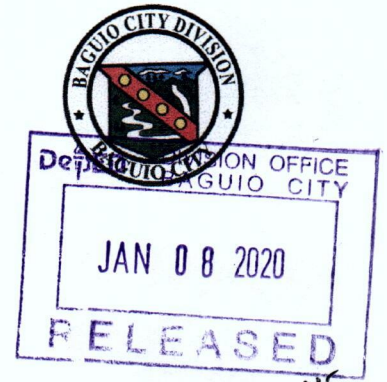




Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**  
#82 Military Cut-off Road, Baguio City



**DIVISION MEMORANDUM**

No. 19 S. **2020**

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) MEETING**

DATE : **January 8, 2020**

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1. **All SEF Paid Personnel** are hereby mandated to attend the SEF Paid Personnel Meeting on **January 10, 2020 (Friday), 1:30pm** at the Division Training Center.
  2. Agenda:
    - DTR
    - Leaves
    - Official time/Official working hours
    - Other matters
  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