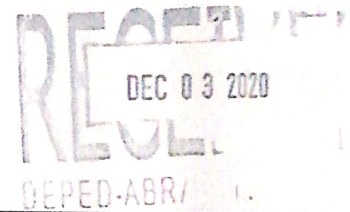




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OFFICE OF ABRA**



Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**  
No. 298, series of 2020

**DECEMBER 1, 2020**

**CONDUCT OF PERSONNEL ORIENTATION ON LAWS AND POLICIES  
AFFECTING ALL NON-TEACHING DIVISION OFFICE PERSONNEL**

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

- 1) Pursuant to the policy of the State to promote a high standard of ethics in public service, and as a way of improving the delivery of quality, accessible, relevant, and liberating basic education in all schools in the province, the Schools Division Office of Abra, through its Legal Services Unit, will be conducting legal discussions on pertinent laws and orders affecting all men and women non-teaching personnel of the Division Office.
- 2) The activity aims to appraise, discuss, orient or re-orient the non-teaching personnel of the Division Office of the salient provisions of the following:
  - a. DepEd Order No. 49, Series of 2006 or the Revised Rules of Procedure of the DepEd in Administrative Cases; and
  - b. DepEd Order No. 35, Series of 2004 or the Grievance Machinery of DepEd
- 3) To ensure that Division services will not be interrupted, there will be two (2) batches. Each employee is only required to attend one (1) class (batch). In case there is a conflict of schedule, the participant who will not be able to attend on the assigned schedule must inform the Legal Services Unit (0935-890-9696) upon receipt of this Memorandum or at least three (3) days prior to the scheduled date of class. This is to properly coordinate the number of snacks to be prepared per batch.
- 4) It will be held at the Conference Hall, 3<sup>rd</sup> Floor, Division Office on the following days:
  - a) First Batch – December 14, 2020, Monday, from 1 PM – 5 PM
  - b) Second Batch – December 16, 2020, Wednesday, from 1 PM – 5 PM
- 5) The Schedule of Activities is attached as Enclosure No. 1. List of names of the participants per class (batch) is attached to this Memorandum as Enclosure No. 2.



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Telephone No.: (074)614-6918  
Website: <http://www.depedabra.com>  
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- 6) The men and women personnel of SDO Abra are expected to attend this activity and be at the venue at 1 o'clock in the afternoon in order to avoid delays.
- 7) Snacks and other incidental expenses relative to the conduct of this activity shall be charged against Division local funds, subject to the usual government accounting and auditing rules, regulations, and procedures.
- 8) The men and women personnel of SDO Abra are encouraged to bring their personal tumbler or mug. Limited coffee and tea, and drinking water will be provided.
- 9) Full cooperation of all concerned is desired to ensure the success of our undertakings.
- 10) Immediate dissemination and adherence to this Memorandum are hereby enjoined.

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

OSDS/LSU/JMT/ Conduct of Personnel Orientation  
on Laws and Policies affecting all Non-Teaching  
Division Office Personnel



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Enclosure No. 1 to Division Memorandum No. \_\_\_\_, series of 2020

**SCHEDULE FOR BOTH BATCH 1 AND BATCH 2**

Conference Hall, 3<sup>rd</sup> Floor, Division Office

- a) First Batch – December 14, 2020, Monday, from 1 PM – 5 PM
- b) Second Batch – December 16, 2020, Wednesday, from 1 PM – 5 PM

| DAY/<br>TIME | TOPIC/ACTIVITY   | RESOURCE PERSON   |
|--------------|--|---|
| 1:00-1:10    | Registration   |   |
| 1:11-1:30    | Preliminaries<br>❖ National Anthem<br>❖ Opening Prayer<br>Acknowledgment of Participants<br>Statement of Purpose                           | <b>Janneliza M. Taloma</b><br>Legal Services Unit                       |
| 1:31-1:45    | Welcome Remarks  | <b>Soraya T. Faculo</b><br>Assistant Schools Division<br>Superintendent |
| 1:46-2:50    | Topics<br>1) Discussion on Grievance<br>Machinery<br><br><i>How will my discontentment or<br/>           dissatisfaction be addressed?</i> | <b>Janneliza M. Taloma</b><br>Legal Services Unit                       |
| 2:51-3:00    | Health Break   |   |
| 3:01-4:45    | 2) Discussion on Administrative<br>Proceedings<br><br><i>What do I need to know when there is<br/>           a complaint?</i>              |   |
| 4:46-5:00    | Closing Remarks  | <b>Gloria B. Buya-ao</b><br>Schools Division Superintendent             |



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**Enclosure No. 2 to Division Memorandum No. \_\_\_\_\_, series of 2020**

Please inform the Legal Services Unit (0935-890-9696) if a name of an employee was omitted or not included. Thank you.

