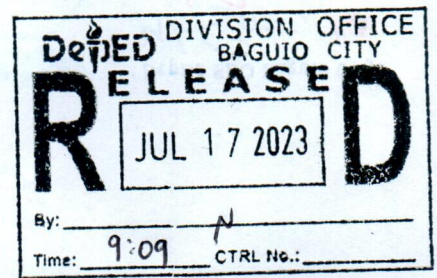




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



July 12, 2023


Division Memorandum

Number: 279-2023

**Performance Mentoring and Coaching for Non-Teaching Personnel of SDO-
Baguio City cum HRIS Orientation**

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

1. The Field is hereby informed of the identified participants, resource speakers, facilitators, and technical working group (*please see attached*) for the Non-Teaching Training and Development Program, which will be conducted on **July 18-20, 2022**, at San Juan Resort Dev't. Mgmt. Corporation, La Union.
2. The training aims to:
 - a. Review and assess the 2023 IPCRF of SEF Employees aligned with Division OPCRf.
 - b. Provide technical assistance to SEF Employees with the corresponding Means of Verification needed.
 - c. Promote engagement; commitment; respect and dignity for all regardless of status influence and advocacy.
 - d. Address the learning and development needs of nonteaching personnel to be able to support the continuity of the delivery of the DepEd basic services such as the implementation of the Basic Education-Learning Continuity Plan (BE-LCP).
 - e. Orient the participants on HRIS.
 - f. Foster camaraderie and strengthen social relations in the workplace.
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. Please bring Laptop and extension cord for the workshop.
5. Should there be any clarification, you may contact Sam F. Bab-anga at SGOD-HRDS on his messenger account Uel Sam.
6. Immediate dissemination of this Office Memorandum is desired.


SORAYA T. FACULO, PhD, CESO VI
OIC-Schools Division Superintendent





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Participants/TWG/Speaker/Facilitators

1. Agcon, Ferdinand	46. Chaluyen, Mathilda
2. Alban, Robert B.	47. Fettar, Christina
3. Alingbas, Mel W.	48. Ronquillo, Annabelle
4. Atimpao, Charlie P.	49. Villagonzalo, Lorna
5. Talabis, Audrino	50. Lagasca, Maria Suzette S.
6. Napadawan, Luis	51. Lomas-e, Lorraine Marc B.
7. Engeg, Honeylette	52. Lomasok, Catalina A.
8. Pasul, Evelyn	53. Milan, Alice D.
9. Bartolome, Jamie Lou D.	54. Guillermo, Jonathan
10. Dawayen, Danna	55. Ladyong, Jethro
11. Busaing, Beverly S.	56. Oliveros, Josef Eric P.
12. Villanueva, Ma. Florentina	57. Rabara, Elsa M.
13. Flores, Elisalde	58. Mabalot, Lily
14. Carbonel, Belin A.	59. Tigcangay, Racquel Janelle S.
15. Eguia, Phoebe	60. Tongyofen, Leslie N.
16. Codley, Isheen Leva B.	61. Torres, Patricia Veronica B.
17. Cosi, Fevie B.	62. Padonga, Cherry
18. Deogracias, Rowena	63. Valentino, <i>Raymark</i>
19. Daniwis, Dennis E.	64. Nillo, Jacinto
20. Mique, Sherwin	65. Botacion, Ariel
21. Escobar, Nemhel D.	66. Catap, Gemma
22. Cacho, Engelbert	67. Dawaten, Shirley
23. Fagyan, Bonnaih D.	68. Salibad, Ernesto
24. Aspuria, Oliver	69. Santos, Rose Anne
25. Atenyao, John	70. Macao, Agosto
26. Sinot, Roger Jr.	71. Mina, Allan <i>Raymark</i>
27. Pimentel, Roberto	72. Bayangan, Regie
28. Cadawan, Cynthia	73. Yap, Kimberly Reyanne
29. Legaspi, Wilma	74. Estonanto, Marina
30. Baldino, John	75. Gomez, Allan
31. Dumag, Jeahlyn	76. Paran, Judy
32. Paday-os, Sonny	77. Salimbay, Glen
33. Libangen, Lester	78. Anthony B. Espenilla
34. Magarzo, Alex	79. Haward Halen Domincil
35. Borja, Romulo	80. Marquez, Angelica A.
36. Aragon, Stanley	81. Ciriaco, Joveliza B.
37. Tumapang, Alexander	82. Dalapnas, Bonifacio
38. Alban, Aiza	83. Ebanio, Nieves
39. Cabatic, Mark Ronald	84. Tauli, Michelle
40. Natividad, Clarichelle	85. Ambatang, Randy
41. Pondales, Helen	86. Espiritu, Melchor Jr.
42. Miranda, Jefferson	87. Billy, Berzon
43. Bagano, Cricylda	88. Bab-anga, Samuel F.
44. Ongngad, Aira	89. Atty. Agustin P. Laban III
45. Castrojo, Liza	90. Visco, Roger





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Activity Matrix

Day 1- Arrival (Check-in at 2 PM) July 18, 2023		
Meeting, Grouping, Planning		
Day 2 July 19, 2023		
Time/Session	Activity/Session	Focal Person/Speaker/Facilitator
7:00-8:00	Breakfast	
8:00-8:30	Opening Program Ground rules Statement of purpose	HRD Management Planning Committee Chairman
8:30-9:30	Orientation on HRIS	Haward and Anthony
9:30-12:00	Performance Mentoring and Coaching	Atty. Agustin P. Laban III
12:00-1:00	Lunch	
PM Session		
1:00-3:00	Performance Review and Evaluation	Cityhall - HR
3:00-5:00	Action Planning and Presentation of Output	c/o Facilitator
6:00-7:00	Dinner	
Day 3- July 20, 2023		
8:00 – 8:29	Management Of Learning	In charge – Facilitators
8:30-10:00	Workshop on HRIS	Haward and Anthony
10:00-11:00	Sharing of Reflections Closing Remarks	Participants Atty. Agustin P. Laban III
11:00-12:00	Lunch/check out	
1:00 onwards	Home sweet home	

Planning Committee Chairman : Lester Kun Libangen
 Technical Working Committee Chairman/Member: Samuel Bab-anga/Aira Ongngad/Helen Pondales
 Speaker: Atty. Agustin P. Laban III
 Facilitators: Angelica A. Marquez
 Joveliza B. Ciriaco
 Bonifacio Dalapnas
 Haward Halen Domincil
 Anthony B. Espenilla
 Transportation Officer: Non-Teaching Officers

Day 1: July 18, 2023 – Arrival/Check-in – To serve Dinner
 Day 2: July 19, 2023 – Program Proper – To serve Breakfast, AM Snacks,Lunch,PM snacks,Dinner
 Day 3: July 20, 2023 – Program and Departure – To serve Breakfast, AM Snacks, Lunch, PM Snacks
 (Note: In-house Menu)

