



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Tabuk City**

<b>DepEd</b> SCHOOLS DIVISION OF TABUK CITY	
<b>RELEASED</b>	
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Office of the School Divisions Superintendent

January 7, 2026

**Division Memorandum**

No. 11, s. 2026

**TRAINING ORIENTATION ON THE ORGANIZATION AND PROFESSIONAL DEVELOPMENT FOR NON-TEACHING PERSONNEL**

**To: Public Elementary and Secondary School Heads  
Administrative Officer II  
Administrative Assistant II & III  
All Other Concerned**

1. This office announces the conduct of the Orientation on the Organization and Professional Development for non-teaching personnel on their functions, CSC Rules, Administrative and Legal matter, and Government Benefits on January 19-21, 2026 at the Kagitingan Hall, 2<sup>nd</sup> Floor CID Building, Division Office, Bulanao Norte, Tabuk City.
2. The activity aims to:
  - a. Familiarize with the duties and functions, CSC rules and DepEd policies on Administrative and legal processes and procedures to enhance their understanding and efficiency in carrying out their roles as government employees;
  - b. Share ideas on how to become effective and responsive public servants towards excellent service, and
  - c. Recognize the importance of having the activity to be guided in the performance of their daily tasks.
3. The participants to this activity are the newly hired and promoted non-teaching personnel in the Division Office and Schools.  
Please see attached list of newly hired and non-teaching personnel for reference.
4. All expenses related to the said activity shall be charged to Organizational and Professional Development for Non-Teaching Personnel (OPDNTP) Funds, subject to the usual auditing and accounting rules and regulations.
5. Immediate dissemination of this memorandum is desired.

  
**BENEDICTA B. GAMATERO PhD, CESO V**  
Schools Division Superintendent 



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 DepEd Tayo Tabuk City



**Enclosure 1: List of Identified Non- Teaching Personnel****ADMINISTRATIVE OFFICER II, ADMINISTRATIVE ASSISTANT III & II**

#	NAME	POSITION	SCHOOL
1	Rema T. Puguon	Administrative Officer II	Tannubong ES
2	Luningning P. Daligdig	Administrative Officer II	Bulo East Central School
3	Esmeralda A. Costales	Administrative Officer II	San Pablo IS
4	Shakey L. Martinez	Administrative Officer II	Tabuk City NHS
5	Krystal Dane B. Agyao	Administrative Officer II	Cabaruan ES
6	Harene G. Paragas	Administrative Officer II	Dilag IS
7	Yang Kevin T. Mendoza	Administrative Officer II	Cudal NHS
8	Janessa Pearl O. Bastian	Administrative Officer II	Addang ES
9	Benedict B. Carag	Administrative Officer II	Binongsay ES
10	Mary Rose P. Garcia	Administrative Officer II	Malin-awa ES
11	Jenny Wagawag	Administrative Officer II	Paligatto ES
12	Liezl Joy B. Ramirez	Administrative Officer II	Madapdapig ES
13	Joan D. Gammod	Administrative Officer II	Tangbay ES
14	Dhareen Boyd B. Sadagan	Administrative Officer II	Balatoc pS
15	Jenny Rose M. Tabunigao	Administrative Officer II	Bullaguian ES
16	Elizabeth S. Enciso	Administrative Officer II	Amlao IS
17	Froilan L. Wanagon	Administrative Officer II	Dupag ES
18	Querubin T. Addawi	Administrative Officer II	Dupag NHS
19	Diana Ruth S. Bulawit	Administrative Officer II	Gawidan ES
20	Mallory T. Banggawan	Administrative Officer II	Dalnacan ES
21	Rhoda D. Alimani	Administrative Officer II	Lucos ES
22	Arthur Jude C. Lozano	Administrative Officer II	Magnao ES
23	Rosiel L. Pascual	Administrative Officer II	Nambucayan ES
24	Ronabeth G. Gatchalian	Administrative Officer II	Nambucayan NHS
25	Esther T. Batoy	Administrative Officer II	Naneng NHS
26	Ashley Joan A. Ba-i	Administrative Officer II	Naneng ES
27	Cesar C. Wa-ay	Administrative Officer II	Callagan ES
28	Denmark Nonog	Administrative Officer II	Suyang ES
29	Marlyn Wagason	Administrative Officer II	Guilayon IS
30	Mark Christian Buduan	Administrative Officer II	Appas IS
31	Baguiyac S. Rochelle	Administrative Officer II	Ipil IS
32	Wayaway Ruby Jane	Administrative Officer II	Camp Conrado
33	Sumedca Lynette	Administrative Officer II	Kalinga SPED
34	Mamatong, Ofelia A.	Administrative Officer II	Mansanita
35	Rivera, Clifford	Administrative Officer II	Tuga NHS
36	Tayab, Mavreen	Administrative Officer II	Bulo West ES
37	Baniaga, Stephen	Administrative Officer II	Cataw ES
38	Mejia, Femmalyn	Administrative Officer II	Dananao ES
39	Baniaga, Jessica	Administrative Officer II	New Bangad ES
40	Guiya-an Leslie	Administrative Officer II	Sotto ES
41	Damasco, Ronda Lee	Administrative Officer II	Basao Isla ES
42	Benito, Micah	Administrative Officer II	Kalinga NHS
43	Comia-as, Lyka	Administrative Officer II	Toppan IS
44	Catabay, Jaina Kate	Administrative Officer II	Tuliao ES
45	Rosemarie S.Valdez	Administrative Officer II	Maledda IS
46	Gina Sandagon	Administrative Officer II	Calaccad ES
47	Baglinit, Liezl	Administrative Officer II	Amlao ES
48	Kristine Jane Owek	Administrative Officer II	Calaccad NHS
49	Mary Claire Moscoso	Administrative Officer II	Balawag CS
50	Lugenate Wangdali	Administrative Officer II	Bulo NHS
51	Angie Nilda Dong-as	Administrative Officer II	Gao-gao ES
52	Timothy Galamaso	Administrative Officer II	Bantay NHS



53	Norwin Bulosan	Administrative Officer II	Southern Tabuk IS
54	Gilbert Dela Crus	Administrative Officer II	Laya IS
55	Sally D. Salvador	Administrative Officer II	Balong NHS
56	Erma Joy S. Dumalan	Administrative Officer II	Balawag NHS
57	Melody P. Idanan	Administrative Officer II	New Tanglag NHS
58	Aza Lea C. Rodriguez	Administrative Officer II	Nambaran Agro-INHS
59	Chenee G. Baawa	Administrative Officer II	New Tanglag ES
60	Hanela S. Ogsar	Administrative Officer II	Gradual Discovery ES
61	Nancy M. Barcellano	Administrative Assistant III	Bado Dangwa CS,NHS
62	Khaynane Chleophe B. Bassiag	Administrative Assistant III	Binongsay CS, Malin-awa ES
63	Jenny Gail T. Agyao	Administrative Assistant III	Tabuk City NHS
64	Mayflor L. Ortiz	Administrative Assistant III	Tabuk City CS
65	Annabelle A. Mamattong	Administrative Assistant III	Agbanngawag NHS
66	Marvie Rose L. Basnic	Administrative Assistant III	San Pablo IS
67	Carmelita A. Dimas	Administrative Assistant II	Nambaran ES
68	Dina A. De Vera	Administrative Assistant II	Toppan IS
69	Joanne C. Dichoson	Administrative Assistant II	Calaccad NHS
70	Beverlyn B. Laoan-Baluiag	Administrative Assistant II	New Tanglag ES
71	Flordilyn D. Paga	Administrative Assistant II	Southern Tabuk IS
72	Jeia Marie M. Ang-way	Administrative Assistant II	Maledda IS
73	Mayka D. Bayobay	Administrative Assistant II	Agbanngawag NHS
74	Michelle P. Pasali	Administrative Assistant II	Balawag NHS/CS
75	Michelle B. Magmuyao	Administrative Assistant II	Namnama ES
76	Shanda Mia D. Mangliwan	Administrative Assistant II	Bantay NHS/CS
77	Charity B. Binoloc	Administrative Assistant III	SDO Proper
78	Jay Jay Ga-ayon	Administrative Assistant III	SDO Proper
79	Christy M. Lamitar	Administrative Assistant III	SDO Proper
80	Lacmie T. Baguiwen	Administrative Assistant III	SDO Proper
81	Roscel E. Lingbawan	Administrative Assistant III	SDO Proper
82	Marianne Faye Bonilla	Administrative Assistant III	SDO Proper
83	Reynalyn C. Tamayao	Administrative Assistant III	SDO Proper
84	Mayda B. Gayagay	Administrative Assistant II	SDO Proper
85	Michelle A. Dumayag	Administrative Assistant I	SDO Proper
86	Mark Angelou L. Sarne	Administrative Aide IV	SDO Proper
87	Joshua A. Rebancos	Administrative Aide IV	SDO Proper
88	Kristine Keith M. Ambatang	Administrative Aide IV	SDO Proper
89	Ruchelle T. Quimao	Administrative Aide IV	SDO Proper
90	Carmina D. Alay	Administrative Aide IV	SDO Proper
91	Desiree D. Awan	Administrative Assistant III	Amlao IS
92	Jethro M. Sabiano	Administrative Assistant II	Casigayan ES
93	Maira T. Casio	Administrative Assistant II	Calanan ES
94	Elizabeth B. Pey-ag	Administrative Assistant II	Magsaysay ES
95	Adonai B. Sallaya	Administrative Assistant II	Naneng NHS
96	Rowena T. Malyong	Administrative Assistant II	Guilayon IS
97	Wildela B. Sullin	Administrative Assistant II	Tabuk City NHS
98	Joseph G. Bravo	Administrative Assistant II	Tabuk City NHS



## Enclosure 2: Activity Matrix

### Training on the Organization & Professional Development for Non-Teaching Personnel

Day (1)- January 19, 2026

TIME	ACTIVITY	PERSON/OFFICE RESPONSIBLE
7:30AM- 8:00AM	Registration of Participants	
	Opening Ceremony (National Anthem, Prayer, QMS and Energizer)	Secretariat
	Presentation of Participants	Catherine M. Badong HRMO/AO IV
8:00AM – 9:00AM	Opening Remarks	Jan Nowel E. Peña Asst. Schools Division Superintendent
	Keynote Message	Benedicta B. Gamatero, PhD, CESO V Schools Division Superintendent
	Statement of Purpose	Dorothy S. Asingal Administrative Officer V

	Activity	Resource Speaker
9:00-11:00Am	Revisiting DepEd Mission, Vision, Core Values & QMS	Jan Nowel E. Peña Asst. Schools Division Superintendent
11:00Am-12:00NN	Orientation with the Duties & Function	Dorothy S. Asingal Administrative Officer V
12:00NN- 1:00pm		
1:00PM- 2:30pm	Personnel Management	Catherine M. Badong HRMO/AO IV
2:30pm-3:15pm	Employee Benefits & Welfare	Karen V. Mendoza Administrative Officer II
3:15pm-3:30pm	HEALTH BREAK	
3:30PM-5:00PM	Leave Privileges, Observance of Office Hour, Pass-slip, Locator Slip	Delilah C. Lozano ADAS III

DAY (2)- January 20, 2026

TIME	ACTIVITY	PERSON/OFFICE RESPONSIBLE
7:30AM- 7:50AM	Management of Learning	
7:50AM – 8:00AM	Program Rundown	
8:00AM-9:30AM	Records Management	Lovelyn L. Mukay AO IV
9:30AM- 10:00AM	HEALTH BREAK	
10:00am-11:00AM	Property Custodianship and management	James Ceasar Dayao AO IV
11:00AM-12:00NN	Financial Management	Sixto Lang-ay Accountant III
12:NN-1:00PM	LUNCH BREAK	

1:00PM- 2:30PM	Gender Responsiveness and basic Education DO 32 s. 2017	<b>Jan Nowel E. Peña</b> Asst. Schools Division Superintendent
2:30pm-3:00PM	<b>HEALTH BREAK</b>	
3:00PM-5:00PM	Ethical Standards for Public Officers	<b>Sandy L. Basungit</b> Attorney III

**DAY (3)- January 21, 2026**

TIME	ACTIVITY	PERSON/OFFICE RESPONSIBLE
7:30AM- 8:30AM	Management of Learning	
8:30AM-9:30AM	Technical Writing	<b>Maribel Bravo</b> EPS II
9:30am-10:00AM	<b>HEALTH BREAK</b>	
10:00AM-11:00NN	-IPCRF -2025 SALN	<b>Dorothy S. Asingal</b> AO V
12:00NN-1:00PM	<b>LUNCH BREAK</b>	
1:00PM- 2:30PM	Psychological Wellbeing	<b>Arthur Jude C. Lozano</b> AO II
2:30pm-3:00PM	<b>HEALTH BREAK</b>	
3:00PM-4:30PM	Team Building Activities	<b>Raquel Abadilla</b> Master Teacher II/ Tuga NHS
4:30PM-5:00PM	<b>CLOSING PROGRAM</b>	

**Facilitator:**

**Shamgar Louie Candelario**  
EPS II (EMCEE)

**Lovelyn L. Mukay**  
Administrative Officer IV

**Catherine M. Badong**  
Administrative Officer IV

**James Ceasar Dayao**  
Administrative Officer IV

**Virginia B. Baliling**  
Administrative Officer IV