



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

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Office of the Schools Division Superintendent

DIVISION MEMORANDUM
 No. 162, series of 2021

MAY 20, 2021

CAPACITY BUILDING IN IMPROVING THE QUALITY OF CUSTOMER SERVICE DELIVERY - ADMINISTRATIVE DISCIPLINE AND OFFICE DECORUM SEMINAR AND TEAMBUILDING OF SCHOOLS DIVISION OFFICE OF ABRA (SDO) PERSONNEL

To: Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Division Office Personnel
 All Others Concerned

- 1) In compliance to Republic Act No. 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees, and Civil Service Commission Resolution No. 1701077 or the 2017 Rules on Administrative Cases in the Civil Service, the Schools Division Office of Abra will conduct a seminar on administrative discipline and office decorum as part of improving the quality of customer service delivery of the SDO personnel and eventually increase the level of customer satisfaction in the Division on the following dates, to wit:

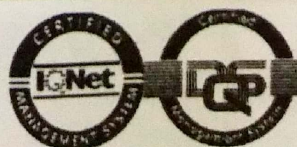
VIRTUAL SEMINAR		
DATE	GROUPINGS	DESIGNATED VENUE
June 16, 2021, Wednesday	ALL	3 rd Floor, Conference Hall – OSDS Personnel 2 nd Floor, Conference Hall – CID personnel Library Hub – SGOD personnel

TEAM BUILDING			
DATE	GROUPINGS	ACTIVITIES	DESIGNATED VENUE
June 17, 2021 Thursday	Batch 1	Team Building	To be announced later
June 18, 2021 Friday		Breakaway Session – Commitment Plan	
June 24, 2021 Thursday	Batch 2	Team Building	
June 25, 2021 Friday		Breakaway Session – Commitment Plan	

- 2) The seminar aims to realize the following objectives:
- Instill upon the mind of SDO personnel that coordination and cooperation are the main concerns of good government in order that its aims and purposes may be truly attained;
 - Encourage the provision of the basic conditions that make for good discipline so that employees shall seldom “break the rules,” are self-disciplined, and respond better to reward than punishment;
 - Instill good teamwork and effective group work exercising disciplinary pressure on any of their personnel who fails to measure up to the expected standards of conduct and workmanship; and



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- d) Equipped the minds of every SDO personnel on how to be compassionate and responsive to the needs of its customers which will eventually increase the level of customer satisfaction in the Division.
- 3) Participants are advised to bring alcohol, use their face masks and face shields at all times. All are directed to strictly observe social and physical distancing, and adhere to the safety and health protocols.
- 4) Please see the attached Enclosures to this Memorandum:

ATTACHMENTS	CONTENTS
Enclosure No. 1	List of Participants
Enclosure No. 2	Matrix of Activities

- 5) Meals, snacks, transportation, professional fees of resource persons, contingency, supplies and materials, and other miscellaneous/incidental expenses shall be charged against local funds subject to the existing DepEd and Commission on Audit accounting and auditing rules and regulations.
- 6) Immediate dissemination and compliance to this memorandum is desired.


BENILDA M. DAYTACA, EdD, CESO VI
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

OSDS/LSU/jmt



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Enclosure No. 1 - List of Participants

GROUPINGS FOR THE TEAM BUILDING OF ALL SDO PERSONNEL			
Batch 1			
NO.	NAME OF EMPLOYEE	POSITION	OFFICE
1	FACULO, SORAYA	ASDS	OSDS-ASDS
2	BILLEDO, RAINY ROY V	ADA IV	OSDS-SDS
3	VALERA, SONNY BOY A	ADAS II-ACCTG	OSDS-ACCTG
4	BOLANTE, CELIA S	ACCOUNTANT III	OSDS-ACCTG.
5	PACLEBA, MAYBEL AIZA P	ADAS II-ACCTG	OSDS-ACCTG.
6	SALAZAR, OROSIA ARNOLDA LIWLIR	ADAS III-ACCTG	OSDS-ACCTG.
7	ALCOS, MARIA FE B	ADAS III-ACCTG	OSDS-ACCTG.
8	GALLARDO, NORVHEE JOY B	ADAS III-ACCTG	OSDS-ACCTG.
9	BERMUDEZ, ANGELICA P	ADAS III-ACCTG	OSDS-ACCTG.
10	BLAZA, JULIUS B	ADAS III-SENIOR BKKPR	OSDS-ACCTG.
11	COLLADO, RIZANNE C	ADAS III-SENIOR BKKPR	OSDS-ACCTG.
12	GALLARDO, MARLOWE R	ADAS III-SENIOR BKKPR	OSDS-ACCTG.
13	BALUBAR, JONA A	ADAS III-SENIOR BKKPR	OSDS-ACCTG.
14	GUZMAN, JOEY	ADAS III-SENIOR BKKPR	OSDS-ACCTG.
15	PRINCER, JUMAR T	ADAS III-SENIOR BKKPR	OSDS-ACCTG/PLANNING
16	BARRIL, ROLLY JOY C	ADAS III-BUDGET	OSDS-BUDGET
17	TAMAYO, ESTHER R	ADAS III-SENIOR BKKPR	OSDS-BUDGET
18	BATONDO, ELMER V	AOV-BUDGET	OSDS-BUDGET
19	BATONDO, FATIMA AVA A	AOIV-CASH	OSDS-CASH
20	BUNANG, ANGELITA A	ADA VI-CASH	OSDS-CASH
21	GARCIA, MARIDEL S	ADAS III-CASH	OSDS-CASH
22	PABILLANO, GEREX B	ADAS III-SENIOR BKKPR	OSDS-ACCTG.
23	BORJA, MARLOU B	ITO	OSDS-ITO
24	TALOMA, JANNELIZA M	ATTY III	OSDS-LEGAL
25	DIMAANDAL, ABNER B	ADA II	OSDS-SUPPLY
26	BALUBAR, JAHRELL B	ADA VI-SUPPLY	OSDS-SUPPLY
27	PRINCER, AGNEDA T	ADAS III-BAC	OSDS-SUPPLY
28	GUZMAN, LEO B	AGRICULTURIST	OSDS-SUPPLY
29	BARGAS, MERLY B	AOIV-SUPPLY	OSDS-SUPPLY
30	BALMACEDA, CEDRIC RED B	ADA VI-CID	CID
31	CALINAP, REYNALDO B	EPS II	CID
32	MAGAYAM, NOE B	EPS II	CID
33	PERALTA, RIZA E	LIBRARIAN II	CID
34	PAA, RYNWALTER A	PDO II	CID
35	AGOOT, MARY ANN GRACE B	PSDS	CID



