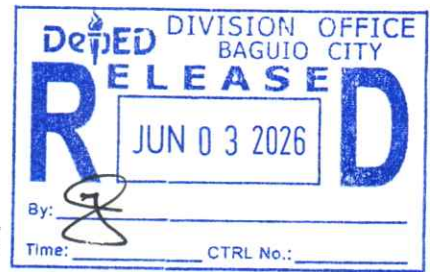


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Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**

June 2, 2026

**DIVISION MEMORANDUM**

No. ~~380-2026~~

**CONDUCT OF CAPABILITY BUILDING FOR DIVISION OFFICE PERSONNEL**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Administrative Officer V  
Others Concerned

1. This Office, through the School Governance and Operations Division (SGOD), will conduct a **Capability Building Program for Division Office Personnel on June 26-27, 2026**, at the Division Office Training Hall, as part of its continuing efforts to strengthen the competencies and professional development of its workforce.
2. The activity aims to:
  - 2.1. Enhance the knowledge, skills, and competencies of personnel in data management and utilization, customer service, financial literacy, and other key workplace functions.
  - 2.2. Strengthen professionalism, personal effectiveness, communication skills, and workplace behaviors that contribute to quality public service.
  - 2.3. Promote a culture of continuous learning, accountability and excellence to improve organizational performance and service delivery.
3. All personnel from the three functional divisions are required to confirm their participation and select their preferred Breakout Session topics through the registration link that will be posted in the SDO Baguio Facebook Group Chat.
4. For reference and guidance, please refer to the attached Enclosures:  
Enclosure 1: Indicative Training Matrix  
Enclosure 2: List of Participants  
Enclosure 3: Technical Working Group and Functions
5. Participants are enjoined to fully participate and maintain focus throughout the three-day workshop and to ensure compliance with all required outputs as applicable.
6. Expenses incurred in the conduct of the training shall be charged against Division MOOE funds, subject to existing auditing and accounting rules and regulations.





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

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7. Immediate dissemination and compliance with this Division Memorandum are desired.

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

For the Schools Division Superintendent:

  
**SAMUEL T. EGSAEN JR. EdD, CESO VI**  
Assistant Schools Division Superintendent

ENCLOSURE 1  
INDICATIVE MATRIX  
CAPABILITY BUILDING FOR DIVISION OFFICE PERSONNEL  
JUNE 25-26, 2026 - DO TRAINING CENTER

<b>Time</b>	<b>Session/Topic/Activities</b>	<b>Person Responsible/Resource Speaker</b>
<b>Day 1</b>		
8:00-8:30	Registration	HRMO/HRD
8:30-9:00	Opening Program	SGOD
9:00-10:00	Plenary Session 1: Data Visualization and Storytelling for Effective Communication	<b>c/o JIMMICIO S. DAOATEN</b> <b>Regional Director</b> DICT
10:00-10:20	Health Break	
10:00-12:00 noon	Continuation: Plenary Session 2: From Data to Action: Developing Data-Driven Plans	TBI -DICT
12:00-1:00	Health Break	
1:00-2:50	Plenary Session 3: Personality Development for Personal and Professional Excellence	<b>DEM M. MAMAAT PhD.</b> Freelance Motivational Speaker
2:50-3:10	Health Break	
3:10- 4:40	Plenary Session 4 Mental Health Awareness: Creating a Supportive Workplace	<b>DEM M. MAMAAT PhD.</b> Freelance Motivational Speaker
4:40-5:00	Reflection Sharing/Synthesis End of Program Evaluation	HRDS & SMME
<b>Facilitator: JERRY C. YMSON</b>		
<b>Day 2</b>		
8:00-8:30	MOL	CID
8:30-10:00	Plenary Session 5 Customer Service Excellence in Public Service	<b>ATTY. SAMUEL GALLARDO</b> Assistant Regional Director DTI-CAR
10:00-10:30	Health Break	
10:30-12:00	Plenary Session 5: Con't Building a Client-Centered Workplace Culture	<b>ATTY. SAMUEL GALLARDO</b> Assistant Regional Director DICT-CAR
12:00-1:00	Lunch Break	
1:00-3:00	Breakout Sessions  <b>Class 1:</b> Basic Communication & Writing Skills DO Training Hall 1 <b>Class 2:</b> Features of the New Government Procurement Law DO Training Hall 2 <b>Class 3:</b> Designing GAD Responsive Proposals DO Small Conference	<b>ARMI VICTORIA FIANGAAN</b> EPS  <b>ATTY. ANNETTE DOYAOEN</b> Legal Officer III  <b>ASUNCION C. SAGUID</b> SEPS-M & E
3:00-3:30	Health Break	
3:30-5:00	Workshop/Continuation of the Breakout Sessions/Evaluation	c/o Resource Speakers/SMME
<b>Facilitator: LOURDES LOMAS-E</b>		

