



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF BENGUET**  
 Wangal, La Trinidad, Benguet  
 Telefax: (074) 422 6570; (074) 422-7501



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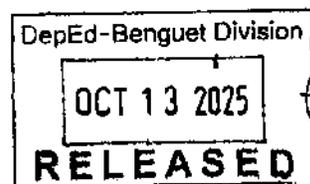
Effectivity date: 09-10-2019

**DIVISION MEMORANDUM** 456, s. 2025

Name of Office: SDO-  
 OSDS

**TO:** Public Schools District Supervisor  
 Elementary and Secondary School Heads  
 Mobile and School Bookkeepers of Non-Implementing Units  
 All concerned personnel

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



**Subject:** **Orientation of Newly Hired Personnel**

**Date:** October 13, 2025

1. The Division Office will be conducting Orientation to all newly hired Administrative Officer and Administrative Assistants on October 20-21, 2025 (8:00 AM to 5:00 PM) at NEAPR Hall.
2. The orientation aims to provide information and guidance on the following topics:
  - a. Regulations Governing Fidelity Bonding of Accountable Public Officers
  - b. Basic Concepts and Principles of Disbursement
  - c. Procurement Guidelines and its Documentary Requirements
  - d. Documentary Requirements for Common Government Transactions
  - e. Preparation of Liquidation Reports
  - f. Presentation of School MOOE Balances
  - g. Mental Health in the Workplace
3. Participants are as follows: (Enclosure 1)

	Number of Participants
Schools Division Superintendent	1
SDO-Finance	8
Resource Speaker	2
Administrative Assistant II	20
Administrative Assistant III	5
Administrative Officer II	59
<b>TOTAL</b>	<b>95</b>

	<p>Republic of the Philippines  <b>Department of Education</b>  Cordillera Administrative Region  <b>SCHOOLS DIVISION OF BENGUET</b>  Wangal, La Trinidad, Benguet  Telefax: (074) 422 6570; (074) 422-7501</p>		<p>Document Code: SDO-BENG-QF-OSDS-SDS-003  Revision: 00  Effectivity date: 09-10-2019</p>
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4. Expenses for meals (Lunch and Snacks) shall be shouldered by the Division Office while travelling expenses shall be charged against local funds subject to the usual budgeting, accounting and auditing rules and regulations.
5. Immediate dissemination of this memorandum to all concerned is enjoined.
6. This memorandum shall serve as the official travel authority for all identified participants.

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





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**LIST OF PARTICIPANTS**

<b>Administrative Assistant II</b>					
	<b>Last Name</b>	<b>First Name</b>	<b>Middle Name</b>	<b>Position</b>	<b>School</b>
1	AGAYAO	MAYIA	CABRADILLA	Administrative Assistant II (Disbursing Officer II)	BOT-OAN ES
2	ANAYASAN	JANNO	DAMEY	Administrative Assistant II (Clerk IV)	LAURENCIO FIANZA NHS
3	ANONGOS	JOVANIE	TONDAYA	Administrative Assistant II (Disbursing Officer II)	CADSI-AMOY ES
4	ANUNGOS	LENY	YABNES	Administrative Assistant II (Disbursing Officer II)	CAGUI-ING IS
5	ATIW	VENUS	MILO	Administrative Assistant II (Clerk IV)	LOACAN NHS
6	BALLADA	JEZRE	KIKING	Administrative Assistant II (Clerk IV)	BULALACAO NHS
7	BAY-AN	JULIE ANN	AGUILAR	Administrative Assistant II (Clerk IV)	KAPANGAN CNHS
8	BENALDO	MYRA FE	CARPIO	Administrative Assistant II (Clerk IV)	BINGA NHS
9	CURIMAN	WENDY	TEODORE	Administrative Assistant II (Disbursing Officer II)	MAMUYOD ES
10	MACABADA	ROSELAINA	BENITO	Administrative Assistant II (Disbursing Officer II)	EVELIO JAVIER MNHS
11	MASING	RACQUEL	TAPLIN	Administrative Assistant II (Clerk IV)	TAWANGAN- LUSOD NHS
12	NEMO	NELMA	AGSAN	Administrative Assistant II (Clerk IV)	ABUCOT IS
13	PACATIW	GRAIL	JULIAN	Administrative Assistant II (Clerk IV)	KAPANGAN NHS
14	SUMALI	KARINA	CHOPINOS	Administrative Assistant II (Clerk IV)	ADAOAY NHS
15	TACIO	LUZVIMINDA	BORAS	Administrative Assistant II (Clerk IV)	TABA-AO IS
16	TINDO	NOVELYN	GUIBAC	Administrative Assistant II (Clerk IV)	BANGAO NHS
17	TOMIN	DONESIA	CADAY	Administrative Assistant II (Clerk IV)	BINENG NHS
18	UGALDE	JARRIET	SELVE	Administrative Assistant II (Clerk IV)	BALILI NHS
19	VALDEZ	KRISLINE	SAL-ONGAN	Administrative Assistant II (Clerk IV)	TALOY SUR NHS



