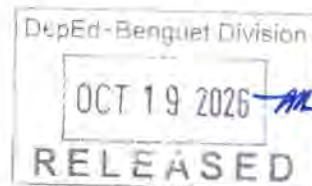




Republic of the Philippines
Department of Education
Schools Division of Benguet



19 October 2026

DIVISION MEMORANDUM

No. 446, s. 2026

CAPACITY BUILDING FOR SCHOOL PROJECT DEVELOPMENT OFFICERS I

To: OIC – Assistant Schools Division Superintendent
Public Schools District Supervisors/Districts-in-charge
School Heads
All Concerned Personnel

1. The Department of Education continuously strives to enhance governance, learner development, and operational efficiency across all functional divisions. Under the existing organizational framework of the Department of Education (DepEd), the Project Development Officer I (PDO I) plays a pivotal role in facilitating, executing, and monitoring various Programs, Projects, and Activities (PPAs) initiated by the school or mandated by the DepEd Central Office at the school level. For CY 2026, there are 35 newly-hired PDO Is deployed in schools to provide governance support in facilitating the schools' programs implementation.
2. As part of the Learning and Development intervention to new PDO Is and provide updates to other PDO Is, a two-day capacity-building activity for School Project Development Officer I will be conducted on **November 3 – 4, 2026** at SDO Adivay hall, Wangal, La Trinidad, Benguet.
3. By the end of the 2-day training, the participants are expected to demonstrate enhanced competencies in managing school-level PPAs, establishing community partnerships, executing advocacy campaigns, and producing complete required outputs aligned with their official KRA duties and responsibilities.
4. Attached is the list of expected participants and members of the Program Management Team for ready reference. This Memorandum serves as **OFFICIAL TRAVEL AUTHORITY** for the identified participants and PMTs.
5. Lunch and two (2) snacks during the duration of the activity shall be provided charged to Division MOOE while travel expenses and other incidental expenses shall be charged to school MOOE, subject to the usual budgeting, accounting and auditing rules and regulations.
6. For queries and concerns, please contact the Office of the School Governance and Operations Division, through the HRDS personnel at 0920-344-6730.
7. Immediate dissemination of and strict compliance with this Memorandum are desired.

sgd

CARMEL F. MERIS

OIC - Schools Division Superintendent

SGOD/LBA/hrd.nib



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List of Participants and Program Management Team
Capacity Building of PDO I | November 3-4, 2026 | SDO Adivay Hall, LTB

