

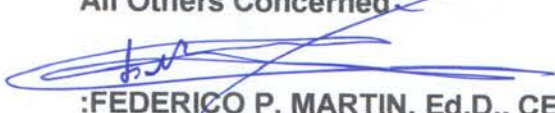


Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
#82 Military Cut-off Road, Baguio City



Division Memorandum
No. 462, s. 2017

To :CID and SGOD
Public Schools District Supervisors (Elementary and Secondary)
School Heads (Elementary and Secondary)
Teachers (Elementary and Secondary)
All Others Concerned

From :
:FEDERICO P. MARTIN, Ed.D., CESO VI
Schools Division Superintendent

Subject :GENERAL INSTRUCTIONS FOR THE 2017 ANNUAL EDUCATORS'
SUMMIT AND FAMILY DAY

Date :December 18, 2017

1. With the theme, "*Intergenerational Solidarity: Key to DepEd's Well-Being*", the 2017 SDO Baguio's Summit and Family Day, also called the Year-End Performance Review, will be on December 21, 2017 at the PFVR Gym.

2. In line with this are the following reminders:

- a. **Parking Area**—Division Office and PFVR are reserved for guests and city officials (regional director, city mayor, congressman and other officials), others can park at SPED and Quezon ES grounds;
- b. **Attire**—awardees in best/formal attire and others can be in casual wear (no maong);
- c. **Assembly Time**—from 7:30 to 7:50 and program will start at exactly 8:00 in the morning;
- d. **Seating Arrangement**—seats are reserved for awardees and the rest is on first come, first served basis;
- e. **Ushers and Committee Chairpersons**—are advised to be at the venue before 7:00 in the morning;
- f. **Announcement of Names/Awardees**—continuous reading to avoid crowding, no picture taking on stage because there will be a designated area;
- g. **Raffle Draw**—during the duration of the whole-day program/activity; and
- h. **Snacks and Lunch**—AM snacks (9:00 AM) and lunch (11:00) will be provided and based on the signed attendance/registration by school, faculty club representatives must have their own lists and will get from designated areas (elementary at Quezon ES, secondary at SPED, SDO at DO conference hall).

Please be guided accordingly.

3. Immediate dissemination of this memorandum is desired.