



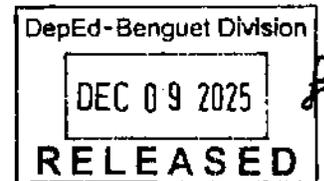
Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

05 December 2025

DIVISION MEMORANDUM

No. 598, s. 2025

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



SUBJECT: PARTICIPANTS IN THE CONDUCT OF NURTURING KNOWLEDGE, SKILLS, AND WELL-BEING OF NON-TEACHING EMPLOYEES TOWARDS RESILIENCY AT WORK

1. Focused and needs driven professional development programs provide optimum opportunities for professional growth and enhanced diversity. Non-teaching employees has always been playing an immense role in ensuring a quality, efficient, and timely delivery of services that addresses the other needs of and support to teaching and teaching related employees. In order to ensure that non-teaching employees, especially those that are in the field are given equal opportunity for professional development growth, this office enjoins all identified participants (Enclosure 1) to attend the training on Nurturing Knowledge, Skills, and Well-being of Non-teaching employees towards Resiliency at Work on December 10 to 12, 2025 at Ecolodge, Magsaysay Avenue, Baguio City (Upper rex hall).
2. This activity aims to provide non-teaching personnel the strategies that will improve their services to stakeholders; to increase job satisfaction and morale among employees and improved employee motivation; and regain personal reflection of one's work duties and responsibilities for improvement of performance.
3. Participants are required to ensure that prior to their attendance in the training, all required paper works/ requirements/ reports with due dates that will fall on the scheduled dates of the training must be accomplished and endorsed to proper authority.
4. Participants who have prior official business schedules on the identified dates and / or before the release of this memorandum must immediately inform the HRD section thru their PSDSs / PSDIs on or before December 09, 2025.
5. Participants are also required to bring with them their laptop and extension cord for the whole duration of the training.

6. This memorandum shall serve as Authority to Travel on Official Business of all identified participants, Program Management Team, and the Resource Speakers.
7. Meals and snacks shall be chargeable against 2025 Division MOOE fund, while traveling expenses shall be chargeable against local funds subject to the accounting and auditing rules and regulations.
8. Immediate dissemination of this memorandum is highly directed.


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

SGOD/LBA/hrds/xdk

DISTRICT	NO	NAME	POSITION	SEX	SCHOOL
Atok	1	Hazel C. Evasco-Bagayo	AO II	F	Camp 30 ES
	2	Jordan M. Fianza	AO II	M	Dalmacio Miguel PS
	3	Nory Jane K. Sitam	AO II	F	Beckes Pol-oc ES
	4	Libina Sarac	AO II	F	Bonglo Elementary School
	5	Kathleen Rose C. Ignacio	AO II	F	Oyusan ES
Bakun	6	Kezel Joy D. Pulquiso-Bilayan	AO II	F	Labinio-Mariano ES
	7	Janice S. Bawas	AO II	F	Talbino Elementary School
	8	Rechelle F. Mendoza	AO II	F	Palidan Integrated School
	9	Jovarie T. Anongos	ADAS II	M	Cadsi Amoy ES
	10	Jocelia S. Valdez	ADAS II	F	Sinacbat NHS
	11	Alpha Mae Pongdad	ADAS III	F	Ampusongan NHS
Bokod	12	Dondie D. Galasgas	PDO I	M	Daklan ES
	13	Cindy V. Gonzalo	PDO I	F	Ambangeg ES
	14	Brigitte B. Pating	AO II	F	Galsa ES
	15	Rogieson P. Basatan	AO II	M	Bawempeta ES
	16	Jessabel B. Gomeyac	AO II	F	Pilpiok ES
Buguias	17	Jelyne P. Leeg	AOII	F	Saclalan-Sagandoy ES
	18	Hysen M. Benito	AOII	F	Lam-ayan IS
	19	Joan Florence A. Bakiadan	AOII	F	Nabalicong-Saltin ES
	20	Kejzhyl D. Sagandoy	AOII	F	Cabuguiasan-Kigangan ES
	21	Mary Joy E. Walsie	ADASI	F	Buguias CS
Itogon I	22	Charine S. Abuan	AOII	F	MIDAS ES
	23	Philip F. Fowaya	HTII	M	Domolpos CS
	24	William V. Sarape	T3-TIC	M	Botic ES
	25	Luzviminda B. Guilod	AOII	F	Tinongdan ES
	26	Roselyn P. Esnara	AOII	F	Saybuan PS
Itogon II	27	Catherine Cayat	AO II	F	Bantic National High School
	28	Jorenda Osonero	PDO I	F	Virac Integrated School
	29	Margiline Loacan	AO II	F	Banget Elementary School
	30	Jessica Deo	AO II	F	Balatoc Elementary School
Kapangan	31	Esther A. Abance	ADA IV	F	GBDAIS
	32	Ellerr Poclis	AO II	M	Kaliwaga ES
	33	Kathleen P. Liwan	AO II	F	Toplac ES
	34	luzviminda B. Tacio	AO II	F	Liblibeng ES
	35	Catherine M. Regacho	AA I	F	Lomon ES
	36	Harris T. Barbosa	ADA IV	M	GBDAIS
Kibungan	37	Lyra Paciteng Friaz	AOII	F	Legleg Barrio School
	38	Krizzel-an L. Palad-og	AOII	F	Tonguey-Nalusbo BS
	39	Melva Teligo	ADAS III	F	Kibungan NHS
La Trinidad	40	Jona P. Enciong	AO II	F	Bahong ES
	41	Liezl M. Eustaquio	AO II	F	Tacdian ES
	42	Elma D. Pulquiso	AO II	F	Tawang IS
	43	Gretchen O. Simeon	AO II	F	Lubas ES

