



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



DIVISION MEMORANDUM

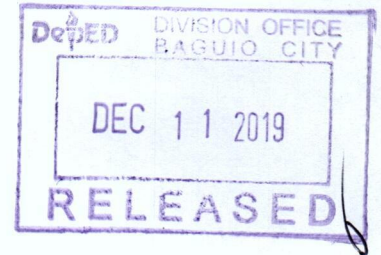
No. 667 S. **2019**

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

FROM : **MARIE CAROLYN B. VERANO, CESO VI**
Schools Division Superintendent

SUBJECT : **(SEF) EMERGENCY MEETING**

DATE : **December 11, 2019**



1. **All SEF Paid Personnel** are hereby mandated to attend the SEF Paid Personnel Emergency Meeting on **December 12, 2019 (Thursday), 3:00pm to 5:00pm** at the Division Training Center.
2. Agenda:
 - Updating of PDS for renewal
 - 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.

MARIE CAROLYN B. VERANO, CESO VI
Schools Division Superintendent