



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



OFFICE MEMORANDUM
No. 03 , s. 2020

CLOSURE OF JOHN HAY ELEMENTARY SCHOOL, INC.

To : Asst. Schools Division Superintendent
District Supervisor in-charge
Legal Officer
School Management, Monitoring and Evaluation Unit Head
Planning and Research Unit Head/Planning Officer
All Others Concerned

1. There will be a meeting of all concerned and with the Board of Directors of the school re: closure of John Hay Elementary School, Inc. at **SGOD Conference Hall on January 20, 2020 (Monday), 8:30 am.**

2. Prior to the meeting proper on Monday, all concerned SDO personnel will have a pre-meeting at SGOD Conference Hall on January 17, 2020, 10:30 pm.

3. The participants are the following:

No.	Focal Person	Unit
1	Marie Carolyn B. Verano	Office of the SDS
2	Soraya T. Faculo	Office of the ASDS
3	Sharon Christianie R. Castillo	SMME
4	Olivia O. Gomez	P & R
5	Rufina S. Suanding	District Instructional Supervision
6	Annette L. Doyaoen	Legal Services

4. A meeting with John Hay Management Corporation (JHMC) and DepEd Regional Office representative/s will follow at **JHMC Office Complex, Camp John Hay, Baguio City on January 20, 2020, 10 am.**

5. Immediate dissemination of this Memorandum is desired.

MARIE CAROLYN B. VERANO, CESO VI
Schools Division Superintendent