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36	ATMOSFERA, ANALYN F	PSDS	CID
37	BALNEG, LEONARDO T	PSDS	CID
38	CASTILLO, FRANCISCO A	PSDS	CID
39	LANG AYAN, CATHERINE E	PSDS	CID
40	LATAOAN, PERFECTO A	PSDS	CID
41	LAZARO, JULIO B	PSDS	CID
42	ORTEGA, GUILLERMO L	PSDS	CID
43	PANED, ERMELY C	PSDS	CID
44	REYES, MARY MONETTE NOELLE A	ADAS II-PLANNING	SGOD-PLANNING
45	DICKSON, LEMUEL B	CHIEF SGOD	SGOD
46	BELOY, MAXIMO B	DENTIST II	SGOD-HD
47	TABERDO, MARICAR V	DENTIST II	SGOD-HD
48	SEMANERO, FERNANDO A	ENGR III	SGOD-ENGR.
49	GARCIA, RONILO P	EPS	SGOD
50	ASENCIO, RHODA P	EPS II	SGOD-SMN
51	BARBERO, DANTE B	EPS II	SGOD-SMNE
52	RAMOS, DEO M	EPS II	SGOD-HRDD
53	BALNEG, JESTONI B.	GUIDANCE COUNSELOR II	SGOD
54	CASTILLO, EDLAINE B	PDO I	SGOD
55	TACANAY, CELSO T	PDO I	SGOD-YOUTH FORMATION
56	RIFAREAL, FLORENCIO B	PDO II	SGOD-DRRM
57	PALOPE, GENEROSO P	REGISTRAR	SGOD-REGISTRAR/SH

GROUPINGS FOR THE TEAM BUILDING OF ALL SDO PERSONNEL
Batch 2

NO.	NAME OF EMPLOYEE	POSITION	OFFICE
1	DAYTACA, BENILDA	ASDS-OIC SDS	OSDS-SDS
2	PALOS, FRANZ KEVIN RJ A	ADA VI-SDS	OSDS-SDS
3	BALDERAMA, SHELYN GRACE B	ADAS III - SDS	OSDS-SDS
4	UY, LOVELY KRIS C	ADAS III-DEPED VERIFIER	OSDS-ADMIN
5	SIOBAL, MARITESS B	ADA I	OSDS-ADMIN.
6	BERSALONA, MICHAEL S	ADA I	OSDS-ADMIN.
7	ACOSTA, BIDICHRISTI V	ADA I	OSDS-ADMIN.
8	MARICEL C. ACOSTA	ADA I	OSDS-ADMIN.
9	FRANCISCO A. BELANDRES	ADA I	OSDS-ADMIN.
10	EMMANUEL T. CABUNOT	ADA I	OSDS-ADMIN.
11	MOLINA, PACITA T	ADAS III-AAO	OSDS-ADMIN.
12	BALLESTA, JESREN RONA B	ADAS III-ERF	OSDS-ADMIN.



