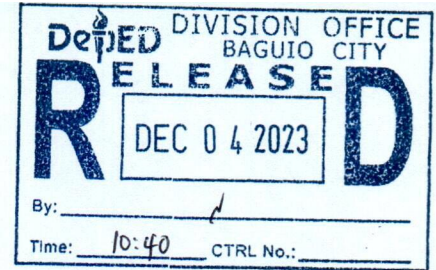




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
 SCHOOLS DIVISION OF BAGUIO CITY



December 4, 2023

DIVISION MEMORANDUM

No. 492-2023

DIVISION EXECUTIVE COMMITTEE MEETING

**TO : CHIEF EDUCATION SUPERVISORS
 OSDS SECTION HEADS
 ALL OTHERS CONCERNED**

1. This Office announces the conduct of the 6th Division Executive Committee meeting on **December 13, 2023, Wednesday from 1:30 pm** onwards which will be held at the 3rd Floor Division Training Center.
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. Medical Officer (1)
 - e. Support Staff (3)
3. The agenda to be discussed are as follows:

Topic	Personnel In-charge	Time Allotment	Remarks
A. Preliminaries and Attendance	Secretariat	20 mins	
B. Declaration of Quorum	ASDS Christopher Benigno		
C. Reading and approval of the previous meeting	Secretariat		
D. Matter arising from minutes of meeting	ASDS Christopher Benigno		
Topics for discussion and action			
1. Budget Utilization	Budget Officer	30 mins	CSW on all PPAs
2. Catch-up Fridays	CID CES	30 mins	
3. Farm School			
Items for presentation			
1. PhilHealth Application	SGOD SH&N	20 mins	Programs to address health issues of personnel and provision of mental health and psychosocial support services to learners
2. School Health and Nutrition Programs	SGOD SH&N	20 mins	

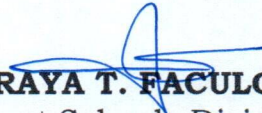




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Items for information and updates			
1. Proposal for Teacher Shortages and Update on Inventory of Teachers	CID and SGOD CES	10 mins each	
2. CPD Accreditation Application	SGOD HRDS	10 mins	
3. Update on the implementation of Client Satisfaction Measurement and consolidation of feedbacks for the 1 st to 4 th Quarter	AO V	10 mins	
4. Update on NLC post-test assessment	ITO	10 mins	
E. ASDS Updates	Christopher Benigno, PhD, EdD, CESO VI		
F. SDS Hour	Soraya Faculo, PhD, CESO VI		

- Submit presentations with a maximum of 5 slide decks on or before December 12, 2023 to the Secretariat's email (jordine.sacyaten@deped.gov.ph).
- 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 