ENCLOSURE 1  
INDICATIVE MATRIX  
CAPABILITY BUILDING FOR DIVISION OFFICE PERSONNEL  
JUNE 25-26, 2026 - DO TRAINING CENTER

<b>Day 3</b>		
8:00-8:30	MOL	OSDS
8:30-10:00	Plenary Session 6 Financial Literacy for Everyday Living	<b>ELMER B. MACALINGAY</b> CEO Health 101 Restaurant
10:00-10:30	Health Break	
10:30-12:00	Con't: Smart Money Management: Budgeting and Saving Made Easy	<b>ELMER B. MACALINGAY</b> CEO Health 101 Restaurant
12:00-1:00	Lunch Break	
1:00-3:00 pm Breakout	Class 1 Emergency First Aid/Sports Medicine DO Training Center 1  Class 2 Digital Transformation in Accounting- DO Small Conference	TBI (BGH)  <b>LILIBETH G. DEGSI</b> Accountant III
3:00-3:30	Health Break	
3:30-4:00	Closing Program Way Forward Evaluation	c/o OSDS
<b>Facilitator: ROSANNA D. DIZON</b>		

**ENCLOSURE 2: LIST OF PARTICIPANTS**

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

NO.	OFFICE/SECTION	UNIT	NAME			GENDER	POSITION
1	OSDS		FACULO	SORAYA	T	M	SCHOOLS DIVISION SUPERINTENDENT
2			LIWAN	KHRYSTHYNE		F	ADMINISTRATIVE AIDE VI
3			MARTILLANA	JULIE ABEGAIL		F	ADMINISTRATIVE ASSISTANT II
4			BANG-GAWAN	DIVINA	B.	F	ADMINISTRATIVE AIDE IV
5	OASDS		EGSAEN	SAMUEL	T	M	ASST. SCHOOLS DIVISION SUPERINTENDENT
6			BALANON	MAYLA	S	F	ADMINISTRATIVE AIDE VI
7	ADMINISTRATIVE	Admin	EBANIO	NIEVES	D.	F	ADMINISTRATIVE OFFICER V
8		Cash	GALERA	MARIA MILAGROSA	A	F	ADMINISTRATIVE OFFICER IV
9		Cash	ROSARIO	LEAH		F	ADMINISTRATIVE AIDE VI
10		Personnel	MONCADA	MA. LOUELLA	C	F	ADMINISTRATIVE OFFICER IV
11		Personnel	SIMANGAN	CHRISTOREY	C	M	ADMINISTRATIVE OFFICER III
12		Personnel	FIA-AG	EZRA		F	ADMINISTRATIVE OFFICER III
13		Personnel	BENGAO	SHIRLEY	C	F	ADMINISTRATIVE ASSISTANT III
14		Personnel	OCYO	MARY	K	F	ADMINISTRATIVE ASSISTANT II
15		Personnel	CONDE	LITA		F	ADMINISTRATIVE ASSISTANT III
16		Personnel	DUMALILI	CHRISHA		F	ADMINISTRATIVE ASSISTANT II
17		Personnel	IMPER	ALONA	F	F	ADMINISTRATIVE AIDE VI
18		Personnel	VILLAREAL	JOANNA MAE		F	ADMINISTRATIVE ASSISTANT I
19		Personnel	ONGNGAD	AIRA		F	PROJECT DEVELOPMENT OFFICER I
20		Personnel	KIDWAS	MARY ANN		F	ADMINISTRATIVE AIDE VI
21		Personnel-SEF	TORRES	AIZA ACELYN	D	F	ADMINISTRATIVE OFFICER II
22		Personnel	PARAN	JUDY	P	F	ADMINISTRATIVE ASSISTANT III
23		Personnel-SEF	PONDALES	HELEN	P	F	ADMINISTRATIVE AIDE III

