



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
SCHOOLS DIVISION OF TUGUEGARAO CITY

SCOD-70-17

February 26, 2020

DIVISION MEMORANDUM

No. 026, s. 2020

**DIVISION TRAINING WORKSHOP ON PROFESSIONAL ETHICS,
STRESS MANAGEMENT, ORAL AND WRITTEN COMMUNICATION**

To: Assistant Schools Division Superintendent
Chief, Schools Governance and Operations Division
Chief, Curriculum and Implementation Division

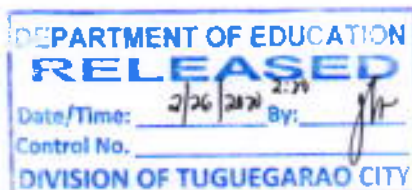
1. This Office through the Schools Governance and Operations Division-Human Resource Development Unit shall conduct a two-day training workshop on Professional Ethics, Stress Management, Oral and Written Communication on February 27-28, 2020, 8am at Taj Hotel, Tuguegarao City.
2. Attached is the list of participants.
3. For information, dissemination and guidance.

REYNANTE Z. CALIGUIRAN
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

To be indicated in the Perpetual Index
under the following subjects:

TRAINING

ex: SGOD/grd/jdp



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Department of Education

Region II – Cagayan Valley
SCHOOLS DIVISION OF TUGUEGARAO CITY

Attachment A : LIST OF PARTICIPANTS

	NAME	POSITION	SCHOOL / OFFICE
1	AGARPAO, MARIA IRENE O.	ADMIN ASST II	OSDS
2	AGUB, NHIKI B.	ADAS II	OSDS
3	ANCHETA, EMILY C.	ADMIN AIDE VI	OSDS
4	ANDAL, LEI NERIKA B.	ADMIN ASST II	OSDS
5	ARAO, JOSEFA B.	ADMIN ASST III	OSDS
6	ARAO, MARIBEL B.	NURSE II	SGOD
7	BABARAN, JAYSON JOSEPH L.	ITO I	OSDS
8	BACLIG, JOSE MARI	ADAS III	OSDS
9	BAD-ANG, ELLAINE JOY H.	ADMIN AIDE VI	OSDS
10	BALUBAL, EDUARDO M.	SR EPS	SGOD
11	BAÑARES, CINDY GRACE	ADAS II	OSDS
12	BONIFACIO, JENNIEFR	ADMIN ASST II	OSDS
13	BORQUILLO, JACQUELYN	ADMIN ASST II	OSDS
14	CACACHO, MA. ANGELA JOSEPHINE S.	PDO I	SGOD
15	CALIMAG, ANABEL T.	EPS	OSDS
16	CALLO, JIOSEN P.	PDO II	SGOD
17	CAMMAYO, MARIEL A.	ACCOUNTANT III	OSDS
18	CANCINO, REYMUND SHERWIN T.	ADMIN ASST III	OSDS
19	CARDONA, NEIL ELIEZAR M.	ADMIN AIDE VI	OSDS
20	CATULIN, EDWIN N.	EPS	SGOD
21	CERIA, MA. VICTORIA G.	ADMIN ASST III	OSDS
22	DABBAN, DOMINGO B.	ADMIN AIDE IV	OSDS
23	DOMINGO, NIGEL J.	ADMIN ASST III	OSDS
24	DULIN, ROSALINDA V.	PDO I	SGOD
25	DURIAN, GINA M.	CHIEF EDUC SUPERVISOR	SGOD
26	DURIAN, VENTURA JR.R.	ADMIN OFFICER V	OSDS
27	ECLIPSE, MEDINA T.	ADMIN ASST III	OSDS
28	FERRER, FLOR H.	ADMIN ASST III	OSDS
29	GULLIERMO, MA. JAN KRIZZA G.	ADMIN ASST III	OSDS
30	GUMPAD, MICHELLE D.	ADMIN ASST III	OSDS
31	IBAÑEZ, AILEEN C.	SR EPS	SGOD
32	LACAMBRA, ANGELYN S.	ADMIN AIDE VI	CID
33	LAGGUI, MANILYN R.	ADMIN ASST III	OSDS
34	LAPPAY, KRISTINE G.	PDO II	CID
35	LAUIGAN, PRINCES LOU	ADMIN AIDE VI	OSDS
36	MANGABAT, LEILANI T.	NURSE II	SGOD
37	MARAMAG, JEREMY JONES B.	ATTY III	OSDS
38	MARAMAG, MARY FLOR D.	ADMIN OFFICER IV	OSDS
39	MAZO, MARLO S.	UTILITY WORKER I	OSDS
40	NOLASCO, SALVADOR M.	UTILITY WORKER	OSDS



