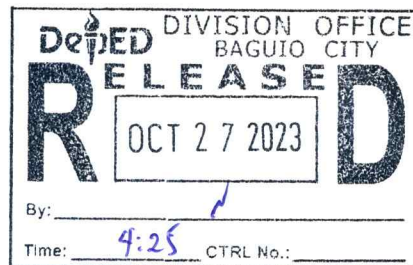




Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF BAGUIO CITY**



October 27, 2023

**OFFICE MEMORANDUM**

No. 023-2023

**CONDUCT OF SPECIAL DIVISION EXECUTIVE COMMITTEE MEETING**

To : Chief Education Supervisors  
 Section/Unit Heads  
 All Others Concerned

1. This Office announces the conduct of a Special Division Executive Committee meeting on **November 21, 2023, Tuesday from 8:30 am onwards** which will be held at the 3<sup>rd</sup> floor Division Training Hall.
2. Participants to the said meeting are the following:
  - a. SDS and ASDS (2)
  - b. CID and SGOD Chiefs (2)
  - c. OSDS Section Heads (5)
  - d. Education program Supervisor (3)
  - e. Engineer (1)
  - f. Support Staff (3)
3. The agenda to be discussed are as follows:

Topic	Personnel in-charge	Time Allotment	Remarks
<b>A. Preliminaries and Attendance</b>	Secretariat	30 mins	
<b>B. Declaration of Quorum</b>	ASDS Christopher Benigno		
<b>C. Reading and approval of the minutes of the previous meeting</b>	Secretariat		
<b>D. Matters arising from the minutes of meeting</b>	ASDS Christopher Benigno		
<b>E. Items for Discussion and Action</b>			
1. Proposal for the Unique Curriculum	EPS TVL and EPS IPED	30 mins	
2. Master Plan of Schools	SGOD – Educ. Facilities	30 mins	Revised Design after Benchmarking
3. School for the Arts	SGOD CES	30 mins	From assignment given on identification of probable school site
4. Proposal for Reading Clinic	EPS English	30 mins	
5. PPA Status	CID and SGOD CES	30 mins	
6. Budget Utilization	Budget Officer	30 mins	
<b>F. Items for information and updates</b>			
1. ALS SHS	CID CES	10 mins	
2. Night School	CID CES	10 mins	





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3. Presentation of the Finalized School Progress Monitoring Tool	CID CES	10 mins	
4. PFVR Management	AO	10 mins	To also present the cost of materials/ equipment procured during the Phase 1 of PFVR as basis for damage fee
5. Updated Map/Inventory of teachers	SGOD CES	10 mins	Excess and lacking teachers per district
6. 4 <sup>th</sup> Quarter Accomplishment Reports A. Legal B. Accounting updates C. ICT Updates	Legal Officer Accountant ITO	10 mins each	
<b>G. ASDS Updates</b>	Christopher Benigno, PhD, EdD, CESO VI		
<b>H. SDS Hour</b>	Soraya Faculo, PhD, CESO VI		

4. Submit presentations with a maximum of 5 slide decks on or before November 20, 2023 to the DExeCom secretariat's email ([jordine.sacyaten@deped.gov.ph](mailto:jordine.sacyaten@deped.gov.ph)).

5. Immediate dissemination of and compliance with this Memorandum is earnestly desired.

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

