



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



RELEASED
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DIVISION MEMORANDUM

No. 248, S. 2018

**TO : SGOD and CID CHIEFS
PUBLIC SCHOOLS DISTRICT SUPERVISORS
EDUCATION PROGRAM SUPERVISORS
ELEMENTARY AND SECONDARY SCHOOL HEADS
UNIT/SECTION HEADS
ALL OTHERS CONCERNED**

SUBJECT : DIVISION FIELD STAFF MEETING

DATE : June 29, 2018

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1. This is to announce to the field that there will be a **DIVISION FIELD STAFF MEETING** on **JULY 13, 2018** at nine o'clock in the morning. Venue to be announced later.
 2. Agenda:
 - Launching of Project FAITH
 - Launching of Project EAGLE
 - Hiring Guidelines for Teacher I (RQA)
 - Guidelines for transfer of assignment
 - Funds for Substitute Teachers
 - Schedule and Role of Medical Staff
 - Role of Master Teachers in the school
 - Process of school building construction
 - Executive Rapid Assessment, Analysis, Action and Debriefing Scheme
 3. All School Heads are required to attend the meeting. In case of absence due to a valid reason, the concerned School Head should send an authorized representative.
 4. For information, guidance and strict compliance.

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