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13	PASCUA, JANET B	AOV-ADMIN	OSDS-ADMIN.
14	BAYLE, JOSEPH T	SECURITY GUARD	OSDS-ADMIN.
15	BEN B. PILAKED	SECURITY GUARD	OSDS-ADMIN.
16	BATALONES, RODOLFO B	SECURITY GUARD	OSDS-ADMIN.
17	BRINGAS, GUALBERTO A	SECURITY GUARD	OSDS-ADMIN.
18	GALBAN, KATHLEENE AINNA V	ADA VI-AOV/SGOD	OSDS-ADMIN/SGOD
19	BELISARIO, JANINE ERIKA B	ADAS III- PAYROLL	OSDS-PERSONNEL
20	BARGAS, REA C	ADA VI-PERSONNEL	OSDS-PERSONNEL
21	ALDACA, RACQUEL B	ADA IV-PERSONNEL	OSDS-PERSONNEL
22	TON, GARNETTE MAYER P	ADAS III- PAYROLL	OSDS-PERSONNEL
23	BALLESTA, JAM RALLY B	ADAS III- PAYROLL	OSDS-PERSONNEL
24	ACELADOR, MILAGROS P	AGRICULTURIST	OSDS-PERSONNEL
25	CENTENO, LOURDES S	AOII-PERSONNEL	OSDS-PERSONNEL
26	CABUTAJE, GEMMA B	AOIV-PERSONNEL OFFICER	OSDS-PERSONNEL
27	MARTINEZ, ALLAN A	ECET I	OSDS-PERSONNEL
28	PANELO, FLORGALE B	AOII-SENIOR HIGH SCHOOL	OSDS-PERSONNEL (SH)
29	BAROÑA, HAZEL B.	AO-II	OSDS-PERSONNEL
30	DAMIAN, EDWIN	AO-II	OSDS-PERSONNEL
31	PARIÑAS, NYMPHA	AO-II	OSDS-PERSONNEL
32	BERMUDEZ, ZORAIDA P	ADA VI-RECORDS	OSDS-RECORDS
33	PACAPAC, WILMA P	AOIV-RECORDS OFFICER	OSDS-RECORDS
34	CABUTAJE, CHRISTOPHER C	ADAS I- BUDGET	OSDS-BUDGET
35	BELMES, HEDWIG M	CHIEF CID	CID
36	ABAOAG, MARLENE C	EPS	CID
37	AGALOOS, BHENJO P	EPS	CID
38	AGUYOS, JUN P	EPS	CID
39	BOGAYAO, ADELDAIDA A	EPS	CID
40	BRINGAS, HENRIETA A	EPS	CID
41	BUGTONG, EMMANUEL B	EPS	CID
42	CANNAOAY, NARCISO B	EPS	CID
43	MARQUEZ, RONALD T	EPS	CID
44	RIFAREAL, MLJURODEL B	EPS	CID
45	TALINGDAN, PEDRO B	EPS	CID
46	PASCUA, ROLAND N	DENTAL AIDE	SGOD-HD
47	TURQUEZA, APOLINAR L	MEDICAL OFFICER III	SGOD-HM
48	BELOY, CLARISSA E	NURSE II	SGOD-HNN
49	CARIÑO, DARREN C	NURSE II	SGOD-HNN
50	DAMIAN, JANSSEN BASIL M	NURSE II	SGOD-HNN
51	PAGANAO, KAREN MARIE B	NURSE II	SGOD-HNN



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52	PALOS, CRISELDA B	NURSE II	SGOD-HNN
53	ROSAL, HAZEL MAGNOLIA C	NURSE II	SGOD-HNN
54	SEARES, ESTRELITA A	NURSE II	SGOD-HNN
55	ADRIATICO, EDEN T	SEPS	SGOD-HRDD
56	BERSAMINA, JAERIEL R	SEPS	SGOD-PLANNING & RESEARCH
57	LLANEZA, LORNA B	SEPS	SGOD-SMNE
58	PENA, JAN NOWEL E	SEPS	SGOD-SMN
59	DAMIAN, MELDIE M	PO-III	SGOD-PLANNING

Enclosure No. 2 – Matrix of Activities

DATE AND TIME	TOPIC/ACTIVITY	RESOURCE PERSON / IN-CHARGE
DAY 1		
8:00 – 8:30 AM	Registration	Personnel Section
8:30 – 8:45 AM	Opening Message	BENILDA M. DAYTACA, EdD, CESO VI Assistant Schools Division Superintendent OIC-Schools Division Superintendent
8:46 – 12:00 NN	Discussion of the topics on Administrative Discipline and Office Decorum	Resource Speaker from the Civil Service Commission
12:01 – 1:00 PM	LUNCH BREAK	
1:01 – 4:30 PM	Topic on the Delivery of a Quality Customer Service to clients.	Resource Speaker from the Civil Service Commission
4:31 – 5:00 PM	Open Forum	
DAY 2		
8:00 – 8:30 AM	Registration	Personnel Section
8:31 – 10:30 AM	Team Building Training Topics	JAN NOWELL E. PEÑA Senior Education Program Specialist SGOD, Social Mobilization and Networking EDEN T. ADRIATICO Senior Education Program Specialist SGOD, Human Resource Development
10:31 – 5:00 PM	Team Building Activities	All participants
DAY 3		
8:00 – 4:00 PM	Commitment Plan	SORAYA T. FACULO, PhD Assistant Schools Division Superintendent
4:01 – 5:00 PM	Closing Activities	Administrative Services Section



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