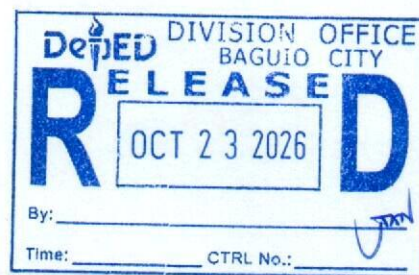




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



October 23, 2026

DIVISION MEMORANDUM

No. **729-2026**

CONDUCT OF PROFESSIONAL DEVELOPMENT TRAINING FOR SEF PERSONNEL ON BUILDING OUTSTANDING OPERATIONS AND SUPPORT TEAMS (BOOST) YEAR 2

To: Assistant Schools Division Superintendent
Chief Education Supervisor (SGOD)
Public Schools District Supervisors
Public School Heads
School Administrative Officers
All Others Concerned

1. In line with the Schools Division's commitment to continuous improvement and professional development, the Office will conduct a professional development program on BOOST (Building Outstanding Operations and Support Teams) Year 2 for Special Education Fund (SEF) personnel on November 6, 2026, at The Orchard Hotel, Legarda Road, Baguio City.
2. The activity aims to:
 - a. Strengthen professionalism, integrity, and service orientation by applying the principles of servant leadership in the performance of their duties and in providing responsive, ethical, and client-centered public service.
 - b. Promote mental health and personal well-being by developing practical strategies for managing stress, maintaining work-life balance, and fostering a healthy and supportive work environment.
 - c. Enhance effective workplace communication by improving interpersonal skills, active listening, collaboration, and the clear and respectful exchange of information in the workplace.
 - d. Apply the knowledge and skills gained to improve individual performance, teamwork, and the delivery of efficient and quality support services in the Department.
3. Attached to this memorandum are the following:
 - a. List of expected participants (Enclosure 1)
 - b. Activity matrix (Enclosure 2)
4. Attendance of all SEF personnel is mandatory; hence, School Heads are directed to arrange for temporary replacements to carry out their duties during their absence.
6. Meals and snacks will be provided under the SEF for the duration of the activity, subject to the usual accounting and auditing rules and regulations.
7. For concerns and queries, please contact Ms. Nieves D. Ebanio at (074) 665-1231.
8. Additionally, this memorandum serves as the **travel authority** for all participants.
9. Dissemination of this memorandum is desired.


Digitally signed by Soraya T. Faculo
Date: 2026.10.23 14:23:58 +08'00'
SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent



Republic of the Philippines

Department of Education

CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY

729-2026

Enclosure 1 (BOOST Year 2)

List of Expected Participants

No.	NAME	SCHOOL
1	Abanag, Josefa B.	Lindawan ES
2	Aben, Joan B.	San Vincente NHS
3	Acab, Nestor M.	BCHS (Hillside)
4	Agcon, Ferdinand Sr. B.	Bakakeng NHS
5	Alacyang, Blenda Louise F.	Division Office
6	Alboc, Avelino T.	Irisan NHS
7	Allan, Mercedes G.	PCNHS
8	Alog, Lorenzo Danilo A.	BCNHS (Main)
9	Ambatang, Randy D.	Jose P. Laurel ES
10	Andrada, Maria Loreto L.	Division Office
11	Aquino, Primitiva G.	Lucban ES
12	Aragon, Stanley N.	Magsaysay ES
13	Asistin, Ferdinand C.	BCNHS (Main)
14	Awas, Alfonso L.	BCNHS (Main)
15	Balog-ang, Antonio Jr. L.	BCNHS (Main)
16	Banggawan, Devina B.	Division Office
17	Banking, Marcial B.	BCNHS (Main)
18	Barbero, Prescila P.	Brookspoint ES
19	Bargo, John Rey C.	Baguio Country Club ES
20	Bayangan, Regie O.	PCNHS
21	Bayao, Chester Washington O.	Division Office
22	Bengao, Evangeline S.	BCNSHS (Stand Alone)
23	Binguit, Joanne A.	Joaquin Smith NHS
24	Boteng, Jonathan D.	Division Office
25	Cabinian, Lynne B.	Division Office
26	Cadawan, Cynthia	Division Office
27	Cardenas, Jayson J.	Baguio Central School
28	Castrojo, Liza S.	Mil-an NHS
29	Catabay, Reynan Sr. P.	PCNHS
30	Catap, Roberto B.	Division Office
31	Catap, Gemma A.	Tabora ES
32	Chaluyen, Mathilda F.	Kias ES
33	Chular, Romeo A.	Bakakeng ES
34	Cottong, Dante T.	Holyghost Ext. ES
35	Danga-ap, Arjie	BCNHS (Main)
36	Dapli, Miguel B.	Josefa Cariño ES
37	Dawaten, Sherly G.	Lucban ES
38	Dawawong, Daniel T.	Joaquin Smith NHS
39	De Vera, Arnold T.	Division Office
40	De Vera, Jojit F.	Division Office
41	Docto, Charlie T.	Division Office
42	Dulay, Federico L.	San Carlos ES
43	Dumpao, Roger B.	Bonifacio ES
44	Edralin, Fernando L.	Happy Hollow NHS



