

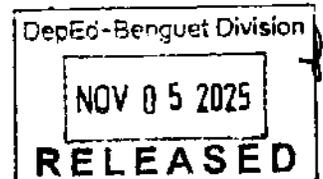


Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Benguet**

**DIVISION MEMORANDUM**

NO. 511 S.2025

TO: Assistant Schools Division Superintendent  
Administrative Officer V  
Chief Education Supervisors (CID & SGOD)  
SDO Staff and Personnel (OSDS, CID, SGOD)  
Secondary and Elementary School Heads  
All Others Concerned



DATE: November 4, 2025

SUBJECT: **ONBOARDING OF NEWLY HIRED ADMINISTRATIVE OFFICER II**

1. To ensure a smooth transition and proper orientation of newly appointed personnel, the Schools Division Office of Benguet will conduct an onboarding and orientation session for the newly hired Administrative Officer II listed in **Annex A** on November 10-11, 2025 at Calajo Resto, Km 6, La Trinidad, Benguet.
2. The onboarding program aims to:
  - a. Introduce the employees to the organizational structure, functions, and key processes of the Division Office;
  - b. Familiarize the employees with their **Key Result Areas (KRAs)**, office policies, standard operating procedures, and performance expectations; and
  - c. Facilitate integration into the work environment and assignment to their respective unit or section.
3. The Administrative Section, in coordination with the Human Resource Development (HRD) Unit, shall take the lead in the conduct of the onboarding activities, which shall include familiarization on their Key Result Areas (KRAs), briefing on personnel policies, office protocols, and relevant DepEd issuances.
4. The Immediate Supervisor in the school is likewise directed to provide guidance and mentoring during the transition period to ensure efficient assumption of duties and responsibilities in accordance with the employee's approved Position Description Form (PDF) and Key Result Areas (KRAs).
5. This memorandum serves as the official travel authority for the listed participants.
6. Immediate dissemination of and strict compliance with this Order is directed.

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



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Annex A

	NAME	SCHOOL	DISTRICT
1	JESS MONTES ARAIS	BONENG IS	ATOK
2	JENNYMAE BELIANO SANTOS	NAGUEY ES	ATOK
3	CRIZELDA SINGIT DEPAYNOS	RUFINO ALAWAS ES	ATOK
4	LYNIE MASIONG FIANZA	SABDJAT PS	ATOK
5	GENAR CAGA TONY	CAMP 30 NHS	ATOK
6	JORDAN IRENEO FIANZA	DALMACIO MIGUEL PS	ATOK
7	NORY JANE KILIGTO SITAM	BECKES POL-OC PS	ATOK
8	DELAILA ASIM TAWA	Balansi Arenos ES	ATOK
9	ANNIE MENDOZA BUDAS	TINGBAOEN-GALISEN ES	BAKUN
10	JIMAIDA DAYAWEN TUBBAY	KAYAPA NHS	BAKUN
11	ARNETH BALUDDA ABANSI	MATEO BALSADOEN ES	BAKUN
12	FINALYN MAYANGAO AMURAO	MASALIN PS	BAKUN
13	GELINE SAGUIBAL BAYAWA	DIO-ALAN PS	BAKUN
14	JAYNELYN PANGWE PAPAT	BATANES ES	BAKUN
15	ELVIE ONIL SAMSON	NAWAL IS	BOKOD
16	JUNIEL ATABAN CANGSAN	POODAN ES	BOKOD
17	RACHELLE GARCIA CADPINO	KIWENG PS	BOKOD
18	LIBRADO CASTAÑEDA MATIAS	ADONOT ES	BOKOD
19	VENUS MORENSO BATO	BISAL ES	BOKOD
20	BRIGETTE BUAYAN PATING	GALSA ES	BOKOD
21	JOYCE ESTONG SUIDTA	BULO ES	BOKOD
22	LEMARIE BUTAG VILLARUZ	PUGO JAMES MOCATE ES	BUGUIAS
23	KEJZHYL DUYOT SAGANDYOY	CABUGUIASAN-KIGANGAN ES	BUGUIAS
24	SHERNETTE SAGPA-EY TOCLO	DECCAN ES	BUGUIAS
25	JELEEN SALDA MENZI	PAING ES	BUGUTAS
26	HYSEN MAGADIA BENITO	LAM-AYAN IS	BUGUIAS
27	CHARINA BUTAG CALWAG	BACASEN-WAKIT ES	BUGUIAS
28	JELYNE PULLIG LEEG	SACLALAN SAGANDYOY ES	BUGUIAS
29	ROSEMARIE ACQUISIO PAYANGDO	NATUBLENG ES	BUGUIAS
30	WILMA CUYAM-AN DAMILO	CATLUBONG ADISTON ES	BUGUIAS
31	ELLEN DAYLE SIKITO LICTAO	LABILAB ES	ITOGON
32	MARGIUNE BITAGA LOAKAN	Banget ES	ITOGON
33	JEAN CAOILI KIMBES	LUNETAS ES	ITOGON
34	ROSELYN PAY-AN ESNARA	SAYBUAN PS	ITOGON
35	CATHERINE CANAYON CAYAT	BANTIC NHS	ITOGON
36	KRISTINE MAE PASYAN YEC-EW	GOLD CREEK ES	ITOGON
37	LUZVIMINDA BALBINES GUILOD	TINONGDAN ES	ITOGON
38	WYETH LOAMMI BITOL DOMAN	TAMANG ES	KABAYAN
39	SHELANIE BOSILAN LUCIAP	TAWANGAN-LUSOD NHS	KABAYAN
40	JEMIMAH BARINA BOAC	JAMES CALABIAS ES	KABAYAN



