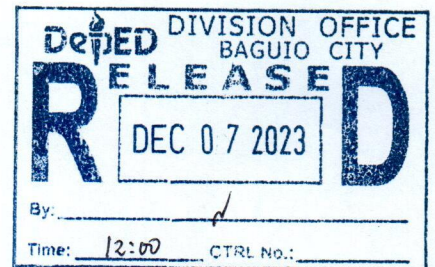




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



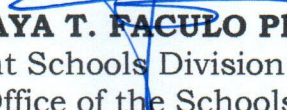
December 6,
2023

DIVISION MEMORANDUM
No. **500-2023**

MEETING OF SPECIAL EDUCATION FUND (SEF) – PAID PERSONNEL

To: All Chief Education Supervisors
Public Schools District Supervisors
Public School Heads
Non-Teaching Personnel (SEF-Paid)
Others Concerned

1. This Office, through the Administrative Section, will be conducting a meeting on December 11, 2023, 3:00 P.M. at the PFVR gym.
2. The meeting aims to ensure compliance to the call from the Office of the Human Resource Management Officer, City Government of Baguio, relative to the submission of Local School Board Resolution authorizing the renewal of the services of casual employees, and to provide feedback on individual performance for Calendar Year 2023.
3. Participants to this meeting are the casual/SEF-paid personnel of the Division Office and schools. Attendance is compulsory.
4. This memorandum also serves as the official travel authority of all concerned.
6. For immediate dissemination.


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

