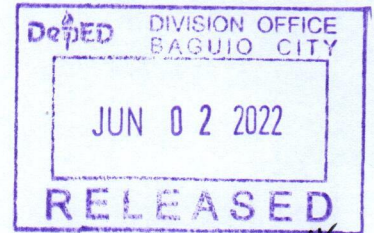




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



June 1, 2022



DIVISION MEMORANDUM

No. 153, s. 2022

NOTICE OF MEETING FOR SEF-PAID EMPLOYEES

To: All Public School Heads
Division Unit/Section Heads
SEF-Paid employees
Others Concerned

1. To disseminate updates from the City Government and to address issues/concerns relative to service processes, this Office scheduled a meeting of all SEF-paid employees on June 3, 2022 at the PFVR, 1:00 in the afternoon.
2. The agenda to be discussed are as follows:
 - a. Mandatory requirements for the processing of Monetary benefits
 - b. Working hours
 - c. Leave policies
 - d. Other matters
3. School Heads and Division Unit/Section Heads are hereby requested to allow the personnel of their respective schools/offices to attend the meeting.
4. The attendance and punctuality of the personnel to the said meeting will be monitored.
5. Immediate dissemination and strict compliance with this memorandum are desired.


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

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

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ISO 9001:2015 Certified
Quality Management System
CRN RU-19.2560.026
Issued on 12/27/2019