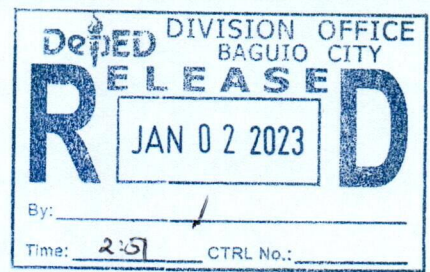




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



January 2, 2024

DIVISION MEMORANDUM

No. 001-2024

**CONDUCT OF DIVISION EXECUTIVE COMMITTEE MEETING AND
 THANKSGIVING MASS**

To: All Chief Education Supervisors
 Public Schools District Supervisor
 Education Program Supervisors
 Section/Unit Heads
 Others Concerned

- In light of the School Division Office's 2023 Accomplishments and to foster unity and gratitude among our personnel, this Office announces the conduct of the 1st Division Executive Committee meeting and Thanksgiving Mass on **January 5, 2023, Friday from 8:00 am** onwards which will be held at the 3rd Floor Division Office Training Hall.
- The participants to the mass are all the employees of the Schools Division Office while the attendees to the said meeting are the following:
 - SDS and ASDS (2)
 - CID and SGOD Chiefs (2)
 - OSDS Section/Unit Heads (5)
 - Education Program Supervisor (1)
 - SGOD Section Heads (3)
 - Support Staff (3)
- The program matrix is as follows:

Part I		
Time	Activity	In-Charge
8:00 – 9:00 AM	Thanksgiving Mass	EPS Nora Dalapnas
Part II		
10:00 AM onwards		
Topic	Personnel-in-charge	Time Allotment
A. Preliminaries and attendance	Secretariat	20 mins
B. Declaration of Quorum	ASDS Christopher Benigno	
C. Reading and approval of the minutes of previous meetings	Secretariat	
D. Matters arising from the minutes of meetings	ASDS Christopher Benigno	





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Items for presentation

1. Monitoring Tools - Monitoring tool that the SDO and Schools can use to monitor their PPAs; and - Monitoring tool for Best Practices	SGOD SMME and CID EPS-English	20 mins
2. GAWAD Cordillera performance evaluation - Present a list of awards garnered in the last 3 years - Issues and ways forward	SGOD HRD and Praise Chairperson	20 mins
3. 2024 AIP Presentation	SGOD Planning & Research	20 mins
4. 2023 SEF & GF Budget Utilization and 2024 SEF & GF PPAS	AO V	20 mins
5. Budget Utilization	Budget Officer	20 mins
E. ASDS Updates (On all committees handled)	Christopher Benigno PhD, EdD, CESO VI	
F. SDS Hour (Message)	Soraya Faculo PhD, CESO VI	

4. Submit presentations with a maximum of 5 slide decks on or before January 4, 2024 to the Secretariat's email (jordine.sacyaten@deped.gov.ph).
5. For information, guidance, and compliance of all concerned.

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

