



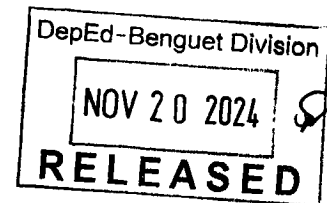
Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

14 Nov 2024

DIVISION MEMORANDUM

No. 442, s2024

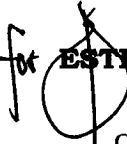
TO: School Governance and Operations Division
Public Schools District Supervisors and In-Charge
Public Elementary and Secondary School Heads
All Others Concerned



**SUBJECT: 2024 PROFESSIONAL DEVELOPMENT INTERVENTIONS FOR
NON-TEACHING PERSONNEL**

1. To sustain employees' commitment at work and continue to be motivated in becoming effective and productive contributors in the Department's VMV and goals for Sulong Edukalidad, this office enjoins all identified non-teaching personnel to attend the three-day training at Mt. Data Hotel, Bauko, Mountain Province on December 4 to 6, 2024.
2. This training aims to provide administrative officers with no attendance to trainings in the Division level this CY 2024 and has professional development needs for improvement of knowledge and skills, as well as Project Development Officers in the field of the chance to be equipped with the following competencies:
 - a. Qualitative and Quantitative report presentation;
 - b. Strategies and Forms in conducting Monitoring and Evaluation of projects, programs, and activities; and
 - c. Social Self-care.
3. In order to conduct a seamless write-shop, participants are required to bring their laptop, extension wire, and the latest school report to use as individual activity worksheet and final output.
4. Participants (Enclosure 1) are requested to confirm their attendance on or before November 20, 2024 by filling-in the required information found in this link:
<https://bit.ly/3VeNwqX>

5. Coordination on transportation to and from the venue and other updates will be directly informed to the participants by the Human Resource Development Section.
6. Accommodation, meals and snacks shall be chargeable against Division MOOE, while transportation shall be chargeable against local funds subject to the usual accounting and auditing rules and regulations.
7. This memorandum shall serve as Authority to Travel on Official Business of identified participants in enclosure 1.
8. Immediate dissemination of this memorandum is highly directed.

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

SGOD/LBA/hrds/xdk

Enclosure 1

A. Administrative Officers with no trainings for CY 2024

Number	Complete name	School	District
1	GRETCHEN O. SIMEON	Cordillera Regional Science High School	La Trinidad
2	LOISE MARGARET DAWANG	Sayapot Primary School and Am-am ES	Mankayan
3	JOANNE S. CARBONNEL	Banao Elementary School	Bokod
4	NANCY T. WAGAYAN	Camangaan Elementary School	Bokod
5	SHYLYN T. SIMON	Palansa Elementary School	Bokod
6	ARRIANNE JOY M. SELMO	Daklan National High School	Bokod
7	AIRAH B. DANIO	Guinaong Elementary School	Mankayan
8	ROCHELLE S. CUYAN	Benguet NHS	La Trinidad
9	HACENS S. NORMAN	Tabbac Barrio School	Kibungan
10	LEVENEE L. MUÑOZ	Tacadang Integrated school	Kibungan
11	IRISH D. GALULUDAN	Deccan Elementary School	Buguias
12	JOANA MARIE B. COLAS	Ampucao National Highschool	Itoyon II
13	APRYL P. AGLIPAY	Bedbed National High School	Mankayan
14	CHRISTINE JOY C. PERANEL	Maximino Fianza Lopez Elementary School	Itoyon I
15	SHIRLYEN GAYE GARCIA	Ebbes Elementary School	Sablan

B. Project Development Officers with Needs Training

Number	Complete name	District
16	JODILETH D. BETNAC	BAKUN
17	DONDIE D. GALASGAS	BOKOD
18	CINDY V. GONZALO	BOKOD
19	JORENDA V. OSONERO	ITOGON 2
20	DONNA B. ADOLFO	KAPANGAN
21	KAYE SHAIRA B. DIZON	LA TRINIDAD
22	OLIVER JR S. LAURIAN	LA TRINIDAD
23	JAYSON G. GONZALES	LA TRINIDAD
24	JOAN S. DANIEL	MANKAYAN
25	FLORENCE G. ORLANI	MANKAYAN
26	PHOEBE MAR L. DAGANOS	SABLAN
27	DAISY L. DIONISIO-GAWEC	TUBA
28	JARIELLE MAE Z. AGNO	TUBLAY
29	DENVER S. AGUINDADAO	TUBLAY

C. Resource Speakers and PMT

Number	Complete name	Office	Role
30	Xylene Grail D. Kinomis	HRD Section SGOD	PMT
31	Ide Liwanen	HRD Section SGOD	PMT
32	Joven B. Agtani	SMM&E SGOD	RP
33	Juvy Langpawen	Tuba	RP
34	Jonalyn Gayaso	Tuba	RP
35	Roselle Kristine Waguis	SHN	Health Officer
36	Resty Soltero	TIC	PMT