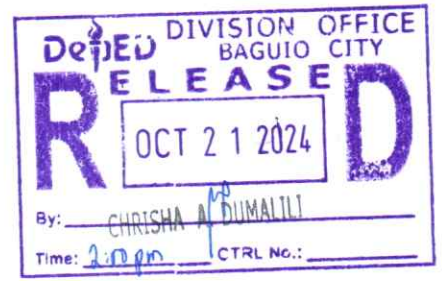




Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF BAGUIO CITY**



October 21, 2024

DIVISION MEMORANDUM

No. **603-2024**

**CONDUCT OF DIVISION TRAINING ON ENHANCING ADMINISTRATIVE EFFICIENCY, ICT, FINANCE, LEGAL COMPLIANCE, AND TEAM BUILDING – OSDS EDSS YEAR 1**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Public Schools District Supervisors  
 Public School Heads  
 School Administrative Officers  
 All Others Concerned

1. In line with our commitment to continuous improvement and professional development, the Office of the Schools Division Superintendent (OSDS) will be conducting a training on enhancing administrative efficiency, ICT, legal compliance, and team building for school-based non-teaching personnel on November 20-22, 2024 at Ynad'z Place Hotel and Resort, San Fernando, La union.

2. The activity aims to:
- Enhance administrative efficiency by implementing strategies and best practices while leveraging technology for improved workflow and data management.
  - Develop financial management skills, including budget creation, resources allocation, and financial reporting, to ensure transparency and accountability.
  - Foster a compliant and collaborative environment by understanding legal requirements and engaging in team-building activities to strengthen relationships and teamwork.

3. Attached to this memorandum are the following:
- List of expected participants (Enclosure 1)
  - Activity matrix (Enclosure 2)

4. Participants are required to confirm their attendance on or before October 25, 2024 by completing the link: <https://forms.gle/Q9S4rVMSouvGDFpj9>. Those who have confirmed their participation but are unable to attend the activity must find a replacement of the same gender and notify the designated focal person at least two weeks prior to the activity. Otherwise, they will be responsible for covering any expenses incurred.

5. Meals, snacks, and board and lodging will be provided under the HRTD fund for the duration of the activity, subject to the usual accounting and auditing rules and regulations.

6. The following participants are identified to serve as the TWG and Inspectorate Team to verify the supplier's compliance with the specifications stated in the purchase order and contract, and to ensure the safety of the food, accommodation, and facilities:

TWG	Inspectorate Team
1. Belen R. Tomin	1. Nieves D. Ebanio
2. Lilibeth G. Degsi	2. Annette T. Doyaoen
3. <del>Berzon</del> C. Billy	3. Harris G. Dizon

7. Additionally, this memorandum serves as the travel authority for all participants.
8. Dissemination of this memorandum is desired.

  
**SORAYA T. FAQUILO PhD, CESO VI**  
 Schools Division Superintendent

OSDS/AS/ndc





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**Enclosure 1 (CONDUCT OF DIVISION TRAINING ON ENHANCING ADMINISTRATIVE EFFICIENCY, ICT, FINANCE, LEGAL COMPLIANCE, AND TEAM BUILDING – OSDS EDSS YEAR 1)**

