



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



April 21, 2025

DIVISION MEMORANDUM
No. **264 - 2025**

**CONDUCT OF CONTINUOUS PROFESSIONAL DEVELOPMENT FOR SEF PERSONNEL ON
BUILDING OUTSTANDING OPERATIONS AND SUPPORT TEAMS (BOOST)**

To: Assistant Schools Division Superintendent
Chief Education Supervisor (SGOD)
Public Schools District Supervisors
Public School Heads
All Others Concerned

1. In line with the Schools Division's commitment to continuous improvement and professional development, the Office will conduct a professional development program on BOOST (Building Outstanding Operations and Support Teams), with the theme "*Supporting Excellence Through Ethics, Wellness, and Unity*," for Special Education Fund (SEF) personnel on May 5-7, 2025, at Ynad'z Place Hotel and Resort, San Fernando, La Union.
2. The activity aims to:
 - a. strengthen the professional ethics and competencies of school personnel to enhance their ability to perform duties with integrity, efficiency, and accountability;
 - b. Promote mental wellness and workplace safety by equipping participants with knowledge and practices that support healthy, secure, and productive work environment; and
 - c. Foster a strong culture of teamwork and collaboration through interactive teambuilding activities and shared learning experiences across various support staff roles.
3. Attached to this memorandum are the following:
 - a. List of expected participants (Enclosure 1)
 - b. Activity matrix (Enclosure 2)
4. Attendance of all SEF personnel is mandatory; hence, School Heads are directed to arrange for temporary replacements to carry out their duties during their absence.
5. To ensure proper accommodation arrangements, participants are required to confirm their attendance by completing the link: <https://shorturl.at/zZgrX> on or before April 28, 2025.
6. Meals, snacks, and board and lodging will be provided under the SEF for the duration of the activity, subject to the usual accounting and auditing rules and regulations.
7. For concerns and queries, please contact Ms. Nieves D. Ebanio at (074) 442-7819 or via email at nieves.ebanio@deped.gov.ph.
8. Additionally, this memorandum serves as the **travel authority** for all participants.
9. Dissemination of this memorandum is desired.


SORAYA T. FACULO PhD, CESO VI
Schools Division Superintendent



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Enclosure 1 (BOOST)

List of Expected Participants

No.	Name	School
1	Abanag, Josefa B.	Lindawan ES
2	Aben, Joan B.	San Vicente NHS
3	Acab, Nestor M.	BCHS (Hillside)
4	Agcon, Ferdinand Sr. B.	Bakakeng NHS
5	Alacyang, Blenda Louise F.	Division Office
6	Alboc, Avelino T.	Irisan NHS
7	Allan, Mercedes G.	PCNHS
8	Alog, Lorenzo Danilo A.	BCNHS (Main)
9	Ambatang, Randy D.	Jose P. Laurel ES
10	Andrada, Maria Loreto L.	Division Office
11	Aquino, Primitiva G.	Lucban ES
12	Aragon, Stanley N.	Magsaysay ES
13	Asistin, Ferdinand C.	BCNHS (Main)
14	Atenyao, John Jr. P.	Rizal NHS
15	Awas, Alfonso L.	BCNHS (Main)
16	Balog-ang, Antonio Jr. L.	BCNHS (Main)
17	Banggawan, Devina B.	Quezon Hill NHS
18	Banking, Marcial B.	BCNHS (Main)
19	Bayangan, Regie O.	Quezon ES
20	Bayao, Chester Washington O.	Division Office
21	Bengao, Evangeline S.	BCNSHS (Stand Alone)
22	Binguit, Joanne A.	Bakakeng HS
23	Botis, Marvelo S.	Adiwang ES
24	Cabatic, Mark Ronald B.	Division Office
25	Cabinian, Lynne B.	Division Office
26	Cadawan, Cynthia	Division Office
27	Cardenas, Jayson J.	Baguio Central School
28	Castrojo, Liza S.	Mil-an NHS
29	Catabay, Reynan Sr. P.	PCNHS
30	Catap , Roberto B.	Division Office
31	Catap, Gemma A.	Tabora ES
32	Chaluyen, Mathilda F.	Kias ES
33	Corapan, Jess O.	Pinsao NHS
34	Cottong, Dante T.	Holyghost Ext. ES
35	Danga-ap, Arjie	BCNHS (Main)
36	Dapli, Miguel B.	Josefa Cariño ES
37	Dawaten, Sherly G.	Lucban ES
38	Dawawong, Daniel T.	Joaquin Smith NHS
39	De Vera, Arnold T.	Division Office
40	De Vera, Jojit F.	Division Office
41	Deogracias, Rowena L.	Dontogan ES
42	Docto, Charlie T.	Division Office
43	Dulay, Federico L.	San Carlos ES
44	Dumag, Jeahlyn B.	Division Office
45	Dumpao, Roger B.	Bonifacio ES
46	Edralin, Fernando L.	Happy Hollow NHS