24	Property	CADUNOG	VIMA	G	F	ADMINISTRATIVE OFFICER IV
25	Property	BINAYAN	NATALIE	T	F	ADMINISTRATIVE OFFICER III
26	Property	QUERO	PEAR JOAN	NG	F	ADMINISTRATIVE AIDE IV
27	Property	GARCIA	RIZA			ADMINISTRATIVE AIDE IV
28	Records	BANGSE-IL	ARIAN	C	F	ADMINISTRATIVE OFFICER IV
29	Records	TINANGAG	JET		F	ADMINISTRATIVE AIDE VI
30	Records	BALDO	MARY JOAN	F	F	ADMINISTRATIVE ASSISTANT III
31	PFVR	FAGYAN	ASTHERIA ELENA		F	ADMINISTRATIVE ASSISTANT II
32	General Services	CABINIAN	LYNNE	B	F	ADMINISTRATIVE AIDE III
33	General Services	CATAP	ROBERTO	B	M	ADMINISTRATIVE AIDE III
34	General Services	DE VERA	ARNOLD	T	M	ADMINISTRATIVE AIDE III
35	General Services	LID-AYAN	PETER	B	M	ADMINISTRATIVE AIDE IV
36	General Services	TALCO	BASILIO	T	M	ADMINISTRATIVE AIDE III
37	General Services	LABLABONG	REY DULNUAN	M	M	ADMINISTRATIVE AIDE I
38	General Services	BESSAT	PATRICK		M	ADMINISTRATIVE AIDE I
39	General Services	LID-AYAN	RAZOR		M	ADMINISTRATIVE AIDE I
40	General Services	ABENOJA	ERWIN		M	ADMINISTRATIVE AIDE I
41	General Services	BASING-AT	TEODORE		M	ADMINISTRATIVE AIDE I
42	General Services	DOCTO	CHARLIE		M	ADMINISTRATIVE AIDE III

43	ACCOUNTING	DEGSI	LILIBETH	G	F	ACCOUNTANT III
44		MOYAMOY	SHANEA JANE		F	ADMINISTRATIVE ASSISTANT III
45		DURANTE	LOIDA	T	F	ADMINISTRATIVE ASSISTANT III
46		RIVERA	CRISTINA		F	ADMINISTRATIVE ASSISTANT III
47		EGUIA	DARYL		F	ADMINISTRATIVE ASSISTANT III
48		ROSARIO	ALFONSO JR		M	ADMINISTRATIVE ASSISTANT III
		GARCIA	JACKIE LOU	T.	F	ADMINISTRATIVE ASSISTANT III
49		BAGUILAT	JULIEN		F	ADMINISTRATIVE ASSISTANT II
50		GARCIA	LOURDELYN		F	ADMINISTRATIVE ASSISTANT III
51		BUDGET	TOMIN	BELEN	R	F
52	MANGMANGON		JERIC		M	ADMINISTRATIVE OFFICER II
53	CARIÑO		EFRYL ADRIAN	P	M	ADMINISTRATIVE ASSISTANT III
54	LEGAL	DOYAOEN	ANNETTE	L	F	LEGAL OFFICER III
55		JOSE	ANNALYN		F	ADMINISTRATIVE ASSISTANT III
56		DACMEG	MOSHE		M	TECHNICAL ASSISTANT
57	BAC	AGANG-ANG	RITA		F	ADMINISTRATIVE OFFICER II
58		BINGUIT	JOAN		F	ADMINISTRATIVE AIDE IV
59	ICT	DIZON	HARRIS JR.	G	M	INFORMATION TECHNOLOGY OFFICER I
60		PADAY-OS	SONNY		M	ADMINISTRATIVE ASSISTANT I
61		LUIS	VINCENT	J.	M	ADMINISTRATIVE ASSISTANT I
62		VALENTINO	RAYMARK	P	M	ADMINISTRATIVE AIDE IV

