
5	Atok	Cherrylyn B. Embes	F	AO II
6	Atok	Janna C. Tomey	F	AO II
7	Bakun	Genevieve S. Martes	F	ADAS II
8	Bakun	Rodnie L. Benny	M	ADAS III
9	Bakun	Grayza L. Dalgis	F	ADAS III
10	Bakun	Leona Laita	F	ADAS III
11	Bakun	Jocelia S. Valdez	F	ADAS II
12	Bakun	Megan Juliano	F	ADAS II
13	Bakun	Leonida M. Del-Amen	F	AO II
14	Bakun	Sharmiene Sao-An	F	AO II
15	Bokod	Jackery Lin P. Pa-Ay	F	ADAS II
16	Bokod	Freddie H. Cuidno	M	ADAS II
17	Bokod	Haylee C. Kidmano	F	ADAS II
18	Bokod	Rhona Mae K. Bayacsan	F	ADAS III
19	Bokod	Marilou M. Sierra	F	ADAS III
20	Bokod	Angelica M. Toribio	F	ADAS III
21	Bokod	Carla D. Dimas	F	ADAS III
22	Bokod	Jona P. Enciong	F	AO II
23	Bokod	Joanne Carbonel	F	AO II
24	Bokod	Aleli Angel Dumaliw	F	AO II
25	Buguias	Teresita F. Santos	F	ADAS III
26	Buguias	Ferlyn Mae S. Pilas	F	ADAS III
27	Buguias	Anabelle B. Dumasing	F	ADAS II
28	Buguias	Jocelyn Paciteng	F	ADAS III
29	Buguias	Janet A. Catubag	F	ADAS III
30	Buguias	Wilma Joy Bacasen	F	ADAS III
31	Buguias	Narissa Langtiwan	F	ADAS II
32	Buguias	Wilma Damilo	F	ADAS III
33	Buguias	Junas Minas	M	ADAS II
34	Buguias	Rosemarie A. Payangdo	F	ADAS III
35	Itogon I	Claire A. Lictag	F	ADAS II
36	Itogon I	Jean Caoili-Kimbis	F	ADAS II
37	Itogon I	Carlo Ray Diase	M	ADAS III
38	Itogon I	Jemma M. Lictag	F	ADAS III
39	Itogon II	Faithlene Jill P. Asiong	F	ADAS III
40	Itogon II	Ruth Incio	F	ADAS II
41	Itogon II	Hanson Cos-Eg	M	ADAS III
42	Itogon II	Jennifer Waclin	F	ADAS II
43	Kabayan	Jemima A. Boac	F	ADAS II
44	Kabayan	Jhaynel P. Dirik	F	ADAS II
45	Kabayan	Kyra T. Kingay	F	ADAS II
46	Kabayan	Shiela P. Juliano	F	ADAS III





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47	Kabayan	Dinah S. Matias	F	ADAS II
48	Kabayan	Nhelves Sheen A. Sab-It	F	ADAS III
49	Kapangan	Brima Sagayo	F	ADAS III
50	Kapangan	Rebecca Pangaliman	F	ADAS II
51	Kapangan	Angela Calong	F	ADAS II
52	Kapangan	Joan Tungpalan	F	ADAS III
53	Kapangan	Lorna P. Gorio	F	ACCT I
54	Kapangan	Mathemar B. Montes	F	ADAS III
55	Kapangan	Jhon Eller B. Poclis	M	AO II
56	Kibungan	Chilie C. Pagui-En	F	ADAS III
57	Kibungan	Fevelyn T. Malag	F	ADAS III
58	Kibungan	Roxanne T. Sacpa	F	ADAS II
59	Kibungan	Marissa D. Dongga-As	F	ADAS II
60	Kibungan	Maebelyn V. Awkit	F	AA VI
61	La trinidad	Freda Paclos	F	AO II
62	La trinidad	Gretchen O. Simeon	F	AO II
63	La trinidad	Marjorie C. Damayan	F	ADAS II
64	La trinidad	Melody B. Guillao	F	ADAS III
65	Mankayan	Lydia Tadios	F	ADAS III
66	Mankayan	Irene L. Bucasan	F	ADAS II
67	Mankayan	Lemuel L. Totanes	M	AA VI
68	Mankayan	Maricel L. Lisayen	F	ADAS III
69	Mankayan	Desiree T. Bognalen	F	ADAS II
70	Mankayan	Rizalina P. Ibag	F	ADAS II
71	Mankayan	Edrine Jae K. Del-Isen	F	ADAS III
72	Mankayan	Marinell Joan D. Pinangat	F	ADAS II
73	Mankayan	Apryl P. Aglipay	F	AO II
74	Mankayan	Sherwin Pladio	M	ADAS II
75	Mankayan	Vianey Ablayan	F	ADAS III
76	Mankayan	Geraldine Concepcion	F	AO II
77	Sablan	Nancy Ann L. Ganggangan	F	ADAS III
78	Sablan	Angelita A. Saclet	F	ADAS II
79	Sablan	Febronia Gallardo	F	AO II
80	Tuba	Wenny P. Soriano	F	ADAS II
81	Tuba	Jeoben M. Agnaoano	M	ADAS II
82	Tuba	Mhae U. Gay-As	F	ADAS II
83	Tuba	Daizee Mae B. Mino	F	ADAS III
84	Tuba	Kareen Villegas	F	AO II
85	Tuba	Ana Mairiam K. Santos	F	AO II
86	Tuba	Gwen B. Pocdihon	F	AO II
87	Tuba	Charine Abuan	F	AO II
88	Tublay	Jovina B. Dumasing	F	ADAS III
89	Tublay	Joyce E. Suidta	F	ADAS II
90	Tublay	Noeme A. Melecio	F	ADAS II
91	Tublay	Julius O. Dig-O	M	ADAS III
92	Tublay	Maricel Banwa	F	AO II
93	Tublay	Jocelyn Jose	F	AO II
94	SDO Benguet	Francisca M. Aroco	F	ADAS III
95	SDO Benguet	Claire Mae S. Fagsao	F	ADAS II
96	SDO Benguet	Russel Mars M. Parayno	F	GIP



