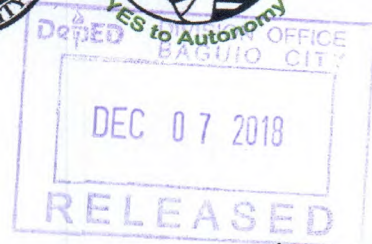




Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
#82 Military Cut-off Road, Baguio City



DIVISION MEMORANDUM

No. 596, S. 2018

**TO : ELEMENTARY AND SECONDARY SCHOOL HEADS
ADMINISTRATIVE OFFICERS
UNIT/SECTION HEADS
ALL SEF PAID PERSONNEL
ALL OTHERS CONCERNED**

FROM : FEDERICO P. MARTIN, EdD, CEEd, CESO V
Schools Division Superintendent

**SUBJECT : (SEF) ATTENDANCE TO THE CITY FORUM ON A DRUG-FREE
WORKPLACE**

DATE : December 07, 2018

1. The City Government of Baguio through the City Human Resource Management Office will be conducting a **Forum on a Drug-free Workplace** on **December 11, 2018** from **8:00 am to 5:00 pm** at the **City Disaster Risk Reduction Management Hall (CDRRMC)** at **City Camp**.
2. In relation to this, identified SEF-paid personnel are requested to attend the said activity.
3. Please see attached letter and list of identified participants from the CHRMO for your reference.
4. Immediate dissemination of and strict compliance to this memorandum is directed.

FEDERICO P. MARTIN, EdD, CEEd, CESO V
Schools Division Superintendent



06 December 2018

To All Department/Assistant Department Heads
City Government of Baguio
Baguio City

*Attention: The Administrative Officers/
Personnel-in-Charge of Personnel Matters*

Ladies and Gentlemen:

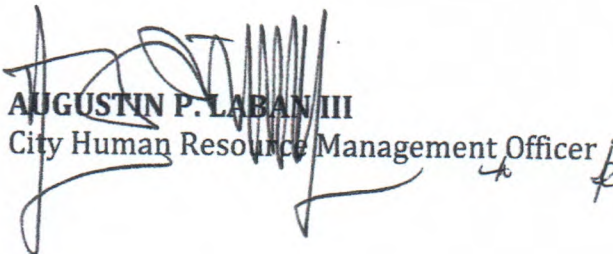
The City Government of Baguio through this Office will be conducting a **Forum on a Drug-free Workplace** on 11 December 2018, from 8:00 AM to 5:00 PM.

In this connection, may we request the employees from your good office to attend the aforesaid activity. Attached is the tentative list of participants from your respective departments/offices.

Kindly confirm attendance with this Office on or before **10 December 2018**.

Thank you.

Very truly yours,



AUGUSTIN P. LABAN III
City Human Resource Management Officer

**TENTATIVE LIST OF PARTICIPANTS
FORUM ON A DRUG-FREE WORKPLACE**

CDRRMC Building, Baguio City

December 11, 2018

NO.	OFFICE/DEPARTMENT	NAME	POSITION
1	Accounting Office	Lagrimas R. Alafriz	Accountant II
2		Ramon Manuel B. Micu	Accountant IV
3	Office for Administration	Gaudencio J. Gonzales	Sports Development Officer III
4		Eugene Dominic A. Valbuena	Administrative Assistant III
5		Kenneth D. Khayog	Local Disaster Risk Reduction Management Officer I
6		Rosemarie T. Lumines	Administrative Aide III
7	Assessor's Office	Joel D. Garlejo	Local Assessment Operations Officer I
8		Normita B. Ramon	Local Assessment Operations Officer III
9		Sydney O. Moresto, Jr.	Local Assessment Operations Officer I
10	Budget Office	Jenatt A. Balagot	Administrative Officer II
11		Maria Elizabeth R. Pascual	Administrative Officer IV
12	Buildings and Architecture Office	Engr. Stephen A. Capuyan	Engineer IV
13		Engr. Renato S. Ciano	Engineer III
14		Engr. Weendy G. Dela Cruz	Engineer II
15		Reynante F. Perez	Administrative Aide III
16	Department of Education	Luis P. Napadawan	Administrative Aide III
17		John T. Baldino	Administrative Aide III
18		Lynne B. Cabinian	Administrative Aide III
19		Dr. Jenny P. Orpiano	Dentist I
20		Marina T. Estonanto	Administrative Aide III
21		Christina P. Fettar	Administrative Aide III
22		Nimrod A. Pagaduan	Administrative Assistant I
23		Engr. Paul B. Lomas-e	Engineer I
24		Anabelle B. Ronquillo	Administrative Aide III
25		Basilio T. Talco, Sr.	Administrative Aide III
26	Engineering Office	Constante T. Alafriz	Laborer II
27		Enrique B. Bandong	Administrative Aide III
28		Engr. Gabriel C. Belting, Jr.	Engineer III
29		Engr. Januario S. Borillo	Engineer IV
30		Engr. Brinson T. Calion, Jr.	Engineer I
31	Environment and Parks Management Office	Francisco D. Torres, Jr.	Administrative Officer II
32		Romel E. Valdez	Administrative Assistant II
33		Engr. Wilbur S. Suanding	Engineer II
34		Elias Leonardo C. Serrano	Laborer II
35		Cristito B. Sandoval	Forest Technician II
36		Maria Luisa S. Pat-ogan	Park Attendant II