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41	PAGULAYAN, JANE MARIE D.	SEPS	SGOD
42	PAGULAYAN, KARLA P.	ADMIN OFFICER IV	OSDS
43	PAGULAYAN, LEONCIA B.	ADMIN OFFICER I	OSDS
44	PAGULAYAN, YOLANDA C.	PLANNING OFFICER III	SGOD
45	PALMERA, SUZANNE D.	ADMIN ASST III	OSDS
46	PAMITTAN, ROLLY, JR. C.	ADMIN AIDE VI	OSDS
47	PAUIG, LILIBETH	ADAS II	OSDS
48	PINSON, KATRINA MILDRED T.	ADMIN ASST III	OSDS
49	QUIZZAGAN, MARICEL B.	ADMIN ASST III	OSDS
50	REQUEZO, GENARO VICTOR	ADAS III	OSDS
51	ROQUE, CHERYL ANNE F.	EPS	CID
52	RUIZ, RONELY R.	SR BOOKKEEPER	OSDS
53	SADURAL, GINA P.	ADAS III	OSDS
54	SANTOS, MARLOWE G.	ADMIN OFFICER IV	OSDS
55	SUGUITAN, MARY ALJELEEN B.	ADMIN ASST III	OSDS
56	TATTO, JANICE JOY B.	ADMIN ASST I	OSDS
57	TIERRO, CHERRY-PIE B.	ADMIN ASST III	OSDS
58	TORRES, CLEOFE MARY JANE D.	MEDICAL OFFICER III	SGOD
59	TUMBALI, DINA MARIE S.	ADMIN ASST III	OSDS
60	TULIAO, JENNIFER F.	DENTIST II	SGOD
61	TURINGAN, FLOR MARIE A.	ADMIN OFFICER IV	OSDS
62	UMBRERO, JANELLE KINA Z.	ADMIN AIDE VI	OSDS
63	VINAGRERA, KARELLE KILGERINN D.	ADMIN AIDE VI	OSDS
64	VINARAO, MARY JANE A.	ADMIN ASST III	OSDS
65	CANCERAN, MARICEL	CASUAL	OSDS
66	PARTIBLE, VIHAIMIE	CASUAL	OSDS
67	PAGADDU, ARSENIO	CASUAL	OSDS
68	MAQUEMA VANESSA MARIE R.	ADMINISTRATIVE AIDE IV	OSDS
69	BAYDAN, ANDIL	UTILITY WORKER	OSDS
70	MATOTE, JIMMEL	UTILITY WORKER	OSDS

*Additional rows may be added

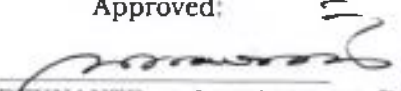
SUMMARY OF PARTICIPANTS

MALE : 14 FEMALE : 56 TOTAL : 70

Prepared by:


 JANE MARIE D. PAGULAYAN
 SEPS-HRD
 SGOD

Approved:


 REYNANTE Z. CALIGUIRAN
 Assistant Schools Division Superintendent
 OIC, Office of the Schools Division Superintendent



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L & D Attachment D. TRAINING MATRIX

TITLE OF THE L & D PROGRAM / ACTIVITY

Venue: TBAL

Date: February 27-28, 2020

Time	Day 1	Day 2
7:45 - 8:00	Preliminary Activity	
8:00 - 8:30	*Nationalistic Song *prayer *energizer	MOL *Nationalistic Song *prayer *energizer *insight sharing
8:30 - 9:30	Stress Management and Emotional Health – Febe Marl G. Paat	Ethics and professionalism in the workplace- Atty. Josephine V. Tabbu
9:30 - 10:00	Break	Break
10:00 – 11:00	Ways to Prevent and Relieve Stress– Febe Marl G. Paat	Managing the Workplace Ethics of Social Media and Ethical Behaviors in the Workplace- Atty. Josephine V. Tabbu
11:00 – 12:00	Activity– Febe Marl G. Paat	Activity- Atty. Josephine V. Tabbu
12:00 – 1:00	LUNCH	LUNCH
1:00 – 2:00	Essential skills in written communication- Aileen C. Ibanez	Ways to Practice Oral Communication Skills -Eduardo M. Balubal
2:00 - 3:00	Workplace Communication- Aileen C. Ibanez	Strengthening your Oral Communication Ability Guidelines for Oral Communication & Activity -Eduardo M. Balubal
3:00 - 3:30	Break	Break
3:30 - 4:30	Various forms of Communication like letters, memos, bulletins, proposals, emails etc.	Basic Hosting Skills- Jay Loren Tabucay
4:30 - 5:00	Activity - Aileen C. Ibanez	Closing Program

*Additional Columns may be added or may be removed dependent on the number of days the activity will be conducted

* Cells may be merged dependent on the duration of identified activity/session

* Each cell box must contain the title of the specific activity / session and name of person-in-charge or learning facilitators



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Prepared by:

JANE MARIE D. PAGULAYAN

Proponent

Approved:

REYNANTE Z. CALIBRAN

Head of Office

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