



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



DIVISION MEMORANDUM

No. 139, S. 2019

March 12, 2019^h

SEF PAID PERSONNEL MEETING

**TO : ELEMENTARY AND SECONDARY SCHOOL HEADS
ADMINISTRATIVE OFFICERS
UNIT/SECTION HEADS
ALL SEF PAID PERSONNEL
ALL OTHERS CONCERNED**

1. In view of the appointment of the new Administrative Officer V, **all SEF Paid Personnel** are hereby mandated to attend the SEF Paid Personnel Meeting on **March 14, 2019 (Thursday), 2:00pm to 5:00pm** at the Division Training Center.
2. Agenda:
 - New uniform measurement
 - Reshuffling of work station
 - Guidelines on submission of DTRs and Leave Application Form
 - Other concerns
3. A letter of explanation shall be submitted to the AO V for those who will not attend the said meeting.
4. School Heads, Administrative Officers and Unit Heads are hereby requested to excuse the said personnel.
5. Immediate dissemination and strict compliance to this memorandum is desired.


FEDERICO P. MARTIN, EdD, CEEd, CESO V
Schools Division Superintendent ^{AO}