



Republic of the Philippines

**Department of Education**

CORDILLERA ADMINISTRATIVE REGION  
SCHOOLS DIVISION OFFICE OF ABRA

2:35 ✓

Office of the Schools Division Superintendent  
Division Memo No. 324 s. 2022

To: Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads  
Participants  
All others concerned

**CRAFTING THE INNOVATION/BEST PRACTICES AVP FOR THE KNOWLEDGE  
MANAGEMENT INFORMATION SYSTEM DIGITAL REPOSITORY**

Relative to Regional Memorandum No. 344, s. 2022 *Re:* Contextualized Policy on the Repository of School-Based Management (SBM) Best Practices in DepEd-CAR and Division Memorandum No. 174, s. 2021 and Division Memorandum 261 s. 2022 *Re:* Repository and Composition of an Innovation or Best Practice, the Schools Division Office of Abra through the School Management, Monitoring and Evaluation will conduct an online orientation and workshop in crafting the write-up and audio-video presentation of the innovations and best practices that will be stored in the digital repository or the Knowledge Management Information System on November 30 (Batch 1), December 3, (Batch 2) December 4, 2022 (Workshop).

In line with this activity, the selected personnel have been identified to participate as per attached Enclosure 1. The selected participants are reminded of the following:

1. All participants are encouraged to find a place with a stable internet connection.
2. Participants must log in before the start of the orientation from 8:30 AM to 5:30 PM of their scheduled dates.
3. November 30, 2022 Batch 1 participants should join the orientation using their DepEd email account through <http://www.depedabra.com>
4. December 3, 2022 Batch 2 participants should join the orientation using their DepEd email account through <http://www.depedabra.com>
5. The travelling expenses and per diem of the said participants will be charged from available school funds which will be subjected for COA rules and regulations. Participants are entitled for service credit for the teaching personnel and compensatory overtime credit for the non-teaching personnel in lieu of the holiday and weekend.
6. Immediate and widest dissemination of and compliance with this Memorandum is directed.

  
**BENILDA M. DAYTACA EdD, CESO V**  
Schools Division Superintendent

SOCD/SMME/RAP



**Address:** Actividad-Economia St. Zone 2 (Consiliman), Bangued, Abra  
**Telephone No.:** (074)614-6918  
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**Website:** <http://www.depedabra.com>



*"Sustain Integrity, Lead, and Nurture Abrenos for Greater accomplishment."*



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SCHOOLS DIVISION OFFICE OF ABRA

Office of the Schools Division Superintendent  
Enclosure 2 of Division Memo No. 324 s. 2022

**ACTIVITY COMMITTEE**

COMMITTEES	TERMS OF REFERENCE	PERSONNEL
Chairperson	Plans the details and organize the activity. Recommends procedures or guidelines in the implementation of the activity.	RYNWALTER A. PAA
Coordinator	Coordinates in providing direction to the activity.	LORNA B. LLANEZA
Co-coordinator/Speaker	Assists the coordinator in providing direction to the activity. Serves as a speaker in one of the topics.	PHILIP L. BALAORO
Documenter/Speaker	Documents the highlights of the presentation, questions from participants. Serves as a speaker in one of the topics.	MA. JEWEL B. TIERRA

5000/SMM/RA/



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Office of the Schools Division Superintendent  
 Enclosure 1 of Division Memo No. 324 s. 2022

**PARTICIPANTS**

BATCH 1 (NOVEMBER 30, 2022)	BATCH 2 (DECEMBER 3, 2022)
APOLO D. BELARAS	ARNOLD C. BIGLAY
BENGIE TAVERNER	CATHERINE C. EDUARTE
CATHERINE BELARAS	CATHERINE T. BERONA
DARREL ANN T. BANTOLINA	CHONA V. PATARAY
MARIBEL V. TENEZA	MARNELLI P. DELA CRUZ
GERALDINE P. CASTANEDA	DONNA MARRIE L. LOGAWE
GRACHELLE P. BONAGAN	ERLYN O. BANAYO
ESPERANZA T. REYES	MARGIE LOMIOAN
RONA JANE C. DATAYLO	GERALDINE M. FRANCISCO
MARIA AURELIE M. MILLARE	GLADYS A. PALANGI
MARK LEONARD E. TAN	JESSICA T. CLAUSTRO
MARY JANE M. LANAS	MARCO P. SANGDAAN
MELODY T. TAEZA	LOURDES B. TENEBRO
MICHELE T. PACULAN	MARIA ANTONET A. BLANES
MYLA L. ABANILLA	MARIEFE B. BIGORNIA
MYRALYN R. TADEO	MARITESS D. BERRAS
REGINA G. LAURETA	MARY GRACE L. APALIN
MICHELLE V. BARBOSA	MYLENE S. BERONA
JUDY ANN B. ATMOSFERA	SOZIE PEARL T. BALAGSO
SHERYL B. SOLANTE	RACHELLE T. PASCUA
ELLEN RUTH A. DOMINGO	MERIAM G. LEGIAS
JEROME VELASCO	MISHA MADELEINE B. GACAD
JESSELLE T. BALANDIN	RENALYN T. FELICITAS
JOCELYN C. BERNAL	ROBERTO C. SANCHEZ
JOHN JERVIN B. CORRALES	ROJAN B. BACCANI
JUDITH G. BATINO	ROSANO M. QUIZADA
JULIAN GUERZON	SARAH JANE B. RAMIREZ
JULIUS P. BUNAGAN	SHEENA S. CAYTO
FLORYMARK P. VENTURA	SHERYL U. GARCIA
MELISSA O. ARDANIEL	RUBY - ANNE M. VISTE

SGOD/SMME/RAP



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