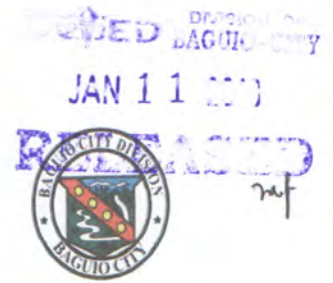




Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION
DIVISION OF BAGUIO CITY
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Office of the Superintendent
Division Memorandum Number 22, s.2018


**PARTICIPANTS TO THE SEMINAR ON ADMINISTRATIVE AND FINANCIAL
MANAGEMENT FOR SHS SCHOOL HEADS**

TO: PSDSs
School Heads (Senior High Schools)

1. In response to the forwarded memorandum from the Regional Office (RM No. 431, s. 2017), SDO- Baguio hereby requires the following School Heads of SHS to attend the **SEMINAR ON ADMINISTRATIVE AND FINANCIAL MANAGEMENT FOR SHS SCHOOL HEADS, on January 24-26, 2018**, at Hotelinda Suites, Barangay Village, Sta. Elena, Vigan City.

| Name | Gender | Position |
|----------------------|--------|-------------------|
| 1. Brenda Cariño | F | P III |
| 2. Edward Vicente | M | P II |
| 3. Leticia Sab-it | F | P IV |
| 4. Virginia Alindayo | F | Assist. Principal |
| 5. Whitney Dawayen | M | P I |
| 6. Rosanna Dizon | F | P II |
| 7. Lucia Casim | F | P I |
| 8. Leonardo Zambrano | M | Assist. Principal |
| 9. Rosalia Ocyaden | F | Assist. Principal |

2. The seminar aims to capacitate school heads to improve their school management and daily operations.
3. Meals and accommodation shall be charged to the HRTD funds while transportation and incidental expenses shall be charged against local funds subject to the existing rules and regulations.
4. Check in time is 2PM of January 23, while check out will be 12 noon of January 26. First meal to be served is lunch of January 23 and last meal shall be AM snack of January 26.
5. Immediate dissemination of this memorandum to all concerned is desired.


FEDERICO P. MARTIN, EdD, CESO V
Schools Division Superintendent