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97	SDO Benguet	Judy Ann S. Benong	F	GIP
98	SDO Benguet	Jevecca Gyle A. Negradas	F	GIP
99	SDO Benguet	Jemma Ket-eng	F	GIP
100	SDO Benguet	Fherlyn S. Balancia	F	PMT
101	SDO Benguet	Beverly B. Marzo	F	PMT
102	SDO Benguet	Kimberly C. Parian	F	PMT
103	SDO Benguet	Florinda C. Pagoy	F	PMT
104	SDO Benguet	Florabel E. Buclay	F	PMT
105	SDO Benguet	Joven B. Agtani	M	Res Person
106	SDO Benguet	Roselle Kristine D. Wagus	F	Res Person
107	CRSHS	Rolando F. Malafu	M	Res Person





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**ENCLOSURE 2 to DM No. 410 s. 2024: TRAINING MATRIX**

<b>Day 1: November 7, 2024 (Thursday)</b>		
<b>Time</b>	<b>Activity</b>	<b>In-charge</b>
7:30AM	Expected Time of Arrival	PMT
7:30:00-8:30AM	Breakfast	PMT
9:00-10:00 AM	Preliminaries	PMT
10:00-12:00 NN	<b>Session 1: Finance Updates and Concerns</b>	Budget & Accounting
12:00-1:00 PM	Lunch Time and Check in	Participants
1:00-2:00 PM	<b>Session 2: Grounding Activities</b>	Resource Persons
2:00-3:00 PM	<b>Session 3: "Me and Myself"- Mental Health in the Workplace</b>	Resource Persons
3:00-5:00 PM	<b>Session 4: "Sustaining Passion in the Workplace"</b>	Resource Persons
5:00-7:00 PM	<b>Self-Care Activities, Dinner &amp; Socialization- "Blue Night"</b>	Participants
<b>Day 2: November 8, 2024 (Friday)</b>		
<b>Time</b>	<b>Activity</b>	<b>In-charge</b>
6:00-7:00 AM	Morning Devotion and Exercise	Resource Persons
7:00-7:45 AM	Breakfast	
8:00- 10:00 AM	<b>Session 5: IBenguet Survivors!</b>	Resource Persons
10:01-10:15 AM	Health Break	
10:16-12:00 AM	<b>Session 6: Integration and Commitment</b>	Resource Persons
12:00-1:00 PM	Lunch Time	Participants
1:00-3:00 PM	Evaluation and closing	PMT
4:00 PM	Expected Time of Departure	PMT

**Reminders to Participants:**

**1. Clothing:**

- **Day 1:** Wear your best summer outfit in shades of blue for **socialization activities- Dinner**
- **Day 2:** Wear sporty attire, such as rash guard or gym clothes

**2. Essentials:**

- Bring sunblock
- Pack your maintenance medicines