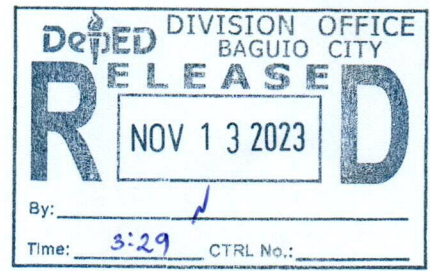




Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF BAGUIO CITY**



November 13, 2023

DIVISION MEMORANDUM

No. **457-2023**

**SPECIAL EDUCATION FUND FINALIZATION WORKSHOP**

To: All Chief Education Supervisors  
 Education Program Supervisors  
 Program Owners/Focal Persons  
 Others Concerned

1. Relative to the supplementary funding for basic education provided by the Local Government Unit for Calendar Year 2024, this Office will be conducting a finalization workshop of Special Education Fund (SEF) on December 4-5, 2023 at La Union.
2. The objective of this activity is to finalize the project proposals on programs, projects and activities for CY 2024 of the Division.
3. The participants are the following:

	Name	Position Title
1	Soraya T. Faculo	Schools Division Superintendent
2	Christopher C. Benigno	Asst. Schools Division Superintendent
3	Juliet C. Sannad	Chief Education Supervisor - CID
4	Nino M. Tibangay	Chief Education Supervisor - SGOD
5	Mary Jane N. Malihod	Education Program Supervisor
6	Lolita A. Manzano	Education Program Supervisor
7	Loida Mangangay	Education Program Supervisor
8	Marina D. Tabangcura	Education Program Supervisor
9	Virginia Alindayo	Education Program Supervisor
10	Jojo Ambros	Educaion Program Specialist II
11	Marilyn Api-it	Education Program Supervisor
12	Armi Victoria A. Fiangaan	Education Program Supervisor
13	Francisco Copsiyan	Education Program Supervisor
14	Juliet D. Piok	Senior Education Program Specialist
15	Asuncion C. Saguid	Senior Education Program Specialist
16	Nieves D. Ebanio	Administrative Officer V
17	Roger D. Sinot Jr.	Medical Officer IV
18	Harris G. Dizon	Information Technology Officer
19	Jordan Gas-ib	Engineer III
20	Maria Loreto L. Andrada	Dentist
21	Augie Simangan	Project Development Officer II
22	Honeylette Engngeg	Administrative Officer II
23	Aira Mae L. Ongngad	Administrative Assistant II
24	Judy Paran	Administrative Assistant II
25	Helen Pondales	Administrative Aide III

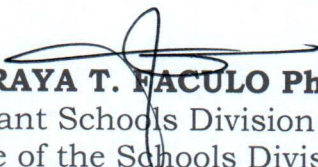




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**SCHOOLS DIVISION OF BAGUIO CITY**

26	Lester K. Libangen	Administrative Assistant II
27	Mark Ronald Cabatic	Administrative Assistant III
28	Arnold De Vera	Administrative Aide III
29	Lynne Cabinian	Administrative Aide III
30	Basilio Talco	Administrative Aide III
31	Roberto B. Catap	Driver
32	Winford J. Beliano	Driver
33	John Baldino	Driver
34	Charlie Docto	Driver
35	Peter Lid-ayan	Driver
36	Romulo Borja	Driver

4. This memo shall serve as Authority to Travel of the aforementioned participants.
5. Please see enclosure for the program design.
6. For information, guidance and compliance.

  
**SORAYA T. FACULO PhD, CESO VI**  
Assistant Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent





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**SCHOOLS DIVISION OF BAGUIO CITY**

Enclosure DM No. **457-2023**

**PROGRAM DESIGN**

<b>Time</b>	<b>Activity (December 4, 2023)</b>	<b>Learning Resource Provider</b>	<b>Logistics</b>
7:30-8:00	Wellness	Judy Paran/ Lester Libangen	Registration
8:01-8:30	Preliminaries  Message & Statement of purpose	Facilitators  Soraya T. Faculo PhD, CESO VI OIC-Schools Division Superintendent	
8:31-10:00	2023 Program Implementation Review & PIMME	Asuncion Saguid	Presentation
10:01-10:15	<b>HEALTH BREAK</b>		
10:16-11:00	Continuation - 2023 Program Implementation Review & PIMME	Asuncion Saguid	Presentation
11:01-12:00	Workshop on the preparation of Project Proposals for 2024 PPAs	Facilitators	Presentation
12:00-1:00	<b>LUNCH BREAK</b>		
1:01-3:00	Continuation- preparation of Project Proposals	Facilitators	
3:01-3:15	<b>HEALTH BREAK</b>		
3:16-6:00	Finalization of project proposals	Program Owners  Christopher C. Benigno, PhD, EdD, CESO VI	
6:00-8:00	<b>DINNER</b>		
<b>Time</b>	<b>Activity (December 5, 2023)</b>	<b>Learning Resource Provider</b>	<b>Logistics</b>
7:00-8:00	<b>BREAKFAST</b>		
8:01-8:15	Wellness	Facilitators	
8:16-11:00	Approval of project proposals	Soraya T. Faculo PhD, CESO VI OIC-Schools Division Superintendent	
11:01-12:00	Closing Program	Facilitators	





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	Message	Christopher C. Benigno, PhD, EdD, CESO VI	
12:01-1:00	<b>LUNCH</b>		
1:01 pm	<b>HOMEWARD BOUND</b>		