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45	Espiritu, Melchor Jr. B.	BCNSHS (Stand Alone)
46	Estonanto, Marina T.	BCNSHS (Stand Alone)
47	Faustino, Cristino M.	Magsaysay NHS
48	Ferrer, May-ann B.	Dontogan ES
49	Fettar, Christina P.	Pinget ES
50	Flores, Elisalde P.	Guisad Valley NHS
51	Garaño, Roberto S.	Roxas NHS
52	Garcia, Riza T.	Division Office
53	Gazmen, Dennis M.	Division Office
54	Godoy, Aljetcortez C.	PCNHS
55	Gomez, Allan R.	Josefa Cariño ES
56	Guillermo, Cecille C.	Manuel Roxas ES
57	Guillermo, Jeffrey F.	Elpidio R. Quirino ES
58	Guillermo, Jonathan F.	Mabini ES
59	Isiguen, Modesto T.	PCNHS
60	Killa, Margarita T.	Don Mariano Marcos ES
61	Ladyong, Jethro U.	PCNHS
62	Lapeña, Charlene A.	BCNHS (Main)
63	Laruan, Angelita L.	Pacday Quinio ES
64	Lauro, Perlita P.	Adiwang ES
65	Legaspi, Daniel C.	Adiwang Integ. School
66	Legaspi, Wilma B.	Sto. Tomas NHS
67	Lingayo, Maximina M.	BCNHS (Main)
68	Liwaden, Daniel C.	Irisan NHS
69	Liwaden, Jessica C.	E. Aguinaldo ES
70	Luis, Vincent Jay C.	Division Office
71	Mabalot, Lily B.	Division Office
72	Macao, Agosto A.	Doña Nicasia ES
73	Macario, Chayla P.	Division Office
74	Magarso, Alexander E.	Fairview ES
75	Mangannay, Maria Elena C.	Magsaysay NHS
76	Manna-od, Evangeline M.	Quezon Hill NHS
77	Manzano, Evangeline C.	Division Office
78	Maon, Michael D.	BCNHS (Main)
79	Marcelo, Jonas W.	Camp 7 ES
80	Marrero, Rhone Albert D.	Dominican Mirador NHS
81	Marzo, Jerry P.	Lindawan NHS
82	Marzo, Manolito Jr. P.	Pinsao NHS
83	Matib, Jafrille T.	Division Office
84	Mendoza, Edmon T.	Bonifacio ES
85	Menzi, Gerald S.	Division Office
86	Mina, Alan R.	Gibraltar ES
87	Mique, Sherwin T.	Guisad Valley NHS
88	Miranda, Jefferson Patrick G.	Irisan NHS
89	Miranda, Shyragail C.	Division Office
90	Mismisen, Max P.	Quirino Hill ES
91	Napadawan, Luis P.	Joaquin Smith NHS