**SCHOOL GOVERNANCE AND OPERATIONS DIVISION**

NO.	OFFICE/SECTION	UNIT	NAME			POSITION
1	OSGOD CHIEF	TIBANGAY	NIÑO	M	M	CHIEF EDUCATION SUPERVISOR
2		SAPDOY	WENNIE JOY		F	ADMINISTRATIVE AIDE VI
3	OSGOD EPS	YMSON	JERRY		M	EDUCATION PROGRAM SUPERVISOR I
4	Education	GAS-IB	JORDAN	B	M	ENGINEER III
5		MENZY	GERALD		M	ENGINEER I
6		TUMAPANG	ALEXANDER	T	M	ENGINEERING ASSISTANT I
7		ALACYANG	BRENDA LOUISE		F	ENGINEER I

8	Facilities		BAYAO	CHESTER WASHINGTON		M	ARCHITECT II
9			YAP	KIMBERLY REYANNE	P	F	ARCHITECT I
			DUMAG	JEAHLYN		F	ADMINISTRATIVE AIDE VI
10			MACARIO	CHAYNA		F	ENGINEER I
11	Human Resource Development		BALANTIN	JOVELYN PETRA	T	F	SENIOR EDUCATION PROGRAM SPECIALIST
12			BAB-ANGA	SAMUEL	F	M	EDUCATION PROGRAM SPECIALIST II
13	Planning and Research		SANTOS	JIMMY	S	M	SENIOR EDUCATION PROGRAM SPECIALIST
14			GOMEZ	OLIVIA	O	F	PLANNING OFFICER III
15			VERONDA	LEIGH YAN		F	ADMINISTRATIVE AIDE VI
16	School Management, Monitoring, and Evaluation		BUCCAT	ARLANI		F	EDUCATION PROGRAM SPECIALIST II
17			SAGUID	ASUNCION	C	F	SENIOR EDUCATION PROGRAM SPECIALIST
18	Social Mobilization and Networking		PIOK	JULIET		F	SENIOR EDUCATION PROGRAM SPECIALIST
19			CHANNAS	MARY JOAN	A	F	EDUCATION PROGRAM SPECIALIST II
20			BANGSE-IL	CLIFSTONE	K	M	PROJECT DEVELOPMENT OFFICER II
21	Youth Formation Programs					F	PROJECT DEVELOPMENT OFFICER I
22						F	PROJECT DEVELOPMENT OFFICER I
23	School Health and Nutrition	Medical	AWING	ARLENE	O	F	MEDICAL OFFICER III
24			CADAWAN	CYNTHIA	S	F	NURSE II
25			CARIÑO	SHYRAGAIL	L	F	NURSE II
26			DE VERA	JOJIT	F	F	NURSE II
27			LABAN	JILL	M	F	NURSE II
28			MANZANO	EVANGELINE	C	F	NURSE II
29			MONTEMAYOR	MARY ANN	G	F	NURSE II
30			PALASI	BRIGITTE		F	NURSE II
31			SINOT	ROGER JR.	D	M	MEDICAL OFFICER IV
32			TANO	ALMA VISSIA	B	F	NURSE II
33			TOTAAN	AGNES	O	F	NURSE II
34			URSABIA	JULIET	A	F	NURSE II
35			LONGBOAN	GLORIA DEZZA		F	TECHNICAL ASSISTANT
36			THEODOR	ROSE ANN		F	TECHNICAL ASSISTANT