| BATCH 1                    | BATCH 2                                |
|----------------------------|--|
| 1) BUYA-AO, GLORIA         | 1) FACULO, SORAYA                      |
| 2) BALDERAMA, SHELYN GRACE | 2) PALOS, FRANZ KEVIN RJ               |
| 3) COLLADO, RIZANNE        | 3) BILLEDO, RAINY ROY                  |
| 4) BORJA, MARLOU           | 4) PASCUA, JANET                       |
| 5) CABUTAJE, GEMMA         | 5) PANELO, FLORGALE                    |
| 6) ACELADOR, MILAGROS      | 6) CENTENO, LOURDES                    |
| 7) BALLESTA, JAM RALLY     | 7) TON, GARNETTE MAYER                 |
| 8) BALLESTA, JESREN RONA   | 8) BELISARIO, JANINE ERIKA             |
| 9) UY, LOVELY KRIS         | 9) ALLAN MARTINEZ                      |
| 10) MOLINA, PACITA         | 10) ALDACA, RACQUEL                    |
| 11) BATONDO, FATIMA AVA    | 11) BUNANG, ANGELITA                   |
| 12) GARCIA, MARIDEL        | 12) BOLANTE, JAYSON                    |
| 13) PACAPAC, WILMA         | 13) BERMUDEZ, ZORAIDA                  |
| 14) PABILLANO, GEREX       | 14) PRINCER, AGNEDA                    |
| 15) BARGAS, MERLY          | 15) GALLARDO, MARLOWE                  |
| 16) GUZMAN, LEO            | 16) BATONDO, ELMER                     |
| 17) DIMAANDAL, ABNER       | 17) CABUTAJE, CHRISTOPHER              |
| 18) BAROÑA, HAZEL          | 18) ALCOS, MARIE FE                    |
| 19) TAMAYO, ESTHER         | 19) PACLEBA, MAYBEL AIZA               |
| 20) BOLANTE, CELIA         | 20) SALAZAR, OROSIA ARNOLDA<br>LIWLIWA |
| 21) GALLARDO, NORVHEE JOY  | 21) BLAZA, JULIUS                      |
| 22) BALUBAR, JONA          | 22) BERMUDEZ, ANGELICA                 |
| 23) BARRIL, ROLLY JOY      | 23) ACOSTA, MARICEL                    |
| 24) VALERA, SONNY BOY      | 24) BATALONES, RODOLFO                 |
| 25) PILAKED, BEN           | 25) BAYLE, JOSEPH                      |
| 26) BRINGAS, GUALBERTO     | 26) SIOBAL, MARITES                    |
| 27) ACOSTA, BIDICHRISTI    | 27) BELANDRES, FRANCISCO               |
| 28) BERSALONA, MICHAEL     | 28) BALMACEDA, CEDRIC RED              |
| 29) CABUNOT, EMMANUEL      | 29) RIFAREAL, MIJURODEL                |
| 30) BELMES, HEDWIG         | 30) BUGTONG, EMMANUEL                  |
| 31) MARQUEZ, RONALD        | 31) BOGAYAO, ADELAIDA                  |
| 32) AGALOOS, BHENJO        | 33) ABAOAG, MARLENE                    |
| 32) TALINGDAN, PEDRO       | 34) CANNAOAY, NARCISO                  |
| 33) BRINGAS, HENRIETA      | 35) CASTILLO, FRANCISCO                |
| 34) AGUYOS, JUN            | 36) ATMOSFERA, ANALYN                  |
| 35) LATAOAN, PERFECTO      | 37) LANG-AYAN, CATHERINE               |
| 36) ORTEGA, GULLERMO JR    | 38) LAZARO, JULIO                      |
| 37) BALNEG, LEONARDO       | 39) MAGAYAM, NOE                       |
| 38) AGOOT, MARY ANNE GRACE | 40) PERALTA, RIZA                      |



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|                                |                           |
|--------------------------------|---------------------------|
| 39) PANED, ERMELY              | 41) DICKSON, LEMUEL       |
| 40) CALINAP, REYNALDO          | 42) SEMANERO, FERNANDO JR |
| 41) PAA, RYN WALTER            | 43) EDEN ADRIATICO        |
| 42) GARCIA, RONILO             | 44) BERSAMIRA, JEARIEL    |
| 43) LLANEZA, LORNA             | 45) DAMIAN, MELDIE        |
| 44) PEÑA, JAN NOWEL            | 46) ASECIO, RHODA         |
| 45) RAMOS, DEO                 | 47) TACANAY, CELSO        |
| 46) RIFAREAL, FLORENCIO JR     | 48) BALNEG, JESTONI       |
| 47) REYES, MARY MONETTE NOELLE | 49) CASTILLO, EDLAINE     |
| 48) PRINCER, JUMAR             | 50) VISTE, CLARITA        |
| 49) GALBAN, KATHLEEN AINNA     | 51) TURQUEZA, APOLINAR    |
| 50) TABERDO, MARICAR           | 52) BELOY, MAXIMO         |
| 51) PASCUA, ROLAND             | 53) SEARES, ESTRELITA     |
| 52) ROSAL, HAZEL MAGNOLIA      | 54) PALOS, CRISELDA       |
| 53) BELOY, CLARISSA            | 55) CARIÑO, DARREN        |
| 54) DAMIAN, JANNSEN BASIL      | 56) BARBOSA, MYRNA        |



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