



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

**RELEASE**  
NOV 16 2022  
**RELEASE**  
DEPED-ABRA TIME 4:20

Office of the Schools Division Superintendent

Division Memo No. 322 s. 2022

**COMPETENCY OF SCHOOLS DIVISION PERSONNEL ON  
ADMINISTRATIVE CASES IN THE CIVIL SERVICE AND DEPARTMENT  
OF EDUCATION ORDER 49 S. 2006 OR THE REVISED RULES OF  
PROCEDURE OF THE DEPARTMENT OF EDUCATION IN  
ADMINISTRATIVE CASES.**

To: Assistant Schools Division Superintendent  
Administrative Officer V  
OIC Legal Officer  
All others concerned

1. To continuously ensure the effective and efficient management of administrative cases in relation to the Civil Service Law and the Department of Education Order 49 s. 2006 the Office of the Schools Division Superintendent through the Legal Services Unit and in collaboration with the Civil Service Commission Abra Field Office, will conduct information dissemination to Schools Division Personnel on Administrative Cases in the Civil Service and DepEd Order 49 s. 2006.
2. The objectives of the activity are:
  - a) To lecture on different administrative offenses, requisites, and their corresponding penalties under Civil Service Law.
  - b) To illustrate the similarities and differences between the Rules on Administrative Cases filed in the Civil Service and DepEd Order 49 s. 2006.
  - c) To categorize the procedure on DepEd Order 49 s. 2006.
  - d) Discussion on amicable settlement method of Elders in the Indigenous People Community.
  - e) To discuss issues and concerns in relations to Rules on Administrative Cases in DepEd and Civils Service.
3. The conduct of the said activity will be on December 13-15, 2022 and the Venue of the activity is to be announced.

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4. The list of participants is attached to this Memo.



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5. Meals, accommodation, and travel expenses shall be charged against the local funds subject to usual accounting and auditing rules and regulations.
6. For information and guidance.

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

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**LIST OF PARTICIPANTS**



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**LIST OF PARTICIPANTS**

1. Schools Division Superintendent	Benilda M. Daytaca, EdD, CESO V
2. Assistant Schools Division Superintendent	Samuel T. Egsaen, JR, EdD
3. Civil Service Commission Abra Field Office Director II	Atty. Emily Balungay
4. Legal Officer IV, Department of Education Cordillera Administrative Region, Regional Office.	Atty. Von Flora
5. OIC Legal Officer, Schools Division of Abra	Atty. Aileen Joy Fuentes
6. Administrative Officer V	Janet Pascua
7. ITO	Marlou Borja
Personnel Section	
	Gemma Cabutaje
	Jesren Rona Barbon
	Pacita Molina
	Janine Erika Belisario
	Jam Rally Ballestra
	Florgale Panelo
	Lovely Kris Uy
	Shelyn Grace Balderama
	Allan Martinez
	Garnette Mayer Ton
	Rea Bargas
	Raquel Aldaca
Budget and Finance Section	
	Elmer Batondo
	Mary Monette Reyes
	Ian Cabutaje
Accounting Section	
	Celia Bolante
	Agneda Brincer
	Julius Blaza
	Maia Fe Alcos
	Norvee Joy Gallardo
	Maybel Aisa Palceba



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Office of the Schools Division Superintendent

	Angelica Bermudez
	Ester R Tamayo
	Rizan Collado
	Liwliwa Salazar
	Marlowe Garllardo
	Frances
Cash Section	
	Lourdes Centeno
	Angelita Bunag
	Maridel Garcia
Records Section	
	Wilma Pacapac
	Zoraida Bermudez
	Gerex Pavilliano
Supply Section	
	Merly Bargas
	Hazel Barona
	Jahrell Balubar
	Leo Guzman
	Abner Dimaandal
Office of the SDS and ASDS	
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General Services Section	
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