37		Dental	ANANAYO	ROY	A	M	DENTIST II
38			ANDRADA	MARIA LORETO	L	F	DENTIST I
39			TAULI	MICHELLE		F	DENTIST II
40			DAWAYEN	DANA RAELLA		F	DENTIST I
41			MATULAY	HONORIO	L	M	DENTAL AIDE
42			GAZMEN	DENNIS	M	M	DENTAL AIDE
<b>CID</b>							
	<b>OFFICE/SECTION</b>	<b>UNIT</b>	<b>NAME</b>				<b>POSITION</b>
1	OCID CHIEF		SANNAD	JULIET	C	F	CHIEF EDUCATION SUPERVISOR
2			BALIYANG	JEANETTE	Y	F	ADMINISTRATIVE AIDE VI
3	PSDS		ELAHE	NIXON	C	M	PUBLIC SCHOOL DISTRIC SUPERVISOR
4			DIZON	ROSANNA		F	PUBLIC SCHOOL DISTRIC SUPERVISOR
5			GAPASIN	REY		M	PUBLIC SCHOOL DISTRIC SUPERVISOR
6			DUMALILI	NANCY		F	PUBLIC SCHOOL DISTRIC SUPERVISOR
7			MARZO	ROSIE BEEL	A	F	PUBLIC SCHOOL DISTRIC SUPERVISOR
8			LOMAS-E	LOURDES	B	F	PUBLIC SCHOOL DISTRIC SUPERVISOR
9			GUEVARA	JAYRE ROSE	S	F	PUBLIC SCHOOL DISTRIC SUPERVISOR
10			AWINGAN	BRENDA LEE	C	F	PUBLIC SCHOOL DISTRIC SUPERVISOR
11			TAMI-ING	MARILYN	S	F	PUBLIC SCHOOL DISTRIC SUPERVISOR
12			BUGTONG	SANTIAGO	L	M	PUBLIC SCHOOL DISTRIC SUPERVISOR
13	EPS		API-IT	MARILYN	S	F	EDUCATION PROGRAM SUPERVISOR I
14			CARIÑO	SYDNEY		M	EDUCATION PROGRAM SUPERVISOR I
15			COPSIYAN	FRANCISCO	C	M	EDUCATION PROGRAM SUPERVISOR I
16			DALAPNAS	NORA	D	F	EDUCATION PROGRAM SUPERVISOR I
17			MALIHOD	MARY JANE	N	F	EDUCATION PROGRAM SUPERVISOR I
18			MANZANO	LOLITA	A	F	EDUCATION PROGRAM SUPERVISOR I
19			FIANGAAN	ARMY VICTORIA		F	EDUCATION PROGRAM SUPERVISOR I
20			ALINDAYO	VIRGINIA	A	F	EDUCATION PROGRAM SUPERVISOR I
21			TABANGCURA	MARINA	D	F	EDUCATION PROGRAM SUPERVISOR I
22	LRMDS		MANGANAY	LOIDA		F	EDUCATION PROGRAM SUPERVISOR I

23		OLIVA	CHRISTOPHER DAVID	G	M	PROJECT DEVELOPMENT OFFICER II
24		MABALOT	LILY	B	F	SCHOOL LIBRARIAN I
25		NAVARRETE	PHOEBE JANE	V	F	SCHOOL LIBRARIAN II
26	<b>ALS</b>	SIMANGAN	AUGIE PERL	A	F	EDUCATION PROGRAM SPECIALIST II
27						EDUCATION PROGRAM SPECIALIST II



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

Enclosure 3

**Technical Working Group**

Name	Designation	Task
SDS Soraya T. Faculo	Consultant	Provide guidance in the over all implementation of the program
ASDS Samuel T. Egsaen Jr.	PDC Chairperson	Provide overall supervision in planning, implementation, monitoring, and evaluation of the activity.
Chief Niño M. Tibangay	Chairperson- logistics	Oversee the planning, coordination, and management of all logistical requirements
Jovelyn T. Balantin	Proponent	Prepare and submit the activity proposal, budgetary requirements, and supporting documents.  Coordinate with resource speakers, regarding the program content
Samuel F. Bab-anga	Logistics Officer	Process procurement of goods and services require
Rosanna D. Dizon Jerry C. Ymson Lourdes B. Lomas-e	Facilitators	Assist resource speakers before, during, and after their sessions.  Serve as masters of ceremony, moderators, or session facilitators as assigned.
Chrisna Dumalili (Class 1) Jet C. Tinangag (Class 2) Natalie Binay-an (Class 3)	Class managers (Breakout Sessions)	Manage and monitor assigned breakout groups throughout the activity.
Sonny Paday-os Harris Dizon Vincent Jay Luis	IT team	Provide technical support for all ICT-related requirements
Patrick Bessat Basilio Talco	General services	Ensure the cleanliness and orderliness of the training venue before, during, and after the conduct of the program
Asuncion Saguid Arlani Buccat	M and E team	Administer the daily end of program evaluation.