	Name	School/s	District
1	Embes, Cherrylyn B.	Main School: Camp 30 ES Cluster Schools: Bilis ES and Balansi ES	ATOK
2	Backian, Ghledle Lyn S.	Main School: Celo Haight ES Cluster Schools: Bonglo ES and Englandad ES	ATOK
3	Tercero, Glen B.	Camp 30 NHS	ATOK
4	Betnac, Jodileth D.	Bakun Central School	BAKUN
5	Anongos, Jovanie T.	Main School: Ampusongan ES Cluster Schools: Tanas ES and Talbino ES	BAKUN
6	Pandosen, Regina A.	Kayapa NHS	BAKUN
7	Juliano, Megan Q.	Ampusongan NHS	BAKUN
8	Gonzalo, Cindy V.	Ambangeg ES	BOKOD
9	Decoran, Liddell S.	Daklan ES	BOKOD
10	Matias, Librado C.	Daklan NHS	BOKOD
11	Lacbawan, Flor P.	Ambangeg NHS	BOKOD
12	Sierra, Marilou M.	Bokod NHS	BOKOD
13	San Pedro, Charmaine C.	Main School: Abatan ES Cluster Schools: Bekes ES and Antopak Lusong ES	BUGUIAS
14	Pala-og, Wilner A.	Main School: Loo ES Cluster Schools: Taba-ao Marcos ES and Pan-ayaoan ES	BUGUIAS
15	Baiwes, Glady S.	Sinipsip NHS	BUGUIAS
16	Tindo, Novelyn G.	Bangao NHS	BUGUIAS
17	Tomas, Jeraldine D.	Loo NHS	BUGUIAS
18	Kiasao, Bengbing P.	Bad-Ayan IS	BUGUIAS
19	Matulay, Christian B.	Main School: Loacan ES Cluster Schools: Luneta ES and Maximino Fianza Lopez ES	ITOGON I
20	Marzan, Jolina F.	Main School: Ucab ES Cluster Schools: Midas ES and Maximino Goldcreek ES	ITOGON I
21	Allatog, Arbyle D.	Alejo M. Pacalso Memorial NHS	ITOGON I
22	Osonero, Jorenda V.	Virac Integrated School	ITOGON II
23	Pulquiso-Bilayan, Kezel Joy D.	Manganese IS	ITOGON II
24	Pulong, Jamaica L.	Tawangan Elementary School	KABAYAN
25	Panas, Janelle N.	Ballay IS	KABAYAN
26	Wales, Lilia A.	Kamora NHS	KABAYAN
27	Abance, Yvette B.	Balakbak Elementary School	KAPANGAN
28	Leganio, Gerald D.	Taba-ao IS	KAPANGAN
29	Parista, Ruth M.	Kapangan Central NHS	KAPANGAN
30	Aquino, Joseph B.	Gov. Bado Dangwa Agro-Industrial School	KAPANGAN
31	Copas, Weslyn T.	Main School: Enrique Jose Elementary School Cluster Schools: Gasal BS and Pakpakitan ES	KIBUNGAN
32	Paciteng, Cheryl B.	Madaymen NHS	KIBUNGAN
33	Galasa, Aunabelle P.	Kibungan NHS	KIBUNGAN
34	Dizon, Kaye Shaira B.	Buyagan Elementary School	LA TRINIDAD
35	Laurian, Oliver Jr. S.	Longlong Elementary School	LA TRINIDAD
36	Gonzales, Jayson G.	Lubas ES	LA TRINIDAD

	Name	School/s	District
37	Bacquian, Jenny T.	Main School: Don Pulas ES Cluster Schools: Alno ES and Bahong ES	LA TRINIDAD
38	Billy, Marie Assumpta W.	Benguet NHS	LA TRINIDAD
39	Orlani, Florence G.	Lepanto Elementary School	MANKAYAN
40	Daniel, Joan S.	Mankayan Central School	MANKAYAN
41	Battateng, Jake D.	Guinaoang NHS	MANKAYAN
42	Dagiw-a, Daniel L.	Balili NHS	MANKAYAN
43	Cabansi, Catherine T.	Mankayan NHS	MANKAYAN
44	Bitaga, Christine D.	Lepanto NHS	MANKAYAN
45	Daganos, Phoebe Mar L.	Omas Ampaguey IS	SABLAN
46	Waj-China, John Mark P.	Sablan NHS	SABLAN
47	Loquio, Johnuel B.	Tuba Central School	TUBA
48	Barril-Mangoltad, Shaina B.	Main School: Camp 6 ES Cluster Schools: Camp 3 ES and Camp 4 ES	TUBA
49	Macabada-Adnol, Rosalaine B.	Evelio Javier Memorial NHS	TUBA
50	Luquey, Meryl Joy J.	Tuba Central NHS	TUBA
51	Agno, Jarielle Mae Z.	Luisa Becka ES	TUBLAY
52	Aguindadao, Denver S.	Tublay Central ES	TUBLAY
53	Cid, Charlie S.	Tublay School of Home Industries	TUBLAY
54	Ballagan, Judea	Youth Formation Coordinator	SDO-SGOD
Program Management Team/Speakers/Facilitators			
55	Alawas, Lucio B.	Chief Education Supervisor - SGOD	
56	Baldo, Marcelino S.	Education Supervisor	
57	Rifani, Mahal M.	Administrative Officer V	
58	Quipot, Corazon C.	SEPS - SMME	
59	Doman, Arvin M.	SEPS - SocMob	
60	Bulalin, Stephen	SEPS - Planning and Research	
61	Waguis, Roselle Kristine D.	Nurse II, School Health and Nutrition	
62	Agtani, Joven B.	EPS II - SMME	
63	Lao-e, Christopher W.	PDO II - DRRM	
64	Barbosa, Nerissa I.	EPS II - HRD	