



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

RELEASED
08 MAY 2024
DEPED-ABRA TIME 9:40

Office of the Schools Division Superintendent

May 6, 2024

DIVISION MEMORANDUM


No. 207 s.2024

2024 INDUCTION PROGRAM FOR NON-TEACHING PERSONNEL

**(Developing Untiring, Resilient and relevant human Assets towards nurturing and performing SDO Abra
– Actions to Develop Dedicated and Abiding Network of Good Governance (DUR -AS ADDANG))**

To: SGOD Chief Education Supervisor
Administrative Officer V
Accountant III
Appointed 2023 and 2024 Non-Teaching Personnel
SGOD- HRDS Personnel
SGOD – SMME Personnel
All others concerned

1. This Office, through Human Resource Development Section will conduct an Induction Program for Non-Teaching Personnel on **May 15, 2024 at 8:00 AM – 5:00 PM at NMK Building, Zone 7, Bangued, Abra**.
2. The objectives of the activity are the following:
 - a) Orient the participants on the following
 - a.1) nature, structure and relevant programs of the Department
 - a.2) privileges, rewards and other policies relative to their effective performance as DepEd personnel.
 - b) Provide an avenue for insight sharing significant to their development as DepEd personnel.
 - c) Enhance sense of pride and appreciation among participants for being a DepEd personnel.
4. The Program Management Team (PMT) and participants to the activity are:
 - a) SGOD Chief Education Supervisor
 - b) Administrative Officer V for Administrative Services
 - c) Accountant III
 - d) Appointed 2023 and 2024 Non-Teaching Personnel
 - e) SGOD- HRD personnel
 - f) SGOD- SMME personnel
 - g) Other Resource Persons (RPs) and support staff
5. Refer to Enclosure 1 for the list of participants and PMT.
6. Meals and snacks shall be provided to the participants during the activity.
7. Travel and other expenses in attending the activity shall be charged to local fund subject to the usual accounting and auditing rules and procedures.
8. For immediate dissemination and compliance.


AMADOR D. GARCIA SR. PhD, CESO VI
Schools Division Superintendent



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ENCLOSURE 1: List of Program Management Team (PMT) and Learning Facilitators

PROGRAM MANAGEMENT TEAM/LEARNING FACILITATORS

NO.	NAME	POSITION
1.	AMADOR D. GARCIA SR. PhD, CESO VI	SCHOOLS DIVISION SUPERINTENDENT
2.	CHRISTOPHER C. BENIGNO, PhD, EdD, CESO VI	ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
3.	RONALD T. MARQUEZ, PhD	CHIEF EDUCATION SUPERVISOR - SGOD
4.	JANET B. PASCUA	ADMINISTRATIVE OFFICER V
5.	GEMMA B. CABUTAJE	ADMINISTRATIVE OFFICER IV
6.	CELIA S. BOLANTE	ACCOUNTANT III
7.	ATTY. AILEEN JOY C. FUENTES	LEGAL OFFICER
8.	EDEN T. ADRIATICO	SEPS-HRD
9.	RHODA P. ASECIO	SEPS-Planning and Research
10.	ANGELITA A. BUNANG	ADMINISTRATIVE AIDE VI

QATAME IN-CHARGE

NO.	NAME	POSITION
11.	LORNA B. LLANEZA, EdD/RYNWALTER A. PAA	SEPS/EPS II - SMME
12.	EDEN T. ADRIATICO/JESTONI B. BALNEG	SEPS/EPS II - HRD

NO.	NAME	POSITION
1.	ADRIANO, JOSEPH TONGDO	Administrative Officer II
2.	ADRIATICO, ALDRIN DE GUZMAN	Administrative Assistant II
3.	ALAFRIZ, LUTHER JOYDA P.	Technical Assistant III
4.	ALCANTARA, MICHELLA BAUTISTA	Administrative Assistant III
5.	AL-KHOLIFI LUCKY KEITH FURIEL	Project Development Officer I
6.	ALVIS, MIA WILLIS PRINCER	Administrative Officer II
7.	ANDANAN, GLAISA NABI BOSQUE	Administrative Aide VI
8.	ANDRES, MA. DANICA PIÑEDA	Guidance Counselor II
9.	AQUINO, ANGELA CABANG	Administrative Officer II
10.	AQUINO, ERIC GALLETO	Project Development Officer I
11.	ASECIO, KEITH VAN ROSSDALE POLIS	Administrative Assistant II
12.	BALLA, MARK CRIS CABUDOL	Administrative Officer II
13.	BALNEG, ARISTOTLE BELARMINO	Administrative Assistant II
14.	BARBERO, JUSTICE JOYCE BRILLANTES	Administrative Assistant II
15.	BARBON, JESREN RONA BALLESTA	Administrative Officer II



