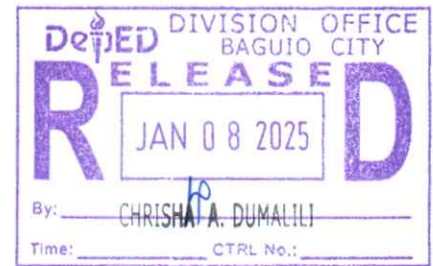




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



January 6, 2025

DIVISION MEMORANDUM

No. 030-2025

CONDUCT OF SERVICE ORIENTATION CUM TEAM BUILDING ACTIVITY FOR DIVISION OFFICE EMPLOYEES AND ADMINISTRATIVE OFFICERS

To: Assistant Schools Division Superintendent
CID and SGOD Chief Education Supervisors
Public Secondary and Elementary School Heads
Others Concerned

- Pursuant to CSC Resolution No. 1901265 issued in October 2019, all government agencies are directed to establish a Mental Health Program (MHP) that will promote mental health in the workplace while encouraging a caring work atmosphere. The MHP shall be integrated as a regular human resource development or HRD program specifically under Health and Wellness, stressing that "Good employee relations is vital in advancing employee welfare and participatory governance."
- Relative to the said CSC Resolution, this Office through the School Governance and Operations Division- Human Resource Development Section shall spearhead the conduct Service Orientation Cum Team Building Activities on **January 15-17, 2025 at Puerto de San Juan Beach Resort, La Union.**
- The objectives of the activity are as follows:
 - Understand the importance of continuous improvement and actively seek feedback to enhance customer service skills.
 - Increase collaboration and maintain motivation among the personnel.
- For reference, please refer to the following enclosures:
Enclosure 1: List of Participants
Enclosure 2: Activity Matrix & Names of TWG
- The attached list of participants confirmed their participation through a confirmation link shared via FB group chat. Others who have prior commitments were replaced.
- Expenses incurred relative to the conduct of the activity shall be charged to HRD funds and Division MOOE subject to the usual accounting and auditing rules and regulation.
- The first meal to be served shall be afternoon snacks of January 15 while the last meal will be lunch of January 17.



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7. This Memorandum will serve as Travel Order of the participants.
8. Immediate dissemination and strict compliance with this Memorandum is directed.


SORAYA T. FACULO PhD, CESO VI
Schools Division Superintendent 



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ENCLOSURE 1: LIST OF PARTICIPANTS

No	Names	Office/School	Designation
1	SORAYA T. FACULO PHD, CESO IV	OSDS	SDS
2	CARMEL F. MERIS	OSDS	OIC- ASDS
3	ANALYN JOSE	OSDS	ADAS III
4	JERRY C. YMSON	SGOD	EPS
5.	SANTIAGO BUGTONG	CID	PSDS
6.	NIEVES D. EBANIO	OSDS	AO-V
7	MA. LOUELLA C. MONCADA	OSDS	AO-IV
8	LITA M.CONDE	OSDS	ADAS -II
9	EZRA C. FIAO-AG	OSDS	AO-III
10	BRYAN JONES BOSAING	OSDS	ADAS-II
11	EFRYL ADRIAN P. CARINO	OSDS	ADAS-III
12	CLIFTONE BANGSE-IL	SGOD	PDO-II
13	JOVELYN T. BALANTIN	SGOD	SEPS
14	AMIL FLAMIANO	SGOD	EPS-II
15	MARY JOAN F. BALDO	OSDS	ADAS-II
16	SAMUEL BAB-ANGA	SGOD	EPS-II
17	ALEXANDER TUMAPANG	SGOD	Engr'g Assistant
18	CHRISHA DUMALILI	OSDS	ADAS-VI
19	LEAH P. ROSARIO	OSDS	ADAS
20	LOLITA MANZANO	CID	EPS
21	JAHNET R. SIMON	OSDS	ADAS-III
22	JOMARIE P. CORDERO	OSDS	ADAS-III
23	CHRISTOREY SIMANGAN	OSDS	AO-III



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25	GERALD S. MENZI	SGOD	ENGR. II
26	BRENDALEE AWINGAN	CID	PSDS
27	JOHN BALDINO	OSDS	AA
28	MARIA LORENA GALERA	OSDS	ADAS-III
29	AUGIE PERL SIMANGAN	SGOD	PDO-II
30	JOANNA VILLAREAL	SGOD	Adm Aide VI
31	RAYMARK VALENTINO	OSDS	ADM AIDE IV
32	KIMBERLY REYANNE YAP	SGOD	ARCHITECT
33	HONEYLETTE ENGNNEG	SGOD	AO- II
34	ARMI FIANGAAN	CID	EPS
35	BERZON BILLY	OSDS	
36	AIRA B. CONRADO	BC NATIONAL SCI HS	ADAS- II
37	MARY JOAN BALDO	OSDS	
38	PALASI, BRIGITTE	SGOD	NURSE
39	FRANCISCO COPSIYAN	CID	EPS
40	DIANA FAITH DALILIS	OSDS	ADAS
41	ARLANI BUCCAT	SGOD	PDO-I
42	ORPILLA, JOWELLREY	SGOD	NURSE
43	LOURDES B. LOMAS-E	CID	PSDS
44	JERICHKO BAUER L. LAROCCO	OSDS	
45	JILL LABAN	OSDS	NURSE
46	AGNES O. TOTAAN	SGOD	NURSE
47	JUDY PARAN	OSDS	ADAS
48	MARIA LORETO ANDRADA	SGOD	DENTIST
49	MARIA MICHELLE TAULI	SGOD	DENTIST
50	ARLENE AWING	SGOD	MED. DOCTOR
51	LESLI N. TONGYOFEN	BC NATIONAL SCI HS	AO-II
52	ENGELBERT A. CACHO	HAPPY HALLOW ES	AO- II
53	MARIA SUZZETTE S. LAGASCA	A. TABORA ES	AO-II



