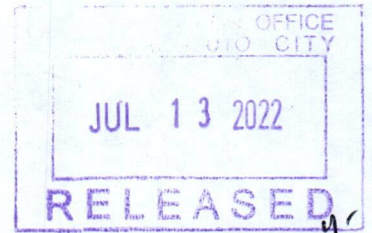




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
SCHOOLS DIVISION OF BAGUIO CITY



July 11, 2022

Division Memorandum  
Number: 194, s. 2022

**NON-TEACHING TRAINING AND DEVELOPMENT PROGRAM (PHASE II)**

To: Chief Education Supervisors  
PSDS/EPS  
School Principals/School Heads  
All Section/Unit Heads  
All Others Concerned

1. The Field is hereby informed of the identified participants, resource speakers and technical working group (*please see attached*) for the Non-Teaching Training and Development Program Phase 2, which will be conducted on **July 20-22, 2022**, at San Juan Resort Dev't. Mgmt. Corporation, La Union.
2. Objectives of the activity are as follows:
  - a. Present an overview/rationale of the GAD Plan and Budget and Harmonized Gender Development Guidelines.
  - b. Crafting of standard IPCRF for AO II; and
  - c. Equip the participants on the process of filing of leaves, and Financial Matters.
3. All immediate heads are requested to excuse the participants from office duties on the day/time specified for them to focus on the training and workshop.
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 Training and Development Program (Phase II)**

**July 20-22, 2022**

<b>DAY 1 ( Trip/Arrival, Check-in Time: 2:00 PM)</b>		
<b>DAY 2 (Facilitator: Alma Gayob)</b>		
<b>Time/Session</b>	<b>Activity/Topic</b>	<b>Focal Person/Speaker</b>
8:30-9:00	Registration/Attendance	<b>Maria Lorena Galera</b>
	Opening Program Prayer:AVP Nationalistic Song: AVP Opening Remarks: House Rules: The Management Pre-Test:	<b>Rose Ann Santos</b>
9:00-10:00	GAD Plan and Budget and HGDG	<b>Asuncion C. Saguid</b> SGOD – SEPS
<b>10:00-10:20</b>	<b>Health Break</b>	
10:20- 11:30	Inventory (School Setting)	<b>Niño M. Tibangay</b> Chief-SGOD
11:30-12:00	IPCRF and Process of Filing Leaves	<b>Nieves D. Ebanio</b> Administrative Officer V
<b>12:00-1:00</b>	<b>Lunch Break</b>	
1:00-2:40	IPCRF Workshop	<b>Nieves D. Ebanio</b> Administrative Officer IV
<b>2:40-3:00</b>	<b>Health Break</b>	
3:00-4:00	Financial Matters	<b>Belen R. Tomin</b> Budget Officer
4:00-5:00	Equivalent Record Form	<b>Christo Rey Simangan</b> Administrative Officer II
5:00-5:30	Post-Test	<b>Rose Ann Santos</b>
5:30-6:00	Announcement	<b>HRD</b>
<b>Day 3 (Facilitator:)</b>		
8:00-8:20	Attendance/MOL	
8:20-9:20 9:20-10:00	Continuation of the Workshop/Team Building Activity	<b>Jovelyn T. Balantin</b> SEPS – HRDS
<b>10:00-10:20</b>	<b>Health Break</b>	
10:20-12:00	Presentation and Submission of output/Team Building Activity	<b>Jocelyn Coldeg</b> EPS II - SMME
<b>12:00-1:00</b>	<b>Lunch Break</b>	
1:00-5:00	Back to Baguio	

**Participants:**

1. Aglasi, Zeny Dee F.	26. Galera, Maria Milagrosa A.
2. Alban, Robert B.	27. Gayob, Alma D.
3. Alingbas, Mel W.	28. Guilas, Jovelyn A.
4. Atimpao, Charlie P.	29. Kimakim, Helaine Joy B.
5. Ayyang, Delfin S.	30. Lagasca, Maria Suzette S.
6. Badol, Marie Liza T.	31. Lomas-e, Lorraine Marc B.
7. Bangse-il, Arian C.	32. Lomasok, Catalina A.
8. Bantic, Gina S.	33. Milan, Alice D.
9. Bartolome, Jamie Lou D.	34. Na-oy, Mark Francis O.
10. Bautista, Eleonor Grace V.	35. Naron, Airah Kaye D.
11. Busaing, Beverly S.	36. Oliveros, Josef Eric P.
12. Cachero, Marife O.	37. Rabara, Elsa M.
13. Cadungog, Vima G.	38. Simangan, Christorey C.
14. Carbonel, Belin A.	39. Tigcangay, Racquel Janelle S.
15. Cister, Jillian Joy K.	40. Tongyofen, Leslie N.
16. Codley, Isheen Leva B.	41. Torres, Patricia Veronica B.
17. Cosi, Fevie B.	42. Tudias, Benjamin Jr. L.
18. Dacay, Djaizelle P.	43. Orpilla, Joan
19. Daniwis, Dennis E.	44. Salisa, Elvie
20. De Guzman, Patricia L.	45. Botacion, Ariel
21. Escobar, Nemhel D.	46. AO 2
22. Estigoy, Christina L.	47. Balbin Caud
23. Fagyan, Bonnaih D.	
24. Fiao-ag, Ezra C.	
25. Flordeliza, Rachell C.	

**Technical Working Group:**

Jovelyn T. Balantin
Maria Lorena Galera
Samuel F. Bab-anga
Jovelyn Balantin
Paul Lomas-e
Peter Lid-ayan
Rose Ann Santos

**Speakers:**

Asuncion C. Saguid
Nieves D. Ebanio
Christorey C. Simangan
Belen R. Tomin
Niño M. Tibangay