



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

October 27, 2023

**DIVISION MEMORANDUM**

No.

**WORK FROM HOME ARRANGEMENT AND ASYNCHRONOUS CLASSES  
ON OCTOBER 31, 2023**

To: All Division Chiefs  
Section/Unit Heads  
Education Program Supervisors  
Public Schools District Supervisors  
Public School Heads  
Teaching and Non-Teaching personnel  
Others concerned

1. Pursuant to Memorandum Circular No. 38 issued by the Office of the President of the Philippines on work and classes concerns, this Office hereby directs all employees of this Division to observe Work From Home Arrangement on October 31, 2023. Likewise, schools shall conduct asynchronous classes on the aforementioned date.
2. To ensure an output/result-oriented work arrangement, all employees are required to submit their accomplishment reports.
3. For concerns in the Division Office, clients are requested to communicate with the following personnel:

NAME	DESIGNATION	CONTACT NO.
Soraya T. Faculo PhD, CESO VI	Schools Div. Superintendent	0917-106-6114
Christopher C. Benigno PhD, EdD, CESO VI	Asst. Sch. Div. Superintendent	0939-120-4306
Juliet C. Sannad, EdD	Chief, CID	0919-001-4438
Nino M. Tibangay, PhD	Chief, SGOD	0908-337-2752
Atty Annette L. Doyaoen	Legal Officer	0920-610-8711
Lilibeth G. Degsi	Accountant III	0968-856-7918
Belen R. Tomin	AO V (Budget)	0925-762-2707
Nieves D. Ebanio	AO V (Admin)	0918-962-3668
Harris G. Dizon, Jr.	ITO	0919-272-8091

3. Immediate dissemination of and compliance with this memorandum are desired.

**SORAYA T. FACULO PhD, CESO VI**  
Schools Division Superintendent