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54	MARIFE O. CACHERO	ADIWANG ES	AO-II
55	ISHEEN LEVA B. CODLEY	HILLSIDE NHS & LAUREL ES	AO-II
56	OLBA, OMAR D.	HOLY GHOST EXT. ES	AO-II
57	ROSE ANN G. SANTOS	ROXAS NHS	AO-II
58	ALICE D. MILAN	SAN VICENTE ES	AO-II
59	FEVIE B. COSI	FORT DEL PILAR & KIAS ES	AO-II
60	ELSA M. RABARA-AQUINO	DON MARIANO ES	AO-II
61	LEA MARIE B. LAUREANO	LOAKAN ES	AO-II
62	JULIENNE MAE A GACUTAN	CAMP 7 ES	AO-II
63	APPLE JOY T. FORTEA	BAKAKENG ES	AO-II
64	LESTER K. LIBANGEN	DOÑA NICASIA ES	AO-II
65	EVANGELINE BENGAO	BC STAND ALONE	AA-IV
66	BRENDA LOUISE F. ALACYANG	SGOD	ENGR.II
67	JORDAN GAS-IB	SGOD	ENGR. III
68	CHESTER WASHINGTON BAYAO	SGOD	ARCH-II
69	FAGYAN, BONNAIH D.	SAN LUIS ES	AO-II
70	DELFIN F. AYYANG	FORT DEL PILAR ES	AO-II
71	GAYNNIVFLYN D. ABANSI	BC NATIONAL SC.I HS	AO-II
72	LEAH MARIE CALABIAS	PINGET NHS	PDO-I
73	SHERIELYN MAYAO	PINSAO NHS	PDO-1
74	CHARITY FAITH D. AGUILAR	BC NATIONAL SCI. HS	PDO-I
75	LOUISA PEDRALVEZ	BCSPED CENTER	AO-II
77	AKIMI C. COIS	GUISAD VALLEY NHS	ADAS
78	LOISA D. FONTANILLA	GUISAD VALLEY NHS	AO-II
79	RODALYN OLATIC	DONA AURORA ES	PDO
80	AIRA ONGGAD	FORT DEL PILAR ES	PDO
81	RAYMART ALO	BAKAKENG ES	PDO
82	JENNIFER SAKDOY	MIL-AN NHS	ADAS-III
83	ARIAN SANTIAGO	MIL-AN NHS	ADAS



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84	JEFFREY GUILLERMO	ELPIDIO QUIRINO ES	ADM. AIDE
85	MARIA FLORENTINA VILLANUEVA	PACDAY QUINIO ES	ADM. AIDE
86	RAZOR LID-AYAN	OSDS	DRIVER
87	CHARLIE DOCTO	OSDS	DRIVER
88	RODRIGO NUÑEZ	OSDS	ADAS-III
89	SHERLY DAWATEN		ADAS-III
90	SHIRLEY BENGAO	OSDS	
91	OFELIA PADLAN	PCNHS	AO-IV
92	ELVIE MENDOZA	PCNHS	ADAS

ENCLOSURE 2: ACTIVITY MATRIX
SERVICE ORIENTATION CUM EMPLOYEE WELFARE PROGRAM FOR SDO
PERSONNEL
JANUARY 15-17, 2025
PUERTO de SAN JUAN BEACH RESORT, LA UNION

Day 1- January 15		
TIME	ACTIVITIES	FOCAL/FACILITATOR
12:00-1:00 PM	Assembly (DO grounds)	
1:00 PM onwards	Travel Time	
3:00-4:00	PM Snacks/Check in	
4:00-5:00	Registration Opening Program	HRDS
6:00 pm	Dinner	
7:00-10:00 pm	Swimming Activity/Night beach volleyball	
Day 2- January 16		
6:00-7:00	Physical Fitness Activities (Zumba)	SHNU
7:00-8:00	Breakfast	
Team Building Proper – Morning		
8:30 -10:00	The Human Knot - Build teamwork, trust, and communication	c/o Cliftone Bangseil
10:30-12:00	The Silent Meeting/ Pass the message – test of communication and teamwork where all participants must work together to duplicate an image	Personnel c/o Lala Moncada
12:00 -1:00 pm	Lunch	
Afternoon Sessions:		
2:00 :4:00	Tower Building Challenge -Encourage creativity, collaboration, and resource management	Lolita Manzano & Lourdes Lomas -e
4:00-5:00	Sharing of Reflections/Realization	c/o HRDS
7:00 -8:00	Dinner	
8:00-10:00	Social Night	c/o SHNU
Day 3- January 17		
6:00-7:00	Physical Fitness Activity (focal to look into the most participative team)	
7:00-8:00	Breakfast	
8:30 -10:00	Talk: Improving Service Orientation through Improvement of Communication Skills	Jerry Ymson
10:00-10:30	AM Snacks	
10:30-11:30	Closing Program/Way Forward/Awarding program	HRDS
11:30-12:00	Checkout/Lunch Home Sweet Home	

Technical Working Group:

Consultants: SDS Soraya Faculo & ASDS Carmel F.Meris

Program Manager: Nino M. Tibangay

Logistics: Samuel Bab-anga & Amil Flamiano

Registration/Secretariat: Joanna Villareal

Arlani Buccat

Juliet Ursabia

Jovelyn Balantin

M and E: Jocelyn Coldeg

Facilitators: Jerry Ymson

Cliftone Bangseil

Ma. Louella Moncada

Lourdes Lomas-e

Lolita Manzano

Doc Arlene Awing and SHNU team

Jovelyn Balantin