



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



Reference Number: RU-2026-071

Office of the Schools Division Superintendent

12 OCT 2026

DIVISION MEMORANDUM
No. 456 S., 2026

CONDUCT OF SDO-TABUK CITY ONBOARDING ORIENTATION FOR SCHOOL COUNSELOR ASSOCIATES

TO: HRMO
CID Chief Education Supervisor
Schools Division Counselor-Designate
School Counselor Associates
School Heads of Concerned Schools

1. The Schools Division Office, through the Schools Division Counselor-Designate in partnership with the Human Resource Management Office, will conduct the SDO-Tabuk City Onboarding Orientation for School Counselor Associates on October 21, 2026 at the SDO Conference Hall at 9:45 AM to 12:00 NN.
2. The two-hour orientation aims to orient the newly hired employees on:
 - a. The School Counselor Associate's Roles, Responsibilities and the SDO Support System;
 - b. Career Adjustment and Professional Growth for School Counselor Associates; and
 - c. DepEd Employees' Benefits. This activity is an orientation only.
3. The participants to the activity are all the seven (7) School Counselor Associates in the Schools Division of Tabuk City identified in the enclosure.
4. For questions and concerns, please contact Dodie Marie L. Duclan- the Schools Division Counselor-Designate through her mobile number 09156185054, or doddiemarie.duclan@deped.gov.ph.
5. Compliance to this memorandum is enjoined.


CHRISTOPHER C. BENIGNO PhD, EdD, CESO VI
Assistant Schools Division Superintendent
OIC - Schools Division Superintendent

Encl: Activity Matrix; List of Participants
cid/guid/dmd/Memo_Onboarding_Orientation_for SCAs/10/09/26



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 DepEd Tayo Tabuk City



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Enclosure 1 to Office Memo NO. 456 s. 2026

ACTIVITY MATRIX

SDO-TABUK CITY ONBOARDING ORIENTATION FOR SCHOOL COUNSELOR ASSOCIATES

SDO Conference Hall
October 21, 2026 , 10 AM-12 NN

Time	Topic	Discussant
9:45-10:00	Preliminaries	
10:00-11:00	The School Counselor Associate's roles, Responsibilities and the SDO Support System	Doddie Marie L. Duclan PhD, RGC EPS/ Schools Division Counselor-Designate
11:01-11:30	Career Adjustment and Professional Growth for School Counselor Associates	Catherine M. Badong, Human Resource Management Officer
11:30-12:00	DepEd Employees' Benefits	Karen V. Mendoza, Administrative Officer II

LIST OF PARTICIPANTS

NAME OF PARTICIPANT	STATION
1. BALORAN, BRENDALEE L.	BULANAO CENTRAL SCHOOL
2. LOZANO, ARTHUR JUDE C.	WESTERN TABUK CENTRAL SCHOOL
3. MENDOZA, ESTRELLE NINNA P.	TABUK CITY CENTRAL SCHOOL
4. ABUBO, EDILBERT G.	AGBANNAWAG NATIONAL HIGH SCHOOL
5. LATAWAN, VENANCIO P. JR	DILAG INTEGRATED SCHOOL
6. LUMAWIG, ALYSSA L.	KALINGA NATIONAL HIGH SCHOOL
7. FAVILA, MITZI CLARICE M.	SOUTHERN TABUK INTEGRATED SCHOOL
NAME OF PMT MEMBERS	
8. DUCLAN, DODDIE MARIE L.	CID
9. BADONG, CATHERINE M.	OSDS
10. MENDOZA, KAREN V.	OSDS



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