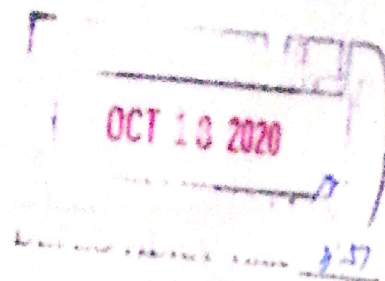




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OFFICE OF ABRA**



DIVISION MEMORANDUM

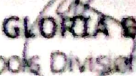
No. 217 s. 2020

October 12, 2020

**CAPABILITY BUILDING AND BENCHMARKING OF GENERAL SERVICES  
PERSONNEL**

To: Heads of Elementary Secondary Schools  
Administrative Aide I & Security Guard I of SDO Abra  
All others concerned

1. There will be a live-in Capability Building and Benchmarking of all Administrative Aide I, Farm Worker I and Security Guard I in the Schools Division Office, Elementary and Secondary Implementing Units on October 27-28, 2020, venue to be announced later.
2. The activity aims to:
  - a. enhance the capability of general services personnel in work performance and safety awareness in the workplace.
  - b. provide an opportunity to concerned personnel to observe good customer services in other organizations; and
  - c. integrate observed good practices in other agencies in their own workplace.
3. List of participants to this activity is attached in Enclosure No. 1. Confirmation of attendance is required by filling out and returning the confirmation slip (Enclosure No. 2) to the Office of the Administrative Officer V on or before October 15, 2020.
4. Meals, accommodation and transportation and other incidental expenses during the activity will be charged against HRTD funds.
5. Participants are advised to observe stringent health protocols before, during and after the conduct of the activity.
6. Dissemination and strict compliance of this memorandum is enjoined.

  
**GLORIA B. BUYA-AO**  
Schools Division Superintendent



Address: Actividad-Economia St., Zone 2, Bangued, Abra  
Telephone No.: (074)614-6918  
Website: <http://www.depedabra.com>  
e-mail: [abra@deped.gov.ph](mailto:abra@deped.gov.ph)





Republic of the Philippines  
Department of Education

Enclosure 1 of DM No. 217 s. 2020

LIST OF PARTICIPANTS

NAME	POSITION	SCHOOL	NAME	POSITION	SCHOOL
1. Laurence P. Barbosa	AA-1	CBCAMHS	26. Phay Louis M. Quinzola	AA-1	Trey
2. Gaylord T. Barroga	AA-1	CBCAMHS	27. Jesse C. Progreso	AA-1	Esuy ES
3. Mylene B. Paligutan	AA-1	CBCAMHS	28. Joel T. Tolanta	AA-1	San Juan CS
4. Marnie S. Ferido	AA-1	PHS	29. Edmund M. Bada	AA-1	Dagupan CS
5. Arcel D. Daquel	FW-1	PHS	30. Tomas L. Versus Jr	AA-1	San Juan CS
6. Anthony V. Doringo	AA-1	AHS	31. Israel P. Zapata	AA-1	Davao ES
7. Loreto B. Bersamina	FW-1	NABHS	32. Florio A. Vido	SG-1	AHS
8. Jefferson G. Gayban	AA-1	MNAS	33. Jovell Lazaro B. Bersamin	SG-1	AHS
9. Adolfo L. Duque	FW-1	MNAS	34. Randy T. Durtan	SG-1	CBCAMHS
10. Jose L. Casay	FW-1	MNAS	35. Julie B. Navarro	SG-1	CBCAMHS
11. Michael S. Bersalona	AA-1	SDO	36. Marvin B. Pringas	SG-1	CBCAMHS
12. Bidi Christy V. Acosta	AA-1	SDO	37. Roman D. Labuyan	SG-1	MNAS
13. Emmanuel T. Cabunot	AA-1	SDO	38. Jonathan B. Laureta	SG-1	NABHS
14. Marites B. Sobal	AA-1	SDO	39. Arvin T. Tava	SG-1	NABHS
15. Maricel C. Acosta	AA-1	SDO	40. Arnel B. Bergaria	SG-1	NABHS
16. Francisco A. Belandres	AA-1	Sinapangan ES	41. Rodolfo B. Batacoras	SG-1	SDO
17. Mario A. Taloma	AA-1	Bangued East	42. Joseph T. Bayle	SG-1	SDO
18. San Diego M. Brillantes	AA-1	Bucloc	43. Guiberto A. Bayle	SG-1	SDO
19. Mario A. Babida	AA-1	Bangued West CS	44. Ben Plaked	SG-1	SDO
20. Elmerito B. Bobles	AA-1	Manabo Pilot ES			
21. Sosimo A. Sevilla	AA-1	Mudlit ES			
22. Joel T. Bayle	AA-1	Sinalang Pilot			
23. Jhonel P. Laureta	AA-1	Patucannay ES			
24. Alberto A. Pagluan	AA-1	Lagangilan g ES			
25. Greg B. Tordil	AA-1	La Paz CS			



Address: Actividad-Economia St., Zone 2, Bangued, Abra  
Telephone No. (074)614-6918  
Website: <http://www.depedabrar.com>  
e-mail: [abra@deped.gov.ph](mailto:abra@deped.gov.ph)

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Republic of the Philippines  
Department of Education

Enclosure 2 of DM No. \_\_\_\_\_ s. 2020

Please confirm your attendance to the two-day Capability Building and Benchmarking of General Services to be conducted on October 27-28, 2020, venue (within Abra) to be announced later by checking below:

Yes, I will be attending

No, I am not attending

\_\_\_\_\_  
Name & signature

\_\_\_\_\_  
Position/School



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