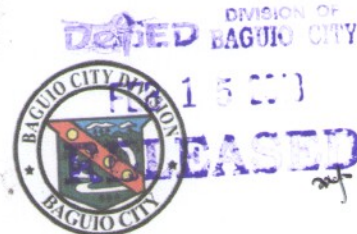




Republic of the Philippines  
DEPARTMENT OF EDUCATION  
CORDILLERA ADMINISTRATIVE REGION  
DIVISION OF BAGUIO CITY  
#82 Military Cut-off Road, Baguio City, 2600



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Office of the Superintendent  
Office Memorandum No, 70 s., 2018

**SDO –BAGUIO RESPONDENTS IN THE REGION – WIDE HUMAN RESOURCE  
ASSESSMENT**

TO: DIVISION CHIEFS  
PSDSs  
SCHOOL HEADS  
NON- TEACHING PERSONNEL  
ALL OTHER CONCERNED

1. Regional Memorandum No. 053, s. 2018, stipulates that there will be a Region Wide- Human Resource (HR) Assessment which shall serve as a tool and guide in improving the recruitment/ selection process and the human resource development procedures in DepEd-CAR. Each division in the region are required to name at least 50% of the total employee population as respondents in the formulation of an Agency Competency Profile and HRMD Master Plan. The identified participants who were chosen through random sampling are teachers, school heads, non –teaching and teaching related personnel.

2. Relative thereto, School Heads (SH) who are identified to participate in this project are advised to determine 50 % of their faculty and staff to be the respondents. Since the SHs, shall be the only person who can access the link for the questionnaires, a password will be provided for them via text message. They may opt to call or text nos. **0928 4069076 or 09460837963** if no message will be received yet. Password is not required for Teachers and Non-Teaching respondents

3. To answer the questionnaires, **log in at [www.deped.pines.com](http://www.deped.pines.com). under online systems** and click the following questionnaire titles:

**Respondents**

1. School Heads

1. Supervisors Observation Checklist
2. Health and Wellness Program

2. Teachers and Non-Teaching  
Personnel

1. Job Analysis Questionnaire
2. HR Systems Checklist (Awareness and Existence)

4. All data needed must be in on or before **February 26, 2018**.

5. The participating schools, offices and employees, Technical Working Group are the following:

Name	School
<b>BAGUIO CENTRAL DITRICT</b>	
Esther Lilitit	Baguio Central School
Wilma Biteng	Roxas Elementary School
Leonila Catungal	Crystal Cave ES
Phillip Sagalla	Adiwang ES
<b>WEST BAGUIO CENTRAL DISTRICT</b>	
Proserpina Estacio	JCES
Remedios Quiño	Pacday Quinio ES
Octavia Pedro	Fairview ES
Ellen Grande	Quezon Hill ES


<b>MABINI DISTRICT</b>	
Castro Canuto	Mabini ES
Marie Sillatoc	Doña Aurora ES
Elizabeth Espinosa	Brookspoint ES

Maria Palsi	Doña Nicasia ES
<b>LUCBAN DISTRICT</b>	
Joseph Estigoy	Lucban ES
Hermoso Bunnol	Tabora ES
Margie Estoesta	Bonifacio ES
Annie Laurie Bisquera	Dontogan ES
<b>NORTH QUEZON DISTRICT</b>	
Jackson Caya-os	Rizal ES
Amalia Micklay	Fort Del Pilar ES
Cynthia Vitagan	Loakan ES
Marilyn Tami-ing	Gibraltar ES
<b>QUEZON DISTRICT</b>	
Niño Tibangay	BCSPED Center
Juliet Mamaril	San Vicente ES
Estrella Bulay	Bakakeng ES
Teodora Botis	Camp 7 ES

## SECONDARY SCHOOLS

<b>BAGUIO CITY HIGH DISTRICT</b>	
Brenda Cariño	BCNHS
Loida Mangangey	Fort Del Pilar Annex
<b>NORTH QUEZON DISTRICT</b>	
Rosalia Ocyaden	San Vicente NHS
Whitney Dawayen	Mil-an NHS
Ma. Lourdes Dumpayan	Pinsao NHS
Lucia Casim	Guisad Valley
<b>WEST BAGUIO CENTRAL AND BAGUIO CENTRAL - SECONDARY</b>	
Jayrerose Guevarra	Roxas NHS
Lourdes Lomas-e ( OIC)	Irisan Stand Alone
Letecia Sab-it	Pines City NHS
Ma. Joan Andayan	Magsaysay NHS
<b>PSDSs</b>	<b>Office</b>
Susana Aliping	CID
Leonard Dawaton	CID
Brenda Lee Awingan	CID
Leticia Hidalgo	CID
<b>NON-TEACHING</b>	
SMME, Planning & Research , Engineering, SocMob, Medical, HRD	SGOD
ICT, Budget, Accounting, Personnel, Supply, Records, Legal, Cashier	OSDS
<b>HRMD Plan TWG</b>	
SDS Federico Martin	Office of the SDS
ASDS Soraya Faculo	Office of the ASDS
Arthur Tiongan	Office of the SGOD Chief
Jovelyn Balantin	HRD
Remedios Quino	Pacday Quinio ES
Asuncion Saguid	HRD
Julia Ladiong	CID
Lester Libangen/	ICT
Josef Oliveros,	ICT
Harris Dizon	ICT
Ma. Louella Moncada	HRMO
Amalia Micklay	Fort Del Pilar ES
Olive Gomez	Planning & Research

6. Cooperation of the above mentioned participants/offices and compliance to this division memorandum is enjoined.

  
**FEDERICO P. MARTIN, EdD, C.EdD, CESO V,**  
 Schools Division Superintendent