



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



September 11, 2026

DIVISION MEMORANDUM
No. **600, s. 2026**

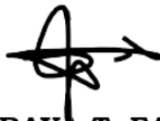
ORIENTATION AND INDUCTION OF NEWLY HIRED SCHOOL COUNSELOR ASSOCIATES I

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

1. The Schools Division of Baguio City shall conduct an Orientation and Induction of School Counselor Associates I (SCAs I) on September 15, 2026 at SDO Training Hall.
2. The activity aims to provide the newly appointed SCAs I with the necessary information and guidance on their duties and responsibilities, administrative requirements, salary processing, and other matters related to their respective positions. It shall also formally welcome and induct them into their respective positions.
3. The activity shall serve as the initial component of the Capability Building Program for SCAs I, with succeeding CapB sessions to be conducted in October 2026.
4. The program matrix is follows:

Time	Activity	Person Responsible
8:30-8:59 AM	Registration	Christorey C. Simangan
9:00 -9:15 AM	Preliminaries • Nationalistic Song • Prayer • DepEd Quality Policy Statement • Welcome Remarks	AVP ASDS Samuel T. Egsaen, Jr.
9:16 – 10:00 AM	Presentation on the KRAs of SCAs I	Chief Niño M. Tibangay
10:01 – 10:10 AM	Health Break	
10:01 – 10:45 AM	Discussion on Salary Processing and Mandatory Deductions	Nieves D. Ebanio
10:46 – 11:00 AM	Other Announcements and Reminders	Ma. Louella M. Moncada
11:01 – 11:30 AM	Message and Induction of SCA I Appointees	SDS Soraya T. Faculo
	Facilitator	Joanna Mae Villareal

5. For further information and other concerns regarding the activity, please contact the HRMO, Ms. Ma. Louella M. Moncada, at 0948 077 2088.
6. For information and guidance.


SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent

Digitally signed by
Soraya T. Faculo

OASDS/STEjr/nde