



Republic of the Philippines
Department of Education
Schools Division of Benguet



23 September 2026

DIVISION MEMORANDUM

No. **399** s. 2026

**ORIENTATION AND ONBOARDING OF NEWLY APPOINTED SCHOOL
COUNSELOR ASSOCIATES (SCAs)**

To: Office of the OIC – Assistant Schools Division Superintendent
Chief Education Supervisors- CID and SGOD
Public Schools District Supervisors/In-Charge
Secondary School Heads
Guidance Counselors and Guidance School Counselor Associates I
All Others Concerned

1. In line with the Department of Education's Five-Point Agenda on promoting the well-being of learners and personnel, and pursuant to Republic Act No. 11036 or the Mental Health Act, the Schools Division of Benguet will conduct a **one-day Orientation and Onboarding of Newly Appointed School Counselor Associates** on **October 01, 2026**, at the **SDO Adivay Hall, La Trinidad, Benguet**.
2. This orientation aims to orient participants on DepEd directions, expected duties and responsibilities, employee welfare and benefits, and DO No. 6, and to provide an opportunity for Registered Guidance Counselors to share best practices for benchmarking.
3. The list of participants and activity matrix is attached to this memorandum for reference.
4. Meals and snacks shall be charged to Division HRTD Funds. Meanwhile, travel and other incidental expenses may be charged against the local funds, subject to the usual accounting and auditing rules and regulations.
5. This Memorandum shall serve as the Travel Authority for Official Travel of all participants.
6. For inquiries or concerns, please contact the Office of the Schools Division Superintendent through telephone number (074) 422-6570 (Telefax) or email at benguet@deped.gov.ph
7. Immediate dissemination of and strict compliance with this Memorandum are directed.

sgd

CARMEL F. MERIS

OIC – Schools Division Superintendent

SGOD/LBA/smme.jba



Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph
Facebook Page: DepEd Tayo Benguet



LIST OF PARTICIPANTS

NO.	NAME	POSITION	SCHOOL
1	NELLY ANN NGAOTOY BALANTIN	SCA 1	BUGUIAS DISTRICT - LOO ES
2	NANCY F. CUPLANG	SCA 1	ITOGON I DISTRICT - TUDING ES
3	YILLA T. SEGUNDO	SCA 1	ITOGON I DISTRICT - UCAB ES
4	HELEN ARLI PARITONG AURELIO	SCA 1	LA TRINIDAD DISTRICT - AMBIONG ES
5	JAZEL JANE MANGALAO BERMEO	SCA 1	LA TRINIDAD DISTRICT - BALILI ES
6	REGINE SOBREMONTTE DEL ROSARIO	SCA 1	LA TRINIDAD DISTRICT - BUYAGAN ES
7	HANNAH LYNN IGNAS EGSAN	SCA 1	LA TRINIDAD DISTRICT - LA TRINIDAD CENTRAL SCHOOL
8	KARISSA KAY PINAS MANI- AN	SCA 1	LA TRINIDAD DISTRICT - LUBAS ES
9	AKIMI CELINO COIS	SCA 1	LA TRINIDAD DISTRICT - PUGUIS ES
10	JILL HARRIETTE PALASI GUANSO	SCA 1	LA TRINIDAD DISTRICT - TACDIAN ES
11	STARLENE S. CERVANTES- ALAFAG	SCA 1	MANKAYAN DISTRICT - LEPANTO ES
12	WYNONA DANIEL ADONES	SCA 1	TUBA DISTRICT - CAMP 6 ES
13	ELMERA B. PIG-ANG	SCA 1	TUBA DISTRICT - TUBA CS
14	TRISHA MARTIN DOMINGO	SCA 1	TUBLAY DISTRICT - PAOAD ES
15	JHESTONI C. LIWES	SCA 1	AMPUCAO NHS
16	DICK JR B. BUMACAS	SCA 1	EASTERN LA TRINIDAD NHS
17	LOUENE ANGELICA W. CADIO	SCA 1	EVELIO JAVIER MEMORIAL NHS
18	SANDRINE C. LAGUIWED	SCA 1	GUINAOANG NHS
19	SHARRY FAMAE S. PASIALEN	SCA 1	KAPANGAN CENTRAL NHS
20	ERICKA SIPI-AN LINGLINGEN	SCA 1	NATUBLENG NHS
21	IRISH JOY B. TAD-AWAN	SCA 1	TUBA CENTRAL NHS
22	LOURAINE BUMA-A BALANBAN	SCA 1	ALNO NHS
23	ALPHA CHRISTINA C. LEGASPI	SCA 1	ALEJO M. PACALSO MNHS
24	YESSAMIN C. ANGEL	SCA 1	LA TRINIDAD NHS
25	JOVY ANN BACASEN TAAWAN	SCA 1	BUGUIAS NHS
26	WINIROS GOWAY LITAWEN	SCA 1	LOO NHS
27	HARRIET C BASTA	SCA 1	KAMORA NHS