**List of Expected Participants**

<b>No.</b>	<b>Name</b>	<b>Designation</b>	<b>Station</b>
1	Almonte, Cloudeth L.	Project Development Officer I	Josefa Cariño ES
2	Ongngad, Aira Mae L.	Project Development Officer I	Fort del Pilar ES
3	Alo, Reymart A.	Project Development Officer I	Bakakeng ES
4	Olatic, Rodalyn B.	Project Development Officer I	Dona Aurora ES
5	Pedralvez, Louisa W.	Project Development Officer I	SPED Center
6	Sebastian, Sarah Joy F.	Project Development Officer I	Quezon Hill ES
7	Sapalong, Ferdinand F.	Project Development Officer I	Dontogan ES
8	Calabias, Leah Marie E.	Project Development Officer I	Pinget NHS
9	Mayao, Sherielyn N.	Project Development Officer I	Pinsao NHS
10	Laureano, Lea Marie	Administrative Officer II	Loakan ES
11	Alban, Aiza B.	Administrative Officer II	Bonifacio ES
12	Alban, Robert B.	Administrative Officer II	Aguinaldo ES
13	Alingbas, Mel W.	Administrative Officer II	Lucban ES
14	Atimpao, Charlie P.	Administrative Officer II	Pacday Quinio ES
15	Ayyang, Delfin	Administrative Officer II	Fort del Pilar ES
16	Badol, Marie Liza T.	Administrative Officer II	Dontogan ES
17	Bantic, Gina S.	Administrative Officer II	Magsaysay ES
18	Bartolome, Jamie Lou D.	Administrative Officer II	Dominican-Mirador ES
19	Bautista, Eleonor Grace V.	Administrative Officer II	San Carlos Heights ES
20	Bohol, Randy	Administrative Officer II	Pinsao ES
21	Busaing, Beverly S.	Administrative Officer II	Quirino Hill ES
22	Cachero, Marife	Administrative Officer II	Adiwang ES
23	Cacho, Engelbert A.	Administrative Officer II	Happy Hollow ES
24	Carbonel, Belin A.	Administrative Officer II	Quezon Hill ES
25	Codley, Isheen Leva B.	Administrative Officer II	Hillside NHS
26	Cosi, Fevie B.	Administrative Officer II	Kias ES
27	Dacay, Djaizelle P.	Administrative Officer II	Mabini ES
28	Daniwis, Dennis E.	Administrative Officer II	Doña Aurora ES
29	Dumalsin, Paul Ellison	Administrative Officer II	Joaquin Smith NHS
30	Eguia, Phoebe F.	Administrative Officer II	Josefa Cariño ES
31	Escobar, Nemhel D.	Administrative Officer II	Elpidio Quirino ES
32	Estigoy, Christina L.	Administrative Officer II	Lindawan ES
33	Fagyan, Bonnaih D.	Administrative Officer II	San Luis ES
34	Flordeliza, Rachell C.	Administrative Officer II	Baguio SPED Center
35	Fortea, Apple Joy T.	Administrative Officer II	Bakakeng ES
36	Gacutan, Julianne Mae A.	Administrative Officer II	Camp 7 ES
37	Garcia, Rachele D.	Administrative Officer II	Springhills ES
38	Hull, Alma G.	Administrative Officer II	Pinsao NHS
39	Guilas, Jovelyn A.	Administrative Officer II	Roxas ES
40	Lagasca, Maria Suzzette S.	Administrative Officer II	Tabora ES
41	Lomas-e, Lorraine Marc B.	Administrative Officer II	Rizal ES
42	Lomasok, Catalina A.	Administrative Officer II	Sto. Tomas ES
43	Milan, Alice D.	Administrative Officer II	San Vicente ES
44	Naron, Airah Kaye D.	Administrative Officer II	Manuel L Quezon ES



