



Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**  
 Upper Session Road Extension, Baguio City  
 Tel. No.: 446-0275 Fax: (074) 442-7819



**DIVISION MEMORANDUM NO. 123, S. 2011**

**To: All Education Program Supervisors  
 Public Schools District Supervisors  
 Elementary and Secondary School Heads  
 Department Head Teachers  
 Teachers  
 Non-Teaching Personnel**

**By: *Ellen B. Donato*  
 ELLEN B. DONATO, Ed.D., CESO IV  
 Schools Division Superintendent**

**Subject: CELEBRATION OF THE DEPED BAGUIO FAMILY DAY**

**Date: December 16, 2011**

- This is to announce to the field that the DepEd, Division of Baguio City will celebrate the annual DIVISION TEACHERS' DAY now called as **DEPED BAGUIO FAMILY DAY** on December 20, 2011 at PFVR, Sports Complex, Baguio City at 8:00 A.M-11:00 A.M.
- All DepEd personnel, teaching and non-teaching are required to attend the said affair.
- School heads of both the elementary and secondary shall prepare the **list** of all their teachers/personnel to be submitted to the Division Office on Monday, December 19, 2011 on or before **2:30 P.M.** following the format and code number indicated below, C/o Mr. Agustin Laban III, Administrative Officer V.
- Code numbers for the following shall be as follows:

<b>School</b>	<b>Code Numbers</b>
BAGUIO CITY NATIONAL HIGH SCHOOL	1-426
PINES CITY NATIONAL HIGH SCHOOL	427-680
IRISAN NATIONAL HIGH SCHOOL	681-727
DIVISION OFFICE	728-798
DISTRICT I	799-1098
DISTRICT III	1099-1386
5 ADDITIONAL NUMBERS(c/O)Division Office	1387-1391
DISTRICT II-	1392-1700

Code no.	Name of the personnel	Signature
1099	Juan Juancho	

- Code number** assigned to each personnel is nontransferable. This shall be used during the raffle draw on Teachers' Day.
- The list to be submitted to the Division Office is expected to have been signed at the School level/district level.
- For your information, guidance and strict compliance.