



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



7 March 2024

DIVISION MEMORANDUM

No. **160-2024**

**CAPABILITY BUILDING FOR SCHOOLS DIVISION OFFICE PERSONNEL
(MEMBERS OF THE FORMAL INVESTIGATION COMMITTEES FOR
TEACHING AND NON-TEACHING) ON ADMINISTRATIVE PROCEDURES
AND LEGAL WRITING**

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisors
Education Program Supervisors, CID and SGOD
OSDS Section Heads
Baguio City Teachers' Associations of both
Elementary and Secondary Schools
Association of Non-Teaching Personnel
FIC Secretariat, and
All Others Concerned

1. To continuously ensure the effective and efficient provision of Legal Services to all women and men stakeholders, female and male learners in the division, the Office of the Schools Division Superintendent through the Legal Unit, will be conducting a Capacity Building for Schools Division Office Personnel on Administrative Procedures and Legal Writing on **March 22 and 23, 2024**. The venue will be announced later.
2. The activity aims to capacitate the members of the Formal Investigation Committee to conduct formal investigation in administrative cases; and capacitate the members of the Formal Investigation Committee in crafting the Formal Investigation Report.
3. The list of identified participants in the activity is hereto attached as Enclosure 1. Participants are enjoined to bring their laptop for the workshop.
4. Service credits or COCs will be awarded for attendance on March 23, 2024.
5. For questions or clarifications, please coordinate with the FIC Secretariat, Mr. Dennis Daniwis and Rachell Flordeliza, or Ms. Annalyn Jose of the Legal Unit by email addresses dennis.daniwis@deped.gov.ph, rachell.flordeliza@deped.gov.ph, annalynwrynnjose@gmail.com or landline number (074)442-7819.
6. For information and guidance.

SORAYA T. FACULO PhD, CESO VI
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent



"DepEd SDO Baguio City: We Serve, We Care."

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"DepEd SDO Baguio City:

*We Serve,
We Care.*"





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Annex 2

LIST OF PARTICIPANTS

	NAME	ASSIGNMENT	POSITION/DESIGNATION	SEX
1	Soraya T. Faculo	DepEd SDO Baguio City	SDS	Female
2	Carmel Meris	DepEd SDO Baguio City	ASDS	Female
3	Nino Tibangay	DepEd SDO Baguio City/SGOD	Chief, SGOD	Male
4	Juliet C. Sannad	DepEd SDO Baguio City/CID	Chief, CID	Female
5	Nixon Elahe	DepEd SDO Baguio City/CID	PSDS	Male
6	Rosanna D. Dizon	DepEd SDO Baguio City/CID	PSDS	Female
7	Rey Gapasin	DepEd SDO Baguio City/CID	PSDS	Male
8	Jayrrose Guevarra	DepEd SDO Baguio City/CID	PSDS	Female
9	Rosi Beel Marzo	DepEd SDO Baguio City/CID	PSDS	Female
10	Nancy Dumalili	DepEd SDO Baguio City/CID	PSDS	Female
11	Lourdes Lomas-e	DepEd SDO Baguio City/CID	PSDS	Female
12	Marilyn Tami-ing	DepEd SDO Baguio City/CID	PSDS	Female
13	Brendalee Awingan	DepEd SDO Baguio City/CID	PSDS	Female
14	Santiago Bugtong	DepEd SDO Baguio City/CID	PSDS	Male
15	Marina Tabangcura	DepEd SDO Baguio City/CID	EPS	Female
16	Marilyn Api-it	DepEd SDO Baguio City/CID	EPS	Female
17	Maryjane Malihod	DepEd SDO Baguio City/CID	EPS	Female
18	Francisco Copsiyan	DepEd SDO Baguio City/CID	EPS	Male
19	Nora Dalapnas	DepEd SDO Baguio City/CID	EPS	Female
20	Virginia Alindayu	DepEd SDO Baguio City/CID	EPS	Female
21	Armi Fiangaan	DepEd SDO Baguio City/CID	EPS	Female
22	Loida Mangangey	DepEd SDO Baguio City/CID	EPS	Female
23	Lolit Manzano	DepEd SDO Baguio City/CID	EPS	Female
24	Sydney Carino	DepEd SDO Baguio City/CID	EPS	Male
25	Jerry C. Ymson	DepEd SDO Baguio City/SGOD	EPS	Male
26	Annette Doyaoen	DepEd SDO Baguio City/OSDS	Legal Officer III	Female
27	Harris G. Dizon	DepEd SDO Baguio City/OSDS	ITO III	Male
28	Lilibeth G. Degsi	DepEd SDO Baguio City/OSDS	Accountant III	Female
29	Belen R. Tomin	DepEd SDO Baguio City/OSDS	AO V – Budget	Female
30	Nieves D. Ebanio	DepEd SDO Baguio City/OSDS	AO V – Admin Division	Female
31	Arlito Pecay	DepEd SDO Baguio City/Aguinaldo ES	Master Teacher/BCSTEVA Vice President	Male
32	Freda Dayog	DepEd SDO Baguio City/Pinsao ES	Master Teacher/BCSTEVA Auditor	Female
33	Orden Cayso	DepEd SDO Baguio City/Elpidio Quirino ES	Master Teacher/DOSTEVA President	Male
34	Perla Enomis	DepEd SDO Baguio City/Baguio Central School	Master Teacher/DOSTEVA Treasurer	Female
35	Lolita Kag areng	DepEd SDO Baguio City/Fort NHS	Teacher/BAPSTEFI Board Member	Female
36	Alan Litaoen	DepEd SDO Baguio City/BCNHS	Teacher/BAPSTEFI President	Male
37	Frank Garlejo	DepEd SDO Baguio City/BCNHS	Teacher/BAPSTEFI Board Member	Male
38	Samuel Bab-anga	DepEd SDO Baguio City/SGOD	SEPS 2/Non-Teaching Org. President	Male
39	Rachell Flordeliza	DepEd SDO Baguio City/SPED	AO II/FIC Secretariat	Female
40	Dennis Daniwis	DepEd SDO Baguio City/DAES	AO II/FIC Secretariat	Female
41	Annalyn Jose	DepEd SDO Baguio City/OSDS	ADAS III (Legal Unit)	Female
42	2 Drivers	DepEd SDO Baguio City/OSDS	ADA	Male
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