	44	Freda Paclos	AO II	F	Pico ES
	45	Mhae U. Gay-as	ADAS II	F	Benguet NHS
	46	Diana A. Paleng	ADAS II	F	Benguet NHS
	47	Rochelle S. Cuyan	AO II	F	Benguet NHS
	48	Nora G. Fermin	ADAS III	F	Benguet NHS
Mankayan	49	Sandra D. Mauro-Taganas	AO II	F	Bulalacao Elementary School
	50	Vemma Joy D. Joaquin	AO II	F	Camanpaguey IS
	51	Florence G. Orlani	PDO II	F	Lepanto Elementary School
	52	Rodelyne M. Ariola	AO II	F	Bulalacao NHS
	53	Apryl P. Aglipay	ADAS II	F	Cabiten NHS
	54	Marilyn M. Lunio	AOII	F	Taya MGS
Sablan	55	Isabel S. Paguindas	AOII	F	Yabyabuan MGS
	56	Justin Joseph B. Pal-ang	AOII	M	Pappa MGS
	57	Krissiah Adrienne C. Lenneng	AOII	F	Bayabas MGS
	58	Febronia C. Gallardo	AOII	F	Talete MGS
Tuba	59	Gwen B. Pocdihon	AO II	F	Tuba Central NHS
	60	Maria Isabel E. Afidchao	AO II	F	Pimminggan ES
	61	Juvy K. Langpawen	AO II	F	Camp 6 ES
	62	Jonalyn C. Gayaso	AO II	F	Tuba CS
	63	Rebecca V. Cabillan	AO II	F	Tagadi Housing ES
	64	Kareen L. Villegas	AO II	F	Kiwas IS
	65	Ishmael Aaron B. Bismonte	AO II	M	Batuan ES
	66	Divine C. Rosana	AO II	F	Toybongan ES
	67	Ana Mairiam K. Santos	AO II	F	Taloy Sur ES
	68	Harruel Bryse M. Cawas	AO II	M	Poyopoy ES
	69	Jeoben M. Agnaonao	ADAS II	M	Tuba Central NHS
	70	Riza Leigh L. Sagsakho	AO II	F	Salpang ES
Tublay	71	Lorma D. Kimpa-oy	AO II	F	Ciriaco Magno ES
	72	Wendy T. Curiman	ADAS II	F	Mamuyod ES
	73	Jovina B. Dumasing	ADAS III	F	Albis ES
	74	Jocelyn G. Jose	AO II	F	Sto Niño ES
	75	Julius O. Dig-o	ADAS III	M	Poad ES
RPs and PMT	76	Emmanuel S. Estandian	T-III	M	Benguet NHS
	77	Leonico L. Filog	T-III	M	Kapangan NHS
	78	Josephine C. Sab-it	T-III	F	Sablan NHS
	79	Jay L. Leon	T-III	M	Sablan NHS
	80	Nerissa I. Barbosa	PDO II	F	SGOD
	81	Xylene Grail D. Kinomis	SEPS	F	SGOD
	82	Arnel Billy Lim	EPS II	M	SGOD
	83	Eric S. Wanson	ITO	M	OSDS

