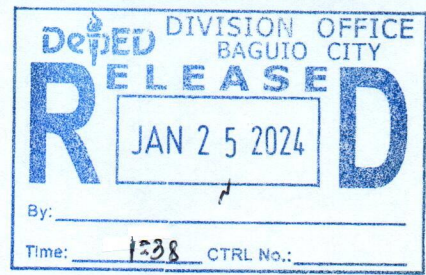




Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



January 25, 2024

**OFFICE MEMORANDUM**

No. 004-2024

**CONDUCT OF SPECIAL DIVISION EXECUTIVE COMMITTEE MEETING**

To: Chief Education Supervisors  
 Section/Unit Heads  
 All Others Concerned

1. This Office announces the conduct of a Special Division Executive Committee meeting on **February 1, 2024, Thursday from 8:30 am** onwards which will be held at the 3rd Floor Division Office Training Hall.
2. Participants to the said meeting are the following:
  - a. SDS and ASDS (2)
  - b. CID and SGOD Chiefs (2)
  - c. OSDS Section/Unit Heads (5)
  - d. Support Staff (3)

3. Agenda to be discussed:

Topic	Personnel-in-charge	Time Allotment
A. Preliminaries and attendance	Secretariat	5 mins
B. Declaration of Quorum	SDS Soraya Faculo	
<b>Items for presentation</b>		
1. Updated 2024 AIP Presentation	CID, SGOD, and OSDS	20 mins each
2. Presentation of chairmanship in different committees and bodies	SDS Soraya Faculo	30 mins
C. ASDS Message	ASDS Carmel Meris	
D. SDS Hour	SDS Soraya Faculo	

4. Submit presentations with a maximum of 5 slide decks on or before January 30, 2024 to the Secretariat's email ([jordine.sacyaten@deped.gov.ph](mailto:jordine.sacyaten@deped.gov.ph)).
5. For information, guidance, and compliance of all concerned.

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