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47	Engngeg, Honeylette C.	Division Office
48	Espiritu, Melchor Jr. B.	BCNSHS (Stand Alone)
49	Estonanto, Marina T.	Irisan ES
50	Faustino, Cristino M.	Magsaysay NHS
51	Fettar, Christina P.	Pinget ES
52	Flores, Elisalde P.	Guisad Valley NHS
53	Galian, Markim Sr. G.	PCNHS
54	Garaño, Roberto S.	Roxas NHS
55	Garcia, Riza T.	Jose P. Laurel ES
56	Gazmen, Dennis M.	Division Office
57	Godoy, Aljetcortez C.	PCNHS
58	Gomez, Allan R.	Josefa Cariño ES
59	Guillermo, Jeffrey F.	Elpidio R. Quirino ES
60	Guillermo, Jonathan F.	Mabini ES
61	Isiguen, Modesto T.	PCNHS
62	Killa, Margarita T.	Don Mariano Marcos ES
63	Ladyong, Jethro U.	PCNHS
64	Lapeña, Charlene A.	BCNHS (Main)
65	Legaspi, Wilma B.	Sto. Tomas NHS
66	Lingayo, Maximina M.	BCNHS (Main)
67	Liwaden, Daniel C.	Irisan NHS
68	Luis, Vincent Jay C.	Division Office
69	Mabalot, Lily B.	Division Office
70	Macao, Agosto A.	Doña Nicasia ES
71	Magarso, Alexander E.	Fairview ES
72	Mangannay, Maria Elena C.	Magsaysay NHS
73	Manna-od, Evangeline M.	Quezon Hill NHS
74	Manzano, Evangeline C.	Division Office
75	Maon, Michael D.	BCNHS (Main)
76	Marcelo, Jonas W.	Camp 7 ES
77	Marrero, Rhone Albert D.	Dominican Mirador NHS
78	Marzo, Manolito Jr. P.	Pinsao NHS
79	Mendoza, Edmon T.	Bonifacio ES
80	Menzi, Gerald S.	Division Office
81	Mina, Alan R.	Gibraltar ES
82	Mique, Sherwin T.	Guisad Valley NHS
83	Miranda, Jefferson Patrick G.	Irisan NHS
84	Miranda, Shyragail C.	Division Office
85	Mismisen, Max P.	Quirino Hill ES
86	Napadawan, Luis P.	Joaquin Smith NHS
87	Natividad, Clarichelle M.	San Luis ES
88	Nava, Allan Jay P.	Roxas NHS
89	Nillo, Jacinto N.	Magsaysay NHS
90	Núñez, Rodrigo P.	Baguio Central School
91	Olido, Ronie Frey B.	Baguio Central School
92	Ordoño, Kris Jefferson L.	BCNHS (Main)
93	Orpiano, Jenny P.	PCNHS
94	Orpilla, Jowellrey J.	Division Office



