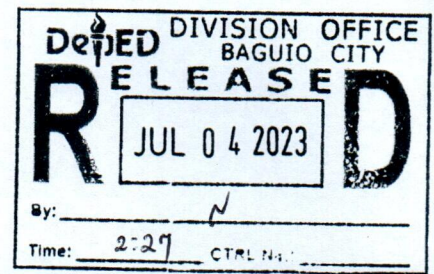




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



4 July 2023

DIVISION MEMORANDUM

No. 261-2023

CONDUCT OF SPECIAL DIVISION EXECUTIVE COMMITTEE MEETING

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

1. This Office announces the conduct of a Special Executive Committee Meeting tomorrow, **July 05, 2023, Wednesday from 1:30pm** onwards which will be held face to face at the Division Training Hall.
2. The general objective of the meeting is to discuss important matters emanated from the Special Regional Management Committee meeting and updates from the different functional divisions.
3. Agenda to be discussed:

Topic	Personnel In-charge	Time Allotment
1. Preliminaries and Attendance	Secretariat	5 mins
2. Declaration of Quorum	ASDS Christopher Benigno	
3. Finance updates	Lilibeth Degsi and Karyl De Leon	20 mins
4. SGOD updates	Niño Tibangay	10 mins
5. CID updates	Juliet Sannad	10 mins
6. ASDS updates	Christopher Benigno, PhD, EdD, CESO VI	
7. SDS Hour	Soraya Faculo, PhD, CESO VI	

4. Participants to the said meeting are the following:
 - a. SDS and ASDS (2)
 - b. CID and SGOD Chiefs (2)
 - c. Public Schools District Supervisors (10)
 - d. Education Program Supervisors (10)
 - e. Senior Education Program Specialists (4)





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- f. Medical Officer (1)
- g. Dentist (1)
- h. Nurse In-Charge (1)
- i. Education Facilities In-charge (1)
- j. ALS EPS-II (1)
- k. OSDS Section Heads (5)
- l. Support Staff (2)

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

SORAYA T. FACULO, PhD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge, Office of the Schools Division Superintendent