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45	Ngagan, Lesner A.	Administrative Officer II	DAHBS ES
46	Pasul, Evelyn A.	Administrative Officer II	Crystal Cave ES
47	Rabara, Elsa M.	Administrative Officer II	Don Mariano ES
48	Salisa, Elvie	Administrative Officer II	Fairview ES
49	Libangen, Lester	Administrative Officer II	Doña Nicasia ES
50	Tigcangay, Raquel Janelle S.	Administrative Officer II	Pinget ES
51	Tolentino, Don Jose	Administrative Officer II	Baguio Central School,
52	Torres, Patricia Veronica B.	Administrative Officer II	Gibraltar ES
53	Tudias, Benjamin Jr L.	Administrative Officer II	Brookspoint ES
54	Cister, Jillian	Administrative Officer II	Baguio Country Club ES
55	Olba, Omar D.	Administrative Officer II	Holyghost Ext. ES
56	Tongyofen, Leslie	Administrative Officer II	Baguio City Science NHS
57	Abansi, Gaynnivlyn	Records Officer II	Baguio City Science NHS
58	Aguilar, Conrado	Administrative Assistant	Lucban ES
59	Aspuria, Edward Oliver A	Administrative Assistant	Fort del Pilar ES
60	Celeste, Joan Marie B.	Administrative Assistant	Bonifacio ES
61	Dizon, Bebsie H.	Administrative Assistant	Baguio City SPED
62	Galera, Sharon Joy C	Administrative Assistant	Doña Aurora H. Bueno ES
63	Gundran, Kristine	Administrative Assistant	Manuel Quezon ES
64	Musni, Alyssa	Administrative Assistant	Mabini ES
65	Posadas, Cherish	Administrative Assistant	Rizal NHS
66	Tenyao, John Jr.	Administrative Aide IV	Rizal NHS
67	Binguit, Joanne	Administrative Aide IV	Bakakeng NHS
68	Garcia, Riza	Administrative Aide IV	Laurel ES
69	Quiocho, Miguel	Administrative Assistant	PCNHS Senior High
70	Tuquero, Quencee	Administrative Assistant	Sto. Tomas NHS
71	Bautista, Nadeline	Administrative Assistant	Doña Aurora HNHS

**Implementing Units**

72	James, Myline	Administrative Officer IV	Baguio City HS
73	Romero, Glaire	Administrative Officer I	Baguio City HS
74	Balicag, Maria	Administrative Officer I	Baguio City HS
75	Padlan, Ofelia	Administrative Office IV	Pines City NHS
76	Lepi, Gretchen	Administrative Assistant	Pines City NHS
77	Estocapio, Sharon	Administrative Officer I	Pines City NHS
78	Padonga, Cherry	Administrative Assistant	Irisan NHS
79	Caud, Balbin	Administrative Assistant	Irisan NHS
80	Boyongan, Jessa	Administrative Assistant	Magsaysay NHS
81	Mangannay, Elena	Administrative Assistant	Magsaysay NHS
82	Santiago, Arianne P	Administrative Assistant	Mil-an NHS
83	Sapdoy, Jennifer	Administrative Assistant	Mil-an NHS
84	Dacwag, Jose D.	Administrative Assistant	Guisad Valley NHS
85	Cois, Akimi C.	Administrative Assistant	Guisad Valley
86	Moyamoy, Nellie	Administrative Assistant	Roxas NHS

**Facilitators/TWG/Inspectorate Team (SDO)**

87	Billy, Berzon C	Administrative Assistant
88	Conde, Lita	Administrative Assistant
89	Cordero, Jomarie P.	Administrative Assistant



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90	Coteng-Foy-os, April May	Administrative Assistant
91	Durante, Loida	Administrative Assistant
92	Simon, Jahnet R.	Administrative Assistant
93	Cabatic, Mark Ronald	Computer Operator II
94	Luis, Vincent	Computer Operator I
95	Kidwas, Mary Ann	Administrative Assistant
96	Arciaga Frederick	Administrative Assistant
97	Fagyan, Asteria	Administrative Assistant
98	Jose, Analy	Administrative Assistant
99	Fiao-ag, Ezra	Administrative Officer III
100	Mangmangon, Jerick	Administrative Officer III
101	Moncada, Ma. Louella	Administrative Officer IV
102	Galera, Maria Milagrosa	Administrative Officer IV
103	Bangse-il, Arianne	Administrative Officer IV
104	Cadungog, Vima	Administrative Officer IV
105	Tomin, Belen R.	Budget Officer III
106	Ebanio, Nieves D.	Administrative Officer V
107	Degsi, Lilibet G.	Accountant III
108	Doyaoen, Annette L.	Attorney III
109	Dizon, Harris G.	ITO
110	Elahe, Nixon C.	PSDS
111	Docto, Charlie	Driver
112	Faculo, Soraya T.	SDS