TIME	TOPIC	DESCRIPTION	SPEAKER
DAY 1			
Registration, Opening Program, Pre-Test			
8:00-9:00	Session 0: DepEd Account	Updates, ways forward	Eric S. Wanson
9:30-12:00	Session 1: Promoting Responsible and Ethical Use of Artificial Intelligence Tools	Understanding AI Fundamentals Ethical AI Use Data Privacy and Security Awareness Critical Evaluation of AI Output Integrating AI in Work (Co-Pilot) Avoiding Plagiarism and Misuse	Josephine C. Sab-it
10:00-10:15	HEALTH BREAK		
1:00-5:00	Session 2: Online Repository using Canva Site, Google drive and One drive	Create and publish a Canva Site as an online repository for files and resources. Organize and manage files using folders, sharing permissions, and access controls. Upload, sync, and version control files across Google Drive and OneDrive. Apply best practices in file naming conventions, structure, and digital organization. Share resources securely with students, colleagues, and stakeholders.	Leonico L. Filog
3:00-3:15	HEALTH BREAK		
DAY 2			
8:00-8:15	MOL		
8:15-9:30	Session 3: Digital Data Collection Tools	Develop and administer online forms and surveys using Google Forms and Microsoft Forms for data collection, feedback, and documentation purposes. Track and organize responses from forms for reporting, documentation, and workflow processes.	Leonico L. Filog
9:30-11:00	Session 4: Digital Collaboration, Communication	Create and manage virtual meetings, breakout rooms, and chat channels. Share screens, files, and digital resources during synchronous sessions. Utilize collaborative tools such as whiteboards, shared documents, and chat functions. Manage meeting recordings, attendance reports, and communication history.	Jay L. Leon
10:00-10:15	HEALTH BREAK		
11:00-5:00	Session 5: Data Management and Automation using MS Excel	Excel Basics and File Management Data Entry and Validation Essential Formulas for Office Tasks Data Cleaning and Standardization Data Linking and Internal Migration Pivot Tables and Reporting Monitoring and Conditional formatting Quick Automation Tips	Jay L. Leon
DAY 3			
8:00-8:15	MOL		
8:15-12:00	Session 6: Designing Presentations, Print Materials, and Reports with Canva and Google Vids	Create visually appealing presentations using templates, layouts, and Canva design tools. Design printed learning materials (certificates, posters, infographics, tarpaulins). Develop professional reports and portfolios using frames, grids, and document formatting. Apply design principles such as alignment, contrast, hierarchy, and readability. Collaborate, share drafts, and export designs in multiple formats for printing or digital use.	Josephine C. Sab-it
10:00-10:15	HEALTH BREAK		
1:00-3:00	Session 7: M365 Productivity Tools with AI, Automation and Document Management	Apply formatting tools such as headings, page numbering, and page breaks for organized documents. Convert text to tables and tables to text to streamline data presentation. Create automated Table of Contents using styles and formatting. Generate personalized documents using Mail Merge (letters, certificates, envelopes). Save, track revisions, and prepare documents for printing or digital distribution. Uploading document to the cloud storage.	Emmanuel S. Estandian
3:15-5:00	Post-TEST, Evaluation and Closing		