



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
CORDILLERA ADMINISTRATIVE REGION  
**DIVISION OF BAGUIO CITY**  
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October 3, 2018

Division Memorandum No 475, S. 2018

**Planning Meeting for the 2018 Annual Educators' Summit and Family Day**

**TO: Chiefs  
Unit/Section Heads  
All Concerned**

1. The planning meeting for the 2018 DepEd Baguio Family Day will be **October 15, 2018** at 9:30 AM at the mini-conference room.
2. The participants include:

SDS and ASDS	2
Chiefs and AO	3
President: PESPA, BCSTEA, BCASHI	3
Head: Accounting, Budget, Cashier, Supply, Records, SMME, SocMob, HRD, Planning and Research, Physical Facilities, ICT, Legal	11
Secretariat: Personnel	1
<b>TOTAL</b>	<b>20</b>

3. Agenda are as follows:

Agenda Item	Facilitator/Presenter
1. Call to Order and Opening Statements	SDS
2. Review of 2017 Annual Educators Summit	ASDS
3. New Agenda 3.1 Activities 3.2 Awards/Recognition	SDS
4. Updated PRAISE Souvenir Manual	HRDS
5. Committees	Chiefs

4. Morning snack and lunch shall be provided chargeable against local funds subject to the usual accounting and auditing rules and regulations.
5. For information and strict compliance.

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