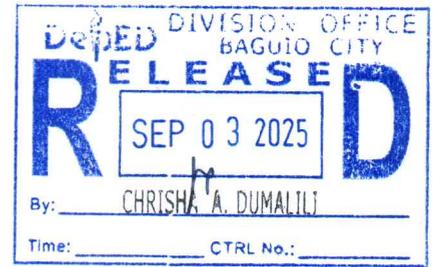




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



September 3, 2025

**DIVISION MEMORANDUM**

No. 538-2025

**CONDUCT OF PRE-RETIREMENT TRAINING FOR SELECTED SDO PERSONNEL**

To: Chief Education Supervisors  
Public Schools District Supervisors  
All Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to Memorandum Circular No. 23, s. 1993 of the Civil Service Commission enjoining all government agencies to adopt a pre - retirement seminar for respective officials and employees, this Office through the School Governance and Operations Division- Human Resource Development Section shall conduct a Pre-Retirement Training for Selected SDO employees on **September 25-26, 2025 at Tugos Hotel, Naguilian Road, Baguio City.**
2. The objectives of the training are as follows:
  - 2.1 Support employees in adjusting to the psychological and emotional shifts that come with retirement.
  - 2.2 Ensure employees are aware of the practical aspects of life after retirement, including changes to daily routines and long-term housing decisions.
  - 2.3 Provide employees with the information and support they need to feel confident in their retirement decision
3. For reference, please see attached enclosures:  
Enclosure 1: Indicative training matrix  
Enclosure 2: List of participants
4. Expenses incurred in relation to the conduct of the activity shall be charged against HRD funds, subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination and compliance with this Memorandum are directed.

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

For the Schools Division Superintendent:

  
**NIÑO M. TIBANGAY PhD**  
Chief Education Supervisor  
School Governance and Operations Division





Republic of the Philippines  
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**SCHOOLS DIVISION OF BAGUIO CITY**

**Enclosure 2: PARTICIPANTS**

1	Last Name	First Name	MI	School/Office	Position
2	Adolfo	Jane		Baguio Country Club Village Elementary School	P1
3	Aliping	Angelita	A.	Quezon Hill Elementary School	
4	Baldo	Mary Joan		OSDS	ADAS-III
5	Bandong	Elvira	B.	Magsaysay NHS	MT- I
6	Banheh	Lucia	C	Magsaysay National HS	T-3
7	Banoey	Cristina	B	San Carlos Heights ES	T-III
8	Barbosa	Nieves	C	Adiwang Elementary School	MT-I
9	Bayawa	Jennifer	C.	Don Mariano Marcos ES	T- III
10	Bedey	Tiza	S.	Baguio Central School	T- III
11	Boaging	Maria Corazon Saturnina	D.	Quezon Hill Elementary School	MT-II
12	Bolinget	Emilia	O.	Gibraltar Elementry School	T-III
13	Botis	Teodora	B.	Manuel A. Roxas ES	P-II
14	Boyucan	Kurtney	G.	Fort Del Pilar Elementary School	T-III
15	Buen	Melanie	B.	Loakan Elementary School	T- III
16	Cael	Florida	F.	Doña Aurora H. Bueno Elem School	P-I
17	Catayan	Gloria	A	Alfonso Tabora ES	P- I
18	Catungal	Leonila	C.	Sto. Tomas ES	P-1
19	Chapap	Agustina	K.	Camp 7 Elementary School	Teacher
20	Coldeg	Jocelyn	C.	SGOD-SMME	EPS-2
21	Dagdagen	Janet		San Vicente	MT-II
22	Dalog	Juanito	S.	Baguio City High School	MT- I
23	Delos Santos	Laurence	E.	DAES	MT-1
24	Embang	Rita	P.	Elpidio R. Quirino Elementary School	MT- I
25	Emiliano	Tony	C.	Irisan Nat'l High School	HT- I
26	Galario	Jovita	L.	Doña Aurora ES	T-II
27	Gazmen	Ofelia	R.	Dona Aurora ES	T-III
28	Grande	Ellen	F	San Carlos Heights ES	P-II
29	Guillermo	Evangeline	D.	San Carlos Eights ES	T-III



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30	Jagonese	Rosary	A.	Dona Aurora Elementary School	T- III
31	Kimbongan	Andias	F	Doña Aurora Elem School	T-III
32	Lami ing	Marcial	L	Rizal National High School	P-II
33	Lata	Josephine	D.	Loakan Elementary School	MT- I
34	Lipa	Florence	S.	SPED Center	SPET -III
35	Lipas	Regina	D	San Carlos Heights Ekem. School	T-II
36	Lumibao	Fatima	Z	Rizal Elementary School	T- III
37	Mamaril	Juliet	R	Bonifacio ES	P II
38	Mandawe	Mandawe	B	Baguio Central School	T-III
39	Mendoza	Mardie Grace	B.	Rizal Elementary School	T-II
40	Ocyaden	Rosalia	A	Bakakeng National High School	P-II
41	Palsi	Maria	O.	Quezon Hill ES	P-II
42	Pangket	Lucia	F.	Fort del Pilar Elem. sch	MT-II
43	Par-ogan	Rita	A	Quezon Hill Elementary School	MT-I
44	Paran	Reynaldo	C.	San Vicente National High School	T-III
45	Paraan	Mary	A.	Dona Aurora H. Bueno ES	T-III
46	Piso	Sheila	F.	Fort del Pilar Elem. sch	T-II
47	Podes	Martha	L	Fort del Pilar Elem. sch	MT-II
48	Posadas	Lourdes	C.	San Vicente NHS	T-II
49	Pucdihon	Ester Hydie	L	Camp 7 Elementary School	P-III
50	Quirno	Remedios	P.	Fort Del Pilar ES	P-IV
51	Quidno	Concepcion	T.	Bonifacio Elem. School	T-III
52	Repato	Jimmylyn	B.	SPED Center	SPET-III
53	Sagalla	Philip	B.	Quirino Hill ES	P-I
54	Siblagan	Antonio	I.	Gibraltar ES	MT- 1
55	Soliven	Gertrudes	P.	Dona Aurora H. Bueno ES	MT- II
56	Tabangcura	Marina	D	DO-CID	EPS
57	Tadifa	Helen	L.	Rizal Elementary School	Teacher - 1
58	Tano	Alma Vissia	B.	SGOD-SHNU	Nurse III
59	Totaan	Agnes	O.	SGOD-SHNU	Nurse III
60	Uda	Eunice	B.	SPED Center	SPET-III
61	Ursabia	Juliet		SGOD-SHNU	Nurse III
62	Vicente	Edward	C.	Guisad Valley NHS	P-I
63	Villamor	Andy	V.	Pines City National High School	MT- I
64	Yadao	Jesusa	R.	Joaquin Smith NHS	P-II



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**SCHOOLS DIVISION OF BAGUIO CITY**

**Program Management Team**

1	Faculo	Soraya	T.	Office of the SDS	SDS
2	Meris	Carmel	F	OSDS	OIC- ASDS
3	Tibangay	Nino	M.	SGOD	CES
4	Ymson	Jerry	C	SGOD	EPS
5	Ebanio	Nieves	D	OSDS	AO-V
6	Balantin	Jovelyn Petra	T	SGOD	SEPS
7	Bab-anga	Samuel	F	SGOD	EPS-2
8	Sito	Mary Libeney		SGOD	Medical Officer III