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20	VALDEZ	JOCELIA	SAGUIBAL	Administrative Assistant II (Clerk IV)	SINACBAT NHS
	<b>Administrative Assistant III</b>				
1	CA-ASI	TRICIA CAMILLE	GONDALES	Administrative Assistant III(Senior Bookkeeper)	DON PULAS ES
2	EDAY	MERCY	BALICWEY	Administrative Assistant III (Senior Bookkeeper)	BALILI ES
3	KIMO	JEANETTE	LEYAN	Administrative Assistant III (Senior Bookkeeper)	KIBUNGAN CS
4	LONTOC	BRINALYN	DE LA CRUZ	Administrative Assistant III (Senior Bookkeeper)	GAVINO PALAOAG ES
5	WALSIE	MARY JOY	EBAN	Administrative Assistant III (Senior Bookkeeper)	BUGUIAS CENTRAL SCHOOL
6	SOLIABAN	APRIL ROSE	LONGAO	Administrative Assistant III(Senior Bookkeeper)	LAWIGUEN ES
	<b>Administrative Officer II</b>				
1	DOMAN	WYETH LOAMMI	BITOL	Administrative Officer II (Administrative Officer I)	TAMANG ES
2	VILLARUZ	LEMARIE	BUTAG	Administrative Officer II (Administrative Officer I)	PUGO JAMES MOCATE ES
3	BUDAS	ANNIE	MENDOZA	Administrative Officer II (Administrative Officer I)	TINGBAOEN- GALISEN ES
4	SAMSON	ELVIE	ONIL	Administrative Officer II (Administrative Officer I)	NAWAL IS
5	CANGSAN	JUNIEL	ATABAN	Administrative Officer II (Administrative Officer I)	POODAN ES
6	CADPINO	RACHELLE	GARCIA	Administrative Officer II (Administrative Officer I)	KIWENG PS
7	CAYAT	CATHERINE	CANAYON	Administrative Officer II (Administrative Officer I)	BANTIC NHS
8	MATIAS	LIBRADO	CASTAÑEDA	Administrative Officer II (Administrative Officer I)	BUNAGEN ES
9	ARAI	JESS	MONTES	Administrative Officer II (Administrative Officer I)	BONENG IS
10	SANTOS	JENNYMAE	BELIANO	Administrative Officer II (Administrative Officer I)	NAGUEY ES
11	DEPAYNOS	CRIZELDA	SINGIT	Administrative Officer II (Administrative Officer I)	RUFINO ALAWAS ES
12	FIANZA	LYNIE	MASIONG	Administrative Officer II (Administrative Officer I)	SABDJAT PS
13	SAGANDOY	KEJZHYL	DUYOT	Administrative Officer II (Administrative Officer I)	CABUGUIASAN- KIGANGAN ES



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14	TOCLO	SHERNETTE	SAGPA-EY	Administrative Officer II (Administrative Officer I)	DECCAN ES
15	MENZI	JELEEN	SALDA	Administrative Officer II (Administrative Officer I)	PAING ES
16	BENITO	HYSEN	MAGADIA	Administrative Officer II (Administrative Officer I)	LAM-AYAN IS
17	YEC-EW	KRISTINE MAE	PASYAN	Administrative Officer II (Administrative Officer I)	GOLD CREEK ES
18	GUILOD	LUZVIMINDA	BALBINES	Administrative Officer II (Administrative Officer I)	TINONGDAN ES
19	COILAN	TYRIL	TAPLIN	Administrative Officer II (Administrative Officer I)	BAGUIONAS BS
20	ALFREDO	MARY-ANN	DAMASO	Administrative Officer II (Administrative Officer I)	GASWILING IS
21	DONATO	SHERYL	PALISTA	Administrative Officer II (Administrative Officer I)	TAWANG BARRIO SCHOOL
22	GAPAD	JONATHAN	HEMINO	Administrative Officer II (Administrative Officer I)	BADEO BARRIO SCHOOL
23	SALDET	DAISY	TATPI-EC	Administrative Officer II (Administrative Officer I)	PALINA IS
24	CAFONGTAN	DENVER	TELLO	Administrative Officer II (Administrative Officer I)	LUBO IS
25	GUILANDA	FILAME	PASCUAL	Administrative Officer II (Administrative Officer I)	EWA-BOKES ES
26	DAMASO	JEFFREY	SAGUID	Administrative Officer II (Administrative Officer I)	TALINGUROY IS
27	DOMYONG	JUNA GRACE	SAGA-ENG	Administrative Officer II (Administrative Officer I)	LAP-ANGAN ES
28	PLADIO	SHERWIN	BANDAAY	Administrative Officer II (Administrative Officer I)	PACO ES
29	PATRAS	ELISSA	SAINGAN	Administrative Officer II (Administrative Officer I)	CAMP 3 ES
30	MARCELO	ARTEMIO	POGO-EN	Administrative Officer II (Administrative Officer I)	EBBES ES
31	TONY	GENAR	CAGA	Administrative Officer II (Administrative Officer I)	CAMP 30 NHS
32	MACANAS	MARICEL	ANATEL	Administrative Officer II (Administrative Officer I)	MOCGAO IS
33	JOAQUIN	VERMA JOY	DAMOSLOG	Administrative Officer II (Administrative Officer I)	CAMANPAGUEY IS
34	PANGALIMAN	REBECCA	ROBRIGADO	Administrative Officer II (Administrative Officer I)	TUBLAY NTHS



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35	TUBBAY	JIMAIDA	DAYAWEN	Administrative Officer II (Administrative Officer I)	KAYAPA NHS
36	BACBAC	CHARITY	BASILAN	Administrative Officer II (Administrative Officer I)	PARAN LARUAN ES
37	CARIÑO	MYRA	COILAN	Administrative Officer II (Administrative Officer I)	BOKLAOAN ES
38	FRIAZ	LYRA	PACITENG	Administrative Officer II (Administrative Officer I)	LEGLEG BARRIO SCHOOL
39	LEON	JILL CHARLENE	YARIS	Administrative Officer II (Administrative Officer I)	GILBERT SEMON ES
40	LICTAO	ELLEN DAYLE	SIKITO	Administrative Officer II (Administrative Officer I)	LABILAB ES
41	LUCIAP	SHELANIE	BOSILAN	Administrative Officer II (Administrative Officer I)	TAWANGAN-LUSOD NHS
42	ABANSI	ARNETH	BALUDDA	Administrative Officer II (Administrative Officer I)	MATEO BALSALOEN ES
43	AMURAO	FINALYN	MAYANGAO	Administrative Officer II (Administrative Officer I)	MASALIN PS
44	BAYAWA	GELINE	SAGUIBAL	Administrative Officer II (Administrative Officer I)	DIO-ALAN PS
45	BATO	VENUS	MORENSO	Administrative Officer II (Administrative Officer I)	BISAL ES
46	CALAYON	JERALD	TAYAN	Administrative Officer II (Administrative Officer I)	SABLAN
47	CALWAG	CHARINA	BUTAG	Administrative Officer II (Administrative Officer I)	BACASEN-WAKIT ES
48	FIANZA	JORDAN	IRENEO	Administrative Officer II (Administrative Officer I)	DALMACIO MIGUEL PS
49	LEEG	JELYNE	PULLIG	Administrative Officer II (Administrative Officer I)	SACLALAN SAGANDOY ES
50	LENNENG	KRISSIAH ADRIANNE	CASLATAN	Administrative Officer II (Administrative Officer I)	BAYABAS MSG
51	LOAKAN	MARGILINE	BITAGA	Administrative Officer II (Administrative Officer I)	ITOGON II
52	LUNIO	MARILYN	MARZAN	Administrative Officer II (Administrative Officer I)	MICHAEL G. ANGEL
53	MACARIO	JOLANIE	DARWIN	Administrative Officer II (Administrative Officer I)	LES-ENG PS
54	PAGUINDAS	ISABEL	SALBINO	Administrative Officer II (Administrative Officer I)	YABYABUAN MSG
55	PAL-ANG	JUSTIN JOSEPH	BAROTEL	Administrative Officer II (Administrative Officer I)	PAPPA MSG



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56	SIBAYAN	JANELLE	NAVARRO	Administrative Officer II (Administrative Officer I)	BSPED
57	SITAM	NORY JANE	KILIGTO	Administrative Officer II (Administrative Officer I)	BECKES POL- OC PS
58	PAPAT	JAYNELYN	PANGWE	Administrative Officer II (Administrative Officer I)	BATANES ES