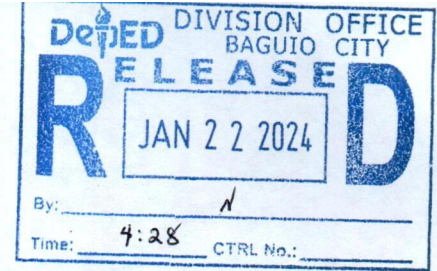




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



January 18, 2024

DIVISION MEMORANDUM
 No. 046-2024

CONDUCT OF INSTALLATION AND TURN- OVER CEREMONIES

To: **All Chief Education Supervisors**
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Others Concerned

1. Relative to the re-assignment/transfer of Schools Division Officials, this is to inform the field and all concerned Offices on the conduct of Installation and Turn-Over Ceremonies of the incoming Assistant Schools Division Superintendent (ASDS) DR. CARMEL F. MERIS and the outgoing ASDS DR. CHRISTOPHER C. BENIGNO on **January 24, 2024, 8:30 AM to 12:00 noon** at Plaza Lodge, South Drive, Baguio City.

2. Participants to this activity are:

SDO Baguio City Top Management	4
Guests from SDO-Abra	10
Guests form SDO-Benguet	15
APSA Officers	5
DepEd CAR Regional Director and other Officials	5
Office of the City Mayor	2
Office of the Congressman	2
Elementary and Secondary School Heads	67
Division Office employees (Chiefs and AO to ensure participation based on number of pax allotted)	CID- 20 SGOD - 20 OSDS - 25
Total	175

3. The expenses to be incurred in this activity shall be charged against Division MOOE subject to the usual accounting and auditing rules and regulations.

4. Please see attached program for reference.

5. For information and strict compliance.

SORAYA T. FACULO PhD, CESO VI
 OIC- Schools Division Superintendent





Schools Division of Baguio City
Cordillera Administrative Region

Installation and Turn-over Ceremonies



JANUARY 24, 2024

VENUE: PLAZA LODGE, SOUTH DRIVE, BAGUIO CITY

**9:00 AM
LITURGICAL MASS
PROGRAM PROPER**

This serves as an invitation

P R O G R A M

Attendance/Registration

HRDS

PART I

Thanksgiving Mass

PART II

Program proper

Nationalistic Song
Welcome Message

SORAYA T. FACULO PhD, CESO VI
OIC- Schools Division Superintendent

Intermission Number
Messages

DIVISION OFFICE PERSONNEL
HON. BENJAMIN B. MAGALONG

City Mayor

City Government of Baguio

HON. MARK O. GO

Congressman

Lone District of Baguio City

Intermission Number

**PHILIPPINE ELEMENTARY SCHOOL PRINCIPALS'
ASSOCIATION - Baguio Chapter**

Installation of the
New Assistant Schools
Division Superintendent
Turn-over Ceremonies

ESTELA P. LEON- CARIÑO EdD, CESO III
Director IV/Regional Director
DepEd-CAR

DepEd-CAR

CHRISTOPHER C. BENIGNO PhD, EdD, CESO VI
Outgoing ASDS

CARMEL F. MERIS

Incoming OIC-ASDS

Messages

Outgoing and Incoming ASDS

Intermission Number

**NATIONAL ASSOCIATION OF PUBLIC SECONDARY
SCHOOL HEADS OF THE PHILIPPINES INC**

-Baguio Chapter

AVP Presentation
Community Dance

ICT Unit

Soyosoy di Dagem

PART III

Photo Opportunity

LUNCH

MASTERS OF CEREMONIES: REY GAPASIN & MARY JANE MALIHOD