



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

DEPED DIVISION OFFICE
 BAGUIO CITY

RELEASED
 DATE: APR 17 2023
 TIME: _____
 BY: _____

17 April 2023

OFFICE MEMORANDUM

No. 003, s. 2023

PUNCHLIST OF REQUIRED REPORTS/DOCUMENTS

**TO : CHIEF EDUCATION SUPERVISORS
 EDUCATION PROGRAM SUPERVISORS
 PUBLIC SCHOOLS DISTRICT SUPERVISORS
 SECTION/UNIT HEADS
 ALL OTHERS CONCERNED**

1. As agreed during the Division Executive meeting conducted last April 12, 2023, hereunder is the Punchlist of Required Reports or Documents to be complied with:

	Required Report/Document	Responsible Personnel/Office	Timeline	Remarks
1.	Checklist of programs and activities under the HRTD Fund	HRDS	April 17-19, 2023	
2.	Progress report on the status of programs and activities under HRTD Fund	HRDS	April 17-19, 2023	
3.	Data on enrolment as basis for hiring additional Asatids	Madrasah Focal	April 19, 2023	
4.	Meeting of ad hoc committee to review the WFP of Madrasah continuing and current funds	CID CES, PSDSs, Madrasah Focal, Budget Officer, Accountant	April 17, 2023	
5.	Action plan to address issues and concerns relative to the implementation of MEP	CID CES, PSDSs, Madrasah Focal, Budget Officer, Accountant	April 19, 2023	
6.	Focal/Program owners to prepare and submit necessary obligation documents of all unobligated funds from the continuing and 1 st quarter current funds	CESSs, Unit/Section Heads, Focal persons	April 14, 2023	
7.	District Instructional Supervisory Plan and Administrative Support on: - Reading, numeracy and literacy gaps - Administrative case, complaints, issues and concerns (MATATAG Agenda aligned)	PSDSs	April 17-19, 2023	
8.	Copy of the reading program cycle or the Division LAC Session schedules to be submitted to SDS	Division Phil-IRI Coordinator	April 17-19, 2023	
9.	Meeting of ad hoc committee on the crafting of Project Lampara	ASDS, PSDSs, Phil-IRI Coordinator, EPS for English and Math, CID and SGOD CES, SMME, Budget office	April 17-19, 2023	

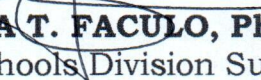




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		and Accountant		
10.	Inventory of previous infrastructure projects and report on their status (unpaid obligated projects, unclaimed retention, unclosed projects)	Physical Facilities and Accounting Office	April 17-19, 2023	To be presented on the next DExeCom
11.	Meeting of Child Protection Committee to look into intervention programs that will be given to schools with child protection related concerns	Child Protection Committee	April 17-19, 2023	
12.	Report on the status of virtual classrooms, Project Hi-Tech and the Technology Based Instruction at BCNSHS and report on the IT equipment used/utilized in these programs	LRMDS and ICT	April 17-19, 2023	To be presented on the next DExeCom
13.	Summary report on the sicknesses of employees as indicated in their application for leaves; this is to be given to SGOD S&H for intervention	Admin Services	April 17-19, 2023	
14.	Viber Account for DExecom members	ICT	April 17-19, 2023	
15.	Status report of PPAs under SEF	Budget Office	April 17-19, 2023	To be presented on the next DExeCom
16.	Visual graphic map of Baguio based on the Phil-IRI result	Division Phil-IRI Coordinator and ICT	April 17-19, 2023	To be presented on the next DExeCom

2. Immediate and wide dissemination of this memorandum is desired.


SORAYA T. FACULO, PhD, CESO VI
OIC - Schools Division Superintendent

