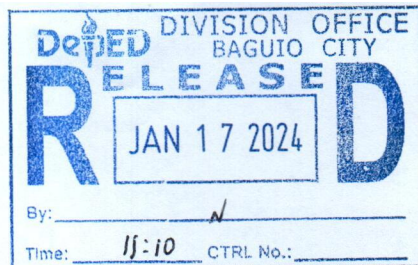




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



January 17, 2024

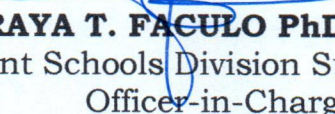
OFFICE MEMORANDUM

No. 002-2024

**SUBMISSION OF REPORTS ON MEETINGS WITH OTHER AGENCIES
AND ORGANIZATIONS**

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

1. In line with our commitment to transparent communication and effective collaboration, all personnel representing the Office and committee focal persons attending meetings with other agencies and organizations are required to submit reports to the Office of the Schools Division Superintendent within three days after the meeting. These reