



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

Office of the Schools Division Superintendent

30 April 2026

DIVISION MEMORANDUM

No. 1791 s. 2026

To: All Concerned

PARTICIPANTS TO THE CAPABILITY BUILDING OF ADMINISTRATIVE OFFICERS OF REGIONAL OFFICE, SCHOOLS DIVISION OFFICES, AND SCHOOLS

1. In relation to the Regional Memorandum No. 319, S.2026, titled “*Capability Building of Administrative Officers of Regional Office, Schools Division Offices, and Schools*”, and in line with the Department of Education’s continuing efforts to strengthen administrative support services and enhance the competencies of personnel performing administrative functions, this activity will be conducted on **May 4 to 6, 2026, at EM Royale, San Juan, La Union.**

2. The participants to this activity are as follows:

No.	NAME	POSITION / DESIGNATION
1	Catherine M. Badong	Administrative Officer IV/HRMO II
2	James Ceasar A. Dayao	Administrative Officer IV/Supply Officer II
3	Lovelyn L. Mukay	Administrative Officer IV/Records Officer II
4	Rose Ann B. Diasen	Administrative Officer I/Cashier, TCNHS
5	Rosiel L. Pascual	AO-II, Nambucayan ES
6	Hanela Ogsar	AO-II, Gradual Discovery ES
7	Mavreen Tayab	AO-II, Bulu West ES
8	Lizel Joy Ramirez	AO-II, Madapdapig ES
9	Femmalyn Mejia	AO-II, Dananao ES
10	Dhareen Sadagan	AO-II, Balatoc PS
11	Krystal Dane Agyao	AO-II, Cabaruan ES
12	Benedict Carag	AO-II, Binongsay ES
13	Micah Benito	AO-II, Kalinga NHS
14	Cesar Wa-ay	AO-II, Callagan ES
15	Froilan Wanagon	AO-II, Dupag ES
16	Joan Gammod	AO-II, Tangbay ES
17	Denmark Nonog	AO-II, Suyang ES
18	Gilbert Dela Cruz	AO-II, Laya IS
19	Yang Kevin Mendoza	AO-II, Cudal NHS
20	Janessa Pearl Bastian	AO-II, Addang ES



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DepEd Tayo Tabuk City



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21	Jumellie David	AO-II, Calanan
22	Esmeralda Costales	AO-II, San Pablo IS

- Identified participants are requested to register through this link: <https://tinyurl.com/CapB-Regform> on or before April 30, 2026.
- This activity aims to equip participants with necessary knowledge and skills for the effective implementation of administrative policies, systems, and procedures.
- The participants are expected to check in at the venue not earlier than **2:00 PM on May 4, 2026**, with PM snacks as the first meal. Check-out will be at **12:00 noon on May 6, 2026**, and the last meal to be served will be lunch on the said date.
- This Memorandum shall serve as the **Travel Authority** of the participants in connection with the attendance in this activity. All expenses relative to travel shall be subject to existing budgeting, accounting, and auditing rules and regulations.
- Immediate dissemination and compliance of this Memorandum is directed.

CHRISTOPHER C. BENIGNO PhD, EdD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

FOR THE AUTHORITY OF THE
OIC-SCHOOLS DIVISION SUPERINTENDENT

SALLY P. FEKEN
Chief Education Supervisor
School Governance Operations Division