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**Enclosure 2 (CONDUCT OF DIVISION TRAINING ON ENHANCING ADMINISTRATIVE EFFICIENCY, ICT, FINANCE, LEGAL COMPLIANCE, AND TEAM BUILDING – OSDS EDSS YEAR 1)**

**TRAINING MATRIX**

**DAY 1**

TIME	PARTICULARS	PERSONNEL-IN-CHARGE/FACILITATOR
5:45-5:59am	Assembly (SDO)	ICT Section
6:00-7:59	Travel to Venue	ICT Section
8:00-8:29	Registration	Accounting Section
8:30-8:44	PRELIMINARIES AVPs	Administrative Section
8:45-8:59	Opening Remarks/Message	SDS Soraya T. Faculo
9:00-9:14	Activity Overview	Legal Section
9:15-9:29	Health break	
9:30-10:39	Overview of OSDS Support Services (I) Administrative Services 1. Personnel 2. Cash 3. Supplies 4. Records 5. General Services	Administrative Section
10:40-11:39	(II) Finance Services	Accounting and Budget Sections
11:40-11:59	(III) ICT Services	ICT Section
12:00-12:59pm	Lunch Break	
1:00-1:04	Icebreaker	PDOs
1:05-2:14	Pre-Team Building Session	Resource Person: BCS Teachers & Employees Association President
2:15-2:59	Check-in and health break	Legal and Budget Sections
3:00-6:00	Team Building	Resource Person: BCS Teachers & Employees Association President
7:00-8:00	Dinner	

**DAY 2**

TIME	PARTICULARS	PERSONNEL-IN-CHARGE/FACILITATOR
6:30-7:59	Breakfast	
8:00-8:29	MOL	AOs (Non-IUs)
8:30-9:29	The Division Legal Services and the Public Schools	Legal Section
9:30-9:59	Pre-Interface Session: Public Schools Organizational Chart and Set-up	
10:00-10:14	Health break	



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10:15-10:19	Icebreaker	ADAS-Bookkeepers
10:20-11:49	(B) Interface between Administrative Section, Public Schools, and Legal Section cum Open Forum	Administrative and Legal Sections
12:00-12:59pm	Lunch break	
1:00-1:04	Icebreaker	ADAS and AAs (Non-IUs)
1:05-2:59	(C) Interface between Finance Section, Public Schools, and Legal Section cum Open Forum	Finance and Legal Sections
3:00-3:14	Health break	
3:15-3:59	Continuation	Finance and Legal Sections
4:00-5:00	(D) Interface between ICT Section, Public Schools, and Legal Section cum Open Forum	ICT and Legal Sections
5:30-6:29	Dinner	
6:30	Continuation of Team Building cum Socials	LAFI Section Heads and BCSTEA President

**DAY 3**

<b>TIME</b>	<b>PARTICULARS</b>	<b>PERSONNEL-IN-CHARGE/FACILITATOR</b>
6:30-7:59am	Breakfast	
8:00-8:29	MOL and Icebreaker	AOs and ADAS (IUs)
8:30-9:29	Monetary and Non-Monetary Benefits of DepEd Non-Teaching Personnel	Administrative Section
9:30-9:59	Health break	
10:00-10:59	BCSTEA/PPSTA programs for DepEd personnel	BCSTEA Pres. Nixon Elahe
11:00-11:59	BCPSNTEA programs	BCPSNTEA Officer
12:00-12:59pm	Lunch break	Administrative and Legal Sections
1:00-1:59pm	DepEd National Employees' Union	SDO Representative and Legal Section
2:00-2:59	CLOSING CEREMONIES Awarding of Certificates of Participation Closing Remarks	LAFI Section Heads  AO Nieves D. Ebanio
3:00-5:00	Travel back to SDO	ICT Section