NO.	NAME	POSITION	SCHOOL
28	ODESA L. BATACLAO-JIMENEZ	SCA 1	LEPANTO NHS
29	TRISHA VIDA LANGAOAN MACWES	SCA 1	MANKAYAN NHS
30	AILEEN MAE REYMUNDO CALUZA	SCA 1	TUBA NHS
31	LY SHEMA A. NEBALASCA	SCA 1	TUBLAY SCHOOL OF HOME INDUSTRIES
32	JOAN HERTIMIA B. WAGANG	GC III/INSPECTORATE	AMPUSONGAN NHS
33	RANDOLPH M. ANANAYO	GC III	EASTERN LA TRINIDAD NHS
34	VIVIAN P. LEGASPI	GC III	ALNO NHS
35	EUNICE D. BUDO	GC III	TUBLAY SCHOOL OF HOME INDUSTRIES
36	JUDEA B. BALLAGAN	PDO 1/INSPECTORATE	SDO-YF
37	JOVEN B. AGTANI	EPS II/INSPECTORATE	SDO-SMME
38	NERISSA I. BARBOSA	EPS II/INSPECTORATE	SDO-HRTD
39	LUCIO B. ALAWAS	CES	SDO-CES
40	NOVER KEITHLEY S. MENTE	ASDS	SDO-ASDS
41	CARMEL F. MERIS	SDS	SDO-SDS



DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BENGUET
WANGAL, LA TRINIDAD, BENGUET

Orientation & Onboarding of Newly Appointed School Counselor Associates (SCAs)

01 OCTOBER 2026

SDO Adivay Hall, 8 AM to 5 PM

BAGONG PILIPINAS



DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BENGUET
WANGAL, LA TRINIDAD, BENGUET

PROGRAM FLOW

MORNING SESSION:

8:00-8:15	Attendance & Registration
8:16-9:00	Preliminaries
	MESSAGE Carmel F. Meris, OIC-SDS
9:01-10:00	UNDERSTANDING DEPED AND SDO DIRECTIONS Nover Keithley S. Mente, OIC-ASDS
10:01-10:15	Health Break
10:16-11:00	PRESENTATION OF KEY RESULT AREAS, DUTIES & RESPONSIBILITIES OF SCA AND ITS ALIGNMENT WITH SCHOOL PLANS & GOALS Lucio B. Alawas, CES-SGOD
11:01-12:00	OVERVIEW OF EMPLOYEE BENEFITS AND EMPLOYEE WELFARE Mahal M. Rifani Administrative Officer V



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AFTERNOON SESSION:

12:00-1:00 **Lunch Break**

1:01-3:01 **PROMOTING SAFE AND MOTIVATING LEARNING
ENVIRONMENTS: UNDERSTANDING DEPED ORDER NO.
6 S. 2026**
Vivian P. Legaspi, RGC
Joan Hertimia B. Wagang, RGC

3:01-3:15 **Health Break**

3:16-4:30 **SHARING AND TECHNICAL ASSISTANCE ON
THE IMPLEMENTATION OF EFFECTIVE
GUIDANCE SERVICES**
Randolph M. Ananayo, RGC
Eunice D. Budo, RGC
Catalina C. Baltazar, RGC

4:31-5:00 **Ways Forward, Evaluation and Closing**

Joan Hertimia B. Wagang, RGC
Facilitator