




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

MEMORANDUM
30 January 2023

TO: All Schools Administrative Officers II
Personnel in-charge of Leave Administration (IUs)

THRU: Public School Heads

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

SUBJECT: CONDUCT OF MEETING ON LEAVE ADMINISTRATION

1. The Schools Division Office, through the Administrative Service Section, shall conduct a meeting on February 3, 2023, 1:30 in the afternoon at the Division Conference Hall.
2. The meeting agenda are as follows:
 - a. Discussion on the process flow of leave application
 - b. Updating of leave ledgers
 - c. Other concerns on application for leaves of school personnel
3. Participants are requested to submit updated list of school personnel of their respective schools during the meeting.
4. For your information and attendance.



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