



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
Military Cut-Off Road, Baguio City

DIVISION MEMORANDUM

No. 44, s. 2015

To : All Participants to the Division Training on Inclusive Education

From : 
FRANCIS CESAR B. BRINGAS, CESO VI
City Schools Division Superintendent

Subject : Addendum to Division Memorandum No. 30, s. 2015
(Division Training on Inclusive Education)

Date : 13 April 2015

1. For the information and guidance of all concerned, in relation to the Division Training on Inclusive Education at the School Division Conference Hall, all teacher participants shall be entitled of a Service Credit equivalent to the actual number of hours attended but not to exceed 24 hours.
2. Each teacher participant shall fill-up 2 copies of Civil Service (CS) Form No. 48 indicating the actual time of arrival and departure in the morning and afternoon during the 3-day Cluster's schedule.
3. The CS Form No. 48 shall be submitted to and verified by MS. Regina Pedroño of Baguio City SPED Center.
4. A copy of the attendance sheets signed and monitored by the seminar staff shall be submitted together with the accomplished and verified CS Form No. 48 to the Service Credit in-charge at the Human Resource Office of the Division.