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95	Oting, Evelyn U.	Sto. Tomas ES
96	Paday-os, Sonny G.	Division Office
97	Palasi, Brigitte D.	Division Office
98	Paway, Nancy M.	Lindawan NHS
99	Pimentel, Roberto E.	Lucban ES
100	Pondales, Helen P.	Division Office
101	Quero, Pear Joan N.	Division Office
102	Rabago, Jesus G.	Mil-an NHS
103	Regala, Roxanne Mae F.	Irisan NHS
104	Resurreccion, Vicjun P.	PCNHS
105	Ronquillo, Annabelle B.	Camp 7 ES
106	Sagkoten, Bernardita A.	Brookspoint ES
107	Salibad, Ernesto Jr. A.	Dona Aurora ES
108	Salimbay, Glenn A.	BCNSHS (Stand Alone)
109	Salio, Derick Lloyd B.	PCNHS
110	Santiago, Sandy Rey P.	Pinsao NHS
111	Sawali, Ulysses L.	PCNHS
112	Setosta, Jerencio E.	Quezon ES
113	Simsim, Brian M.	Quezon Hill ES
114	Sinot, Roger Jr. D.	Division Office
115	Sito, Mary Libeney C.	PCNHS
116	Talabis, Audrino C.	Springhills ES
117	Talco, Basilio T.	Division Office
118	Tano, Alma Vissia B.	Division Office
119	Torres, Aisa Acelyn Dy C.	Division Office
120	Tumapang, Alexander T.	Division Office
121	Tupagen, Marcelino D.	Fort Del Pilar NHS
122	Valentino, Raymark P.	Division Office
123	Viernes, Froilan B.	Crystal Cave ES
124	Villagonzalo, Lorna S.	Mabini ES
125	Villanueva, Ma. Florentina T.	Pacday Quinio ES
126	Visco, Roger A.	Quezon ES
127	Wa-ay, Phyllyn C.	Dominican Mirador ES
128	Yap, Kimberly Reyanne P.	Division Office
129	Mary Ann D. Kidwas	Division Office
130	Aira Mae L. Ongngad	Division Office
131	Nieves D. Ebanio	Division Office
132	Nixon C. Elahe	Division Office
133	Patrick Bessat	Division Office
134	Razor Lid-ayan	Division Office
135	Carmel F. Meris	Division Office
136	Soraya T. Faculo	Division Office



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Enclosure 2 (BOOST)

ACTIVITY MATRIX

DAY 1

TIME	PARTICULARS	PERSONNEL-IN-CHARGE/FACILITATOR
9:30-9:59a.m.	Assembly (SDO)	Engr. Gerald S. Menzi & Team
10:00a.m.	Travel to venue	
12:00n.n. – 12:59p.m.	Lunch	
1:00-1:59p.m.	PRELIMINARIES	Secretariat
	Opening Remarks/Motivational Talk	SDS Soraya T. Faculo
	Activity Overview	AO Nieves D. Ebanio
2:00-3:30p.m.	Session 1 Professional Ethics	Atty. Agustin P. Laban III City HRMO
3:01-3:15p.m.	Health Break	
3:16-5:30p.m.	Continuation of Session 1	
6:00-7:00p.m.	Dinner	

DAY 2

TIME	PARTICULARS	PERSONNEL-IN-CHARGE/FACILITATOR
6:30-7:30a.m.	Breakfast	
8:00-8:29a.m.	MOL	Secretariat
8:30-10:00a.m.	Session 2 Weel-Being Centric Workplace	Roland F. Malafu RGC
10:00-10:15a.m.	Health break	
10:16-12:00n.n.	Continuation of Session 2	
12:00-12:59pm	Lunch break	
1:00-1:09p.m.	Icebreaker	Secretariat
1:10-3:00p.m.	The Power of Collaboration: Effective Team Building Techniques	Nixon C. Elahe PSDS
3:00-3:14p.m.	Health break	
3:15-6:00p.m.	Continuation of Session 3	
6:30-7:30p.m.	Dinner	

DAY 3

TIME	PARTICULARS	PERSONNEL-IN-CHARGE/FACILITATOR
6:30-7:59a.m.	Breakfast	
8:00-8:29a.m.	MOL	Secretariat
8:30-10:00a.m.	Session 4 Workplace Safety	PSDS N. Elahe
10:01-10:15a.m.	Health break	
10:16-12:00n.n.	Continuation of Session 4	
12:00-12:59pm	Lunch break	
1:00-1:59pm	SEF-Related Matters and Feedback	HRMA Aisa Acelyn Dy C. Torres
2:00-2:59p.m.	Closing Message/Reflection	ASDS Carmel F. Meris
	Awarding of Certificates of Participation	Secretariat
3:00p.m.	Travel back to SDO	Engr. Gerald S. Menzi & Team