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41	KYRA TOPE KINGAY	BIO-MODOL ES	KABAYAN
42	JHAYNEL PACSI DIRIK	ABUCOT IS	KABAYAN
43	JENNY ALIS MARCOS-TOLABES	MONGOTO ES	KABAYAN
44	FRONDA AGCIO LAOYAN	AWING PS	KABAYAN
45	NOEME DULAWAN ALADOG	BALLAY IS	KABAYAN
46	JUNAS CA-ASI MINAS	LUSOD ES	KABAYAN
47	CLAIRE ARKIAS LICTAG	LUSOD CS	KABAYAN
48	TYRIL TAPLIN COILAN	BAGUIONAS BS	KAPANGAN
49	MARY-ANN DAMASO ALFREDO	GASWILING IS	KAPANGAN
50	SHERYL PALISTA DONATO	TAWANG BARRIO SCHOOL	KAPANGAN
51	MYRA COILAN CARIÑO	BOKLAOAN ES	KAPANGAN
52	LYRA PACITENG FRIAZ	LEGLEG BARRIO SCHOOL	KAPANGAN
53	LOISE MARGARET DAWANG	DATAKAN IS	KAPANGAN
54	KATHLEEN P LIWAN	TOPLAC ES	KAPANGAN
55	JODEN L WATAWAT	LIBLIBENG ES	KAPANGAN
56	JONATHAN HEMINO GAPAD	BADEO BARRIO SCHOOL	KIBUNGAN
57	DAISY TATPI-EC SALDET	PALINA IS	KIBUNGAN
58	DENVER TELLO CAFONGTAN	LUBO IS	KIBUNGAN
59	FILAME PASCUAL GUILANDA	EWA-BOKES ES	KIBUNGAN
60	MARICEL ANATEL MACANAS	MOCGAO IS	KIBUNGAN
61	JOLANIE DARWIN MACARIO	LES-ENG PS	KIBUNGAN
62	GINA DANGLAY SIC-OPEN	LANIPEW BS	KIBUNGAN
63	FEVY ALBADES TAGUIBA	TABBAC BS	KIBUNGAN
64	KRIZZEL-AN LINO PALAD-OG	TONGUEY-NALUSBO BS	KIBUNGAN
65	RHODALYN CALAY CULLANO	TACADANG IS	KIBUNGAN
66	JEFFREY SAGUID DAMASO	TALINGUROY IS	LA TRINIDAD
67	JANELLE NAVARRO SIBAYAN	BSPED	LA TRINIDAD
68	MELODY BESTRE ALINGBAS	CORDILLERA RSHS	LA TRINIDAD
69	CAROL MANGUSAN BUMAKIL	ALNO KADOORIE IS	LA TRINIDAD
70	JUNA GRACE SAGA-ENG DOMYONG	LAP-ANGAN ES	MANKAYAN
71	SHERWIN BANDAAY PLADIO	PACO ES	MANKAYAN
72	VERMA JOY DAMOSLOG JOAQUIN	CAMANPAGUEY IS	MANKAYAN
73	JOMARIE DOMINGUEZ TOLAWAN	AM AM ES	MANKAYAN
74	RHODORA LAGADAN BILAG	COTCOT ES	MANKAYAN
75	FAITHLENE JILL PINO ASIONG	SAYO PS	MANKAYAN
76	JULIA BAOIDANG DOMANAS	GUINAONG ES	MANKAYAN
77	MARICEL E LISAYEN	AMPUNTOC PS	MANKAYAN
78	ARTEMIO POGO-EN MARCELO	EBBES ES	SABLAN
79	JERALD TAYAN CALAYON	OMAS IS	SABLAN
80	KRISSIAH ADRIANNE CASLATAN LENNENG	BAYABAS MSG	SABLAN
81	MARILYN MARZAN LUNIO	MICHAEL G. ANGEL ES	SABLAN
82	ISABEL SALBINO PAGUINDAS	YABYABUAN MSG	SABLAN