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92	Napadawan, Maricar T.	Lindawan ES
93	Natividad, Clarichelle M.	San Luis ES
94	Nava, Allan Jay P.	Roxas NHS
95	Nava, Jimmy Boy P.	Bakakeng NHS
96	Nillo, Jacinto N.	Magsaysay NHS
97	Nuñez, Rodrigo P.	Baguio Central School
98	Olido, Ronie Frey B.	Baguio Central School
99	Ordoño, Kris Jefferson L.	BCNHS (Main)
100	Orpiano, Jenny P.	PCNHS
101	Orpilla, Jowellrey J.	Division Office
102	Oting, Evelyn U.	Sto. Tomas ES
103	Paas, Judy A.	Dontogan ES
104	Paday-os, Sonny G.	Division Office
105	Palasi, Brigitte D.	Division Office
106	Paway, Nancy M.	Rizal NHS
107	Pimentel, Roberto E.	Lucban ES
108	Pondales, Helen P.	Division Office
109	Quero, Pear Joan N.	Division Office
110	Rabago, Jesus G.	Mil-an NHS
111	Regala, Roxanne Mae F.	Irisan NHS
112	Resurreccion, Vicjun P.	PCNHS
113	Ronquillo, Annabelle B.	Camp 7 ES
114	Sagkoten, Bernardita A.	Brookspoint ES
115	Salibad, Ernesto Jr. A.	Dona Aurora ES
116	Salimbay, Glenn A.	Irisan ES
117	Salio, Derick Lloyd B.	PCNHS
118	Sawali, Ulysses L.	PCNHS
119	Setosta, Jerencio E.	Quezon ES
120	Simsim, Brian M.	Quezon Hill ES
121	Sinot, Roger Jr. D.	Division Office
122	Sito, Mary Libeney C.	PCNHS
123	Talabis, Audrino C.	Springhills ES
124	Talco, Basilio T.	Division Office
125	Torres, Aisa Acelyn Dy C.	Division Office
126	Tumapang, Alexander T.	Division Office
127	Tupagen, Marcelino D.	Fort Del Pilar NHS
128	Valentino, Raymark P.	Division Office
129	Viernes, Froilan B.	Crystal Cave ES
130	Villagonzalo, Lorna S.	Mabini ES
131	Villanueva, Ma. Florentina T.	Pacday Quinio ES
132	Visco, Roger A.	Happy Hallow ES
133	Wa-ay, Phyllyn C.	Dominican Mirador ES
134	Yap, Kimberly Reyanne P.	Division Office
135	Zarate, Richard Allan N.	Pinsao ES
	TWG/Learning Resource Persons	5



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Enclosure 2 (BOOST Year 2)

ACTIVITY MATRIX

TIME	PARTICULARS	PERSONNEL-IN-CHARGE/FACILITATOR
7:00-8:00a.m.	Registration and Attendance	
8:00-8:30a.m.	PRELIMINARIES Philippine National Anthem Opening Prayer DepEd Quality Policy Statement Welcome Remarks	Secretariat/TWG 1. Aira Mae L. Onggad 2. Aisa Acelyn Dy C. Torres 3. Helen P. Pondales 4. Mary Ann D. Kidwas Samuel T. Egsaen Jr, EdD, CESO VI Asst. Schools Division Superintendent
8:30-9:50a.m.	Engagement Session with SEF Personnel	Soraya T. Faculo PhD, CESO V Schools Division Superintendent
9:50-10:00a.m.	Health break	
10:01-12:00n.n.	Session 1 Servant Leadership: Professionalism, Integrity, and Service Orientation	Hon. Vladimir D. Cayabas SP Committee for Education
12:00-12:59pm	Lunch break	
1:00-1:09p.m.	Icebreaker	Secretariat
1:10-3:00p.m.	Session 2 Mental Health and Stress Management	Ms. Michelle R. Junio Law Enforcement Evaluation Officer III/Focal Person on Crime Assessment
3:00-3:14p.m.	Health break	
3:15-4:30p.m.	Session 3 Effective Workplace Communication	Ms. Kaye Leah C. Sitchon Writer, University Information Office Communications Instructor, LangCom Dept, STELA
4:31-5:00pm	SEF-Related Matters and Feedback Closing /Reflection Distribution of Certificates of Participation	Aisa Acelyn Dy C. Torres Nieves D. Ebanio