



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



DIVISION MEMORANDUM

No. 257, S. 2018

RELEASED

TO : SGOD and CID Chiefs
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
Unit/Section Heads
All Others Concerned

FROM : Federico P. Martin, EdD, CEEd, CESO V
Schools Division Superintendent

SUBJECT : Addendum and Corrigendum to Division Memorandum No. 248, s. 2018
(Division Field Staff Meeting)

DATE : July 06, 2018

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1. In relation to Division Memorandum No. 248, s. 2018 dated June 29, 2018, please be informed that the venue for the Division Field Staff Meeting on **July 13, 2018** is at **Youngsan Mission Center Training Hall, Interior C. Balacbac Road, Baguio City**.
 2. All participants are requested to assemble at the Division Office from **7:45 am to 8:00 am**.
 3. Enclosed is the Program matrix of the activity.
 4. In line with this, please be informed that there will be a **Division Executive meeting on July 09, 2018, 8:30 am at the Division Conference Training Hall**, to review the topics to be presented during the Field Staff meeting.
 5. Participants to the Division Executive meeting are the following:
 - Assistant Schools Division Superintendent
 - SGOD and CID Chiefs
 - Education Program Supervisors
 - Public Schools District Supervisors
 - Division Unit/Section Heads
 6. For information, guidance and strict compliance.


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



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DIVISION FIELD STAFF MEETING
Youngsan Mission Center Training Hall
Interior C. Balacbac Road, Baguio City
July 13, 2018 (9:00am)

PROGRAM MATRIX

TIME	ACTIVITY/TOPIC	PERSON-IN-CHARGE
8:00-8:45	Arrival and Registration	Personnel
9:00-9:10	Welcome Remarks	Ptr. Anthony D. Lorenzo
9:10-9:50	Launching of Project EAGLE	Dr. Federico P. Martin
9:50-10:30	Launching of Project FAITH and PRIME HRM	Dr. Soraya T. Faculo and Dr. Juliet C. Sannad
10:30-10:50	Hiring Guidelines for Teacher I (RQA)	Arthur Tiongan
10:50-11:20	Guidelines for Transfer of Assignment	Dr. Federico P. Martin
11:20-11:40	Announcement on the Funds for Substitute Teachers	Lilibeth G. Degsi
11:40-12:00	Schedule and Roles of Medical Staff in the Schools	Arthur Tiongan
12:00-1:00	LUNCH	
1:00-1:20	Roles of Master Teachers in the Schools	Dr. Juliet C. Sannad
1:20-1:40	Process of School Building Construction	Eng. Jennifer D. Polido
1:40-2:00	Executive Rapid Assessment, Analysis, Action and Debriefing Scheme	Dr. Federico P. Martin
2:00-5:00	Team Building	Division NEAP Facilitator

Master of Ceremony: Mr. Victor A. Fernandez