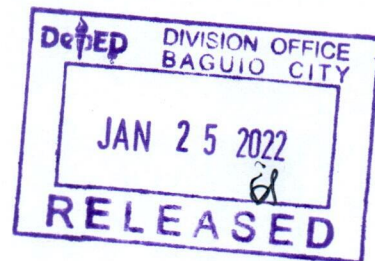




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



January 19, 2022

Division Memorandum
Number: 024 s. 2022

CONDUCT OF NON-TEACHING INDUCTION PROGRAM 2022 (PHASE I)

To: Chief Education Supervisors
All Section/Unit Heads
All Others Concerned

1. The Field is hereby informed of the identified participants and resource speakers (*please see attached*) for the Non-Teaching Induction Program 2022 Phase 1, which will be conducted on **January 27-28, 2022**, 8:00 a.m. to 5:00 p.m., at the Division Office via online platform (Meeting ID: 879 6002 9595 Passcode: dXPn7m).
2. Objectives of the activity are as follows:
 - a. Present an overview/rationale of the Roles and Responsibilities as a Non-Teaching Staff;
 - b. Familiarize the newly hired DO personnel on how to accomplish and implement their respective IPCRF and IPDP; and
 - c. Equip the participants on DepEd Legal Matters, Employee Benefits, and Accounting Processes.
3. All immediate heads are requested to excuse the participants from office duties on the day/time specified for them to focus on the orientation.
4. Immediate dissemination and compliance of this Office Memorandum is desired.

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

bsf/ conduct of NTIP 2022 Phase 1 1/27-28/22



"HANDANG MAG SERBISYO"

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RU-19.2560.026

NON-TEACHING INDUCTION PROGRAM 2022 (PHASE I)

January 27-28, 2022

DAY 1 (Samuel F. Bab-anga)		
Time/Session	Activity/Topic	Focal Person/Speaker
7:30-9:00	Registration/Attendance	Lorena Galera
	Opening Program Prayer:AVP Nationalistic Song: AVP Opening Remarks and Message: Christopher C. Benigno - ASDS	Division TIP Training Team
9:00-10:00	Mandate, Vision, Mission and Core Values and Strategic Directions	Niño M. Tibangay SGOD - EPS
	The DepEd Organizational Structure	
10:00-10:20	Tea Break	
10:20- 11:30	Roles and Responsibilities of Non-Teaching Personnel	Nieves D. Ebanio Administrative Officer V
11:30-12:00	Results –based Performance Management System	Jovelyn Petra T. Balantin SEPS - HRDS
12:00-1:00	Lunch Break	
1:00-3:00	Employees Benefits	Belen R. Tomin Budget Officer
3:00-3:20	Tea Break	
3:00-5:00	DepEd Accounts and information system	Harriz G. Dizon IT Officer
5:00-5:20	Announcements/Reminders	HRD
Day 2 (Facilitator: Samuel F. Bab-anga)		
8:00-8:20	Attendance/Registration	
8:20-9:20	DepEd Legal Matters	Atty. ANNETTE L. DOYAOEN Legal Officer III
9:20-10:00	Personnel Actions & Movements	Ma. Louella C. Moncada Administrative Officer IV
10:00-10:20	Tea Break	
10:20-12:00	Gender and Development	Asuncion C. Saguid SEPS - SMME
12:00-1:00	Lunch Break	
1:00-3:00	Accounting Process	Lilibeth G. Degsi Accountant III
3:00-3:20	Tea Break	
3:20-5:00	Words of Challenge and Induction	Federico P. Martin, EdD, CEEd, CESO V Schools Division Superintendent
	Acknowledgment and Closing Remarks	Jovelyn T. Balantin SEPS - HRDS

Newly Hired and Promoted Non-teaching Personnel

1	Atenyao, John Jr. P.
2	Atimpao, Charlie P.
3	Ayyang, Delfin S.
4	Bartolome, Jamie Lou D.
5	Bayangan, Regie O.
6	Bengao, Harris C.
7	Bosaing, Bryan Jones M.
8	Buhayo, Richard M.
9	Busaing, Beverly S.
10	Cachero, Marife O.
11	Codley, Isheen Leva B.
12	Cosi, Fevie B.
13	Dacay, Djaizelle P.
14	De Guzman, Myra B.
15	De Guzman, Patricia L.
16	Estigoy, Christina L.
17	Fagyan, Bonnah D.
18	Fagyan, Reid Kurt L.
19	Flores, Sarah joy E.
20	Kimakim, Helaine Joy B.
21	Lagasca, Maria Suzette S.
22	Lomasok, Catalina A.
23	Mendoza, Elvie O.
24	Na-oy, Mark Francis O.
25	Pimentel, Roberto E.
26	Rabara, Elsa M.
27	Sacyaten, Jordine N.
28	Samidan, Frances Cyrene G.
29	Sawali, Ulysses L.
30	Simon, Jahnet R.
31	Sinot, Roger Jr. D.
32	Sito, Mary Libeney C.
33	Tabajonda, Gia Monique M.
34	Torres, Nora B.
35	Torres, Patricia Veronica B.
36	Tudias, Benjamin Jr. L.
37	Zarate, Anna Lourdes N.