



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



January 13, 2026

DIVISION MEMORANDUM

No. 021-2026

**CONDUCT OF ENTRANCE CONFERENCE AGENDA FOR SECONDARY SCHOOL
IMPLEMENTING UNITS**

TO: Public Schools District Supervisors
Identified Public Secondary School Heads
Identified School Personnel
All others Concerned

1. Please be informed that the Entrance Conference Agenda for Secondary School Implementing Units, Baguio City is on January 23, 2026, from 8:00 am to 5: 00 pm at a venue to be announced later.
2. The entrance conference aims to strengthen the adherence of implementing unit to all COA circular and guidelines in the procurement process until the preparation of audit forms and all other reports.
3. For the list of participants, please see attached enclosure.
4. This memorandum shall also serve as the travel authority of all participants.
5. Immediate dissemination of the memorandum is desired.

SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent



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Enclosure

	NAME	GENDER	POSITION	SCHOOL
1	Emely P. Ngina	Female	Audit Team Leader	COA
2	Marivic F. Caasi	Female	Audit Team Leader	COA
3	Ma Teresa S. Calera	Female	Audit Team Leader	COA
4	Grace M. Domingo	Female	School Principal I	INHS
5	Brenda P. Contada	Female	Head Teacher-GAD Coor	INHS
6	Cherry B. Padonga	Female	Administrative Officer II	INHS
7	Simona C. Diamsay	Female	Administrative Assistant III	INHS
8	Lorraine C. Sumale	Female	Administrative Assistant II	INHS
9	Noel Joy F. Sarol	Female	Administrative Assistant II	INHS
10	Marilou T. Gomeyac	Female	School Principal I	MNHS
11	Arlene A. Dilla	Female	Administrative Officer II	MNHS
12	Jessa L. Boyongan	Female	Administrative Assistant III	MNHS
13	Betty M. Mayaen	Female	Administrative Assistant II	MNHS
14	Kristofferson Clark V. Aspuria	Male	Administrative Assistant II	MNHS
15	Elena Mangnganay	Female	Administrative Assistant II	MNHS
16	Jane Marie M. Ngolab	Female	School Principal I	Mil-An NHS
17	Joan O. Dumaguing	Female	Administrative Assistant III	Mil-An NHS
18	Fevie Cosi	Female	Administrative Officer II	Mil-An NHS
19	Reynalita T. Egaran	Female	Administrative Assistant II	Mil-An NHS
20	Devora Padong	Female	Administrative Assistant II	Mil-An NHS
21	Victor A. Hernandez	Female	School Principal I	Roxas NHS
22	Nellie P. Moyamoy	Female	Administrative Assistant III	Roxas NHS
23	Barboza, Mariz	Female	Administrative Assistant II	Roxas NHS
24	Botacion, Ariel	Male	Administrative Assistant II	Roxas NHS
25	Edward C. Vicente	Male	School Principal III	GVNHS
26	Sheler D. Ramos	Female	Administrative Officer II	GVNHS
27	Loisa D. Fontanilla	Female	Administrative Assistant III	GVNHS
28	Akimi C. Cois	Female	Administrative Assistant II	GVNHS
29	Reid Kurt Fagyan	Male	Administrative Assistant II	GVNHS
30	Jose D. Dacwag	Male	Administrative Assistant III	GVNHS
31	Danilo P. Gayao	Male	Secondary School Principal IV	PCNHS
32	Soledad E. Copsiyan	Female	HT-VI OIC SHS	PCNHS
33	Evelyn A. Gapero	Female	Administrative Officer I	PCNHS
34	Jeany C. Dupo	Female	Head Teacher VI	PCNHS
35	Gretchen V. Lepi	Female	Administrative Assistant III	PCNHS
36	Jo Ann M. Beseral	Female	Admin Aide III	PCNHS
37	Ofelia B. Padlan	Female	Admin Officer IV	PCNHS
38	Sharon F. Estocapio	Female	Admin Officer I	PCNHS
39	Miguel A. Quioco	Male	Administrative Assistant II	PCNHS
40	Whitney A. Dawayen	Male	Secondary School Principal IV	BCHS



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41	Dialyn Gorio	Female	MT I	BCHS
42	Editha L. Laop	Female	Head Teacher VI/Assistant School Principal	BCHS
43	Myline P. James	Female	Administrative Officer IV	BCHS
44	Maria G. Balicag	Female	AO I/ Cashier	BCHS
45	Glaire T. Romero	Female	AOI/Supply Officer	BCHS
46	Junavy Agpawa	Female	Administrative Assistant II	BCHS
47	Myrene R. Ferrer	Female	Administrative Assistant III	BCHS

****nothing Follows****