



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



October 22, 2021

DIVISION MEMORANDUM  
 No. 282, s. 2021

**SDO OFFICIAL GROUP CHATS**

To: All SDO Employees  
 Public School Heads  
 Others Concerned

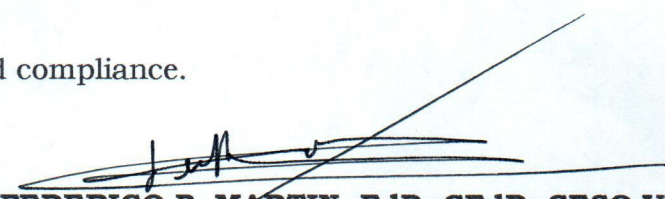
1. To effectively disseminate urgent announcements, updates and other notices, this Office directs the use of the following **Official Group Chats** for the Schools Division Office effective October 25, 2021, to wit:

Group Chat Name	Office/personnel involved	Administrator	Purpose
SDO-Baguio City School Heads Official GC	SDS, ASDS, Chiefs, Section Heads, School Heads, PSDSs and EPSs	Harriz G. Dizon	Provide announcements/updates for the schools.
SDO Baguio ISO 9001:2015	SDS, ASDS, Chiefs, SDO personnel	Don Jose C. Tolentino	Provide announcements/updates for the SDO employees (except health-related concerns/activities)
SDO COVID-19 TASK FORCE	SDS, ASDS, Chiefs, SDO personnel	Anna Melissa C. Repalda	Provide information related to Covid-19 only and other health-related issues/concerns.
SDO-Baguio CID	SDS, ASDS, Chief, EPS, PSDS	Valerie Queencie T. Tuquero	Address concerns/issues for the CID personnel
SGOD V2	SDS, ASDS, Chief, SGOD personnel	Fevi S. Cosi	Address concerns/issues for the SGOD personnel
OSDS Baguio	SDS, ASDS, OSDS personnel	Belen R. Tomin	Address concerns/issues for the OSDS personnel

2. Any announcements/updates to be posted in the aforementioned GCs except the functional division GCs (SGOD, CID, OSDS) shall be subject to the approval of the Head of Office which is to be posted only by the GC Administrator. Other GCs not included above will be considered as internal chats or within the division/section/unit, and any information provided therein will be the responsibility of the person conveying the message.

3. The creation of the aforementioned official group chats aims to convey information in real time and to avoid flooding of messages.

7. For your information, guidance and compliance.

  
**FEDERICO P. MARTIN, EdD, CEEd, CESO V**  
 Schools Division Superintendent



"DepEd SDO Baguio City: We Serve, We Care."

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