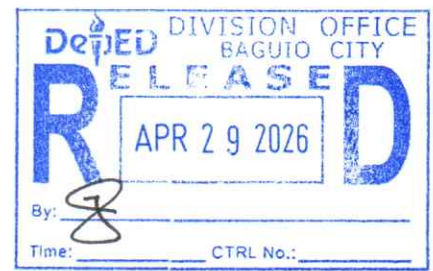




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



April 29, 2026

DIVISION MEMORANDUM

No. **294-2026**

PARTICIPANTS IN THE CAPACITY BUILDING PROGRAM FOR ADMINISTRATIVE OFFICERS OF THE REGIONAL OFFICE, SCHOOLS DIVISION OFFICES, AND SCHOOLS

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

1. This has reference to the upcoming Capacity Building Program for Administrative Officers of the Regional Office, Schools Division Offices, and Schools, which will be conducted by the Regional Office-Administrative Services Division on May 4–6, 2026 at EM Royale Hotel and Beach Resort, San Juan, La Union.

2. This activity aims to equip participants with the necessary knowledge and skills for the effective implementation of administrative policies, systems, and procedures. It will also provide a venue to clarify existing policies, address operational concerns encountered in the field, and promote the consistent and efficient delivery of administrative services across the region.

3. The following are the identified participants, considering the limited slots available:

1. MA. LOUELLA C. MONCADA	12. BRYAN JONES M. BOSAING
2. VIMA C. CADUNGOG	13. JOAN MARIE B. CELESTE
2. MARIA MILAGROSA A. GALERA	14. JESS O. CORAPAN
4. JET C. TINANGAG	15. IGMAR S. PUDSOC
5. BERZON C. BILLY	16. SHIRLEY C. REGACHO
6. ANDREA A. CHANNAS	17. PERLA J. RIMALOS
7. MYRA B. DE GUZMAN	18. JORDINE N. SACYATEN
8. ALYSSA T. MUSNI	19. LANY L. SIGMAN
9. ARIANNE P. SANTIAGO	20. JAHNET R. SIMON
10. KATE D. ALFONSO	21. ARLENE A. DILLA
11. MARY GRACELLE D. BACOCO	22. CHERRY D. PADONGA

4. Participants are expected to arrive at the venue on May 4, 2026, not earlier than 2:00 PM. This memorandum shall also serve as **authority to travel**. All expenses incurred shall be charged to local funds/MOOE, subject to the usual accounting rules and regulations.

5. For further details and concerns, kindly contact **Ms. Ma. Louella C. Moncada**, Administrative Officer IV, through mobile number **0948-077-2088** or via Messenger account, **Lala Moncada**.

6. For information and guidance.

SORAYA T. FACULO PhD, CESO V
 Schools Division Superintendent

NIEVES D. EBANIO
 Administrative Officer V