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16.	BENABISE, KRISTINE KAYE CATE	Administrative Aide VI
17.	BERMUDEZ, JASMIN MOLINA	Administrative Officer II
18.	BERNARDEZ, GMEL SWIETENIA TALOMA	Administrative Assistant II
19.	BERROY, JUSTINE RICA RACSA	Administrative Officer II
20.	BITES, RICA MAE BRUB	Administrative Aide VI
21.	BLANCA, NERISSA KAYE ASPA	Administrative Aide VI
22.	BLANDO, RENATO II VILLASTIQUI	Administrative Officer II
23.	BODONA, CHAYTE LAWRENCE BALIDO	Administrative Assistant III
24.	BOLANTE, MARY JANE BALAORO	Administrative Assistant II
25.	BRAGAS, MARLOW AGANON	Administrative Officer II
26.	BRIONES, JEZELEEN NOFINES	Administrative Aide VI
27.	BRIOSO, RYAN TADEO	Administrative Assistant III
28.	BUENA, IMELDA TANGCO	Project Development Officer I
29.	BULDA, ROSEZETTE ANNE OSEA	Administrative Assistant II
30.	BUYAO, CANNIE PEING	Administrative Officer II
31.	CABARRUBIAS, MARIA CELESTE DANICA OLA	Administrative Aide VI
32.	CALUBING, ANA HOPE QUEZADA	Administrative Officer II
33.	CENTENO, RONALD ILYCH DAMIAN	Project Development Officer I
34.	DAAGDAG, PREW VERA	Administrative Officer II
35.	DALINGAY, NORYN WILLIAM	Administrative Assistant II
36.	DAOGAS, ERNIE CAWING	Administrative Officer II
37.	DOMINGO, JERALDINE GANDEZA	Administrative Assistant II
38.	DUNGALAN, NIGER CLIFFORD CIERVO	Administrative Officer II
39.	ELVENA, CLIFFORD BISTUCAN	Administrative Officer II
40.	FERRER, FRANCES LOU VASQUEZ	Administrative Assistant II
41.	FRANCISCO, RAIN JEFFERSON	Administrative Officer II
42.	GALVAN, KATHLEENE AINNA VIERNES	Administrative Assistant II
43.	GASMEN, DEZABELLE CABILAN	Administrative Assistant III
44.	GAYYED, BERNABE MANANGBAO	Security Guard
45.	GUREN, MERY ROSE DECUAN	Administrative Officer II
46.	IDAO, CHARISSE CAMILLE L.	Administrative Officer II
47.	JOVELO, MARIONETTE FERIDO	Project Development Officer I
48.	JUNIO, MARIE JUNEE BHOY	Administrative Assistant III
49.	LABUGUEN, ANA MARIE CONCEPCION	Administrative Officer II
50.	LAGUICAO, GRAIL VENUS CASAY	Administrative Assistant II
51.	LAYUGAN, CATHERINE AGCALAO	Administrative Officer II
52.	LEPPAGO, JANEEN YBETH LUMAOIG	Administrative Aide VI



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53.	LUMAGUE, SHERMALYN T.	Administrative Officer II
54.	MADRIAGA, MARY ROSE BAGWANG	Administrative Assistant II
55.	MARDO, HIYASMEN ARNEZ	Administrative Officer II
56.	MATALINO, FLORENCE MEDRANO	Administrative Aide VI
57.	MATEO, CARYLE NICOLAI VISTE	Administrative Assistant II
58.	MERCADO, ELAINE GANOLA	Administrative Assistant III
59.	OMAR, ABDUL MANNAN BLANZA	Project Development Officer I
60.	PABILLANO, GEREX BAYUBAY	Project Development Officer I
61.	PADAPAT, JELLY ARELLANO	Administrative Assistant II
62.	PALCON, MARLON JOSE DICHOSO	Administrative Aide VI
63.	PANED, ALMIE JANE CAYETANO	Administrative Assistant II
64.	PATARAY, MARIET RONQUILLO	Administrative Officer II
65.	PERALTA, GERLIE TUZON	Project Development Officer I
66.	RIFAREAL, IDZELE JUNE SABADO	Administrative Assistant II
67.	SIBAL, ROYCE ANN GASMEN	Administrative Assistant II
68.	TIMBREZA, JANET BRILLANTES	Administrative Assistant II
69.	VENUS, ERWIN BATALLONES	Administrative Assistant III
70.	VIBAS, MARILOW ALVAREZ	Administrative Assistant II



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