



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



DIVISION MEMORANDUM
No. 444 s. 2020

NOTICE OF INTERFACE MEETING WITH PUBLIC SCHOOL HEADS

- TO: Assistant Schools Division Superintendent
Chief – School Governance and Operations Division
Chief – Curriculum Implementation Division
Education Program Supervisors
Public Schools District Supervisor
Public School Heads (Elementary and Secondary)
Assistant School Heads
SDO Core Group
All Others Concerned
1. This is to announce that the Schools Division Office will conduct a meeting with all Public Elementary and Secondary School Heads and Assistant School Heads on December 10, 2020 at 10:00 in the morning. Said activity will run virtually and through physical presence of the SDO Core group.
 2. Objective of the meeting is to address issues and concerns relative to school management and all issues and concerns emanating from the implementation of programs, projects and activities.
 3. Participants to the said meeting are:
 - a. Schools Division Superintendent
 - b. Assistant Schools Division Superintendent
 - c. Division Chiefs – CID & SGOD
 - d. Education Program Supervisors
 - e. Public Schools District Supervisors
 - f. Division Budget Officer, Accountant, ITO, Legal Office and Administrative Officer
 - g. All Public School Heads (Elementary and Secondary)
 - h. All Assistant School Heads (Elementary and Secondary)



Address: 82 Military Cutoff Road, Baguio City
Telephone: Office of the SDS: 442-7819 telefax; Front Desk: 442-4326; Planning Office: 446-6738;
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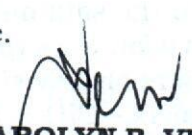
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4. Activity schedule are as follows:

I. Preliminaries	PESPA & NAPSSHI Presidents
II. Meeting Proper	ASDS Christopher Benigno (Presiding Officer)
a. Crafting of Annual Instructional Leadership Administrative Management Plan (AILAM)	
b. Result of the Unified M&E	Division Chiefs
c. Standardized Instructional Supervisory Plan & Report	CID LRMS
d. Guidelines on Alternative Work Arrangement	Legal Officer
e. Aksyon Agad	SGOD-SocMob
f. Open Forum	Facilitators: PESPA & NAPSSHI President
g. Updates/Other Matters	SDS Marie Carolyn B. Verano
III. Adjournment	
IV. Closing Prayer	

5. Link will be sent to the official group chats of school heads and supervisors.

6. For information, guidance and compliance.


MARIE CAROLYN B. VERANO, CESO V
Schools Division Superintendent



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