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83	JUSTIN JOSEPH BAROTEL PAL-ANG	PAPPA MSG	SABLAN
84	CAMILLE DIMAS ALLIDEM	YAGYAGAN ES	SABLAN
85	ELISSA SAINGAN PATRAS	CAMP 3 ES	TUBA
86	CHARITY AN BACBAC	PARAN LARUAN ES	TUBA
87	JILL CHARLENE YARIS LEON	GILBERT SEMON ES	TUBA
88	JONALIE B MONITNO	TORRE ES	TUBA
89	ARSENIO O AOAY	INDAOAC ES	TUBA
90	DAISY G ABES	SAGUFTLANG IS	TUBA
91	REBECCA ROBRIGADO PANGALIMAN	TUBLAY NTHS	TUBLAY
92	NOEME MELECIO BULASAO	BASIL ES	TUBLAY
93	ROXANNE T SACPA	LUISA BECKA ES	TUBLAY

<b>RESOURCE PERSONS/TWG</b>	
LUCIO B. ALAWAS	JOVEN AGTANI
MAHAL M. RIFANI	XYLENE GRAIL KINOMIS
ARNEL LIM	GSIS REPRESENTATIVES
MEL W. ALINGBAS	KYLYN PA-ANG
KATELYN CALUB	MELVIN ALFREDO
MARTY DION ESTACIO	FLORABEL BALANON
JORDAN MENDOZA	

**PROGRAM FLOW DAY 1**

Time	Activity	Objective	Method	Facilitators
7:30 - 8:00 AM	Welcome, Registration, and Opening Remarks	Set the tone and welcome new AOs	Orientation session	Admin
8:00 - 8:15	PRELIMINARIES & WELCOME REMARKS			
8:15 - 8:30	MESSAGE			
8:30 - 10:00 AM	DepEd Overview: Mission, Vision, Core Values	Understand DepEd's purpose and organizational structure	Lecture + Group Discussion	LUCIO B. ALAWAS, CES SGOD
10:00 - 12:00 AM	DepEd Policies & Administrative Procedures Government Working Hours	Introduce relevant policies and workflows for AOs	Lecture + Q&A	Atty. NOVER SINGGANGAN
12:00 - 1:00 PM	Lunch Break			
1:00 - 1:30 PM	AO Roles and Responsibilities	Define the roles and tasks expected from AOs	Lecture	MAHAL M. RIFANI



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1:30 - 5:00 PM	HR Administration: Leave, Payroll, and Employee Services	Understand HR-related responsibilities	Lecture + Demo	Mel Alingbas, Marty Estacio, Kilyn Pa-ang, Katelyn Calub
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**PROGRAM FLOW DAY 2**

Time	Activity	Objective	Method	Facilitator
8:00 - 9:30 AM	GSIS Benefits	Understanding GSIS concerns	Lecture + Demo	GSIS Representatives
9:30 - 10:30 AM	Records and Document Management	Proper handling of records, filing, and archiving	Lecture + Hands-on	MELVIN ALFREDO
10:30 - 11:00 AM	Break			
11:00 - 12:00 PM	Supply Management	Familiarize with DepEd asset management and processes	Lecture + Demo	FLORABEL C. BALANON
12:00 - 1:00 PM	Lunch Break			
1:00 - 2:00	Procurement Flow	Procurement detailed process	Lecture + demo	MAHAL M. RIFANI
2:00 - 3:00	Continuous Professional Development	Introduce options for further training and growth	Lecture + Planning	XYLENE D. KINOMIS
3:00 - 4:30 PM	Communication and Interpersonal Skills	Develop effective communication skills	Workshop + Role-play	JOVEN B. AGTANI
4:30 - 5:00 PM	Awarding of Certificates and Closing Remarks	Formally close the training session	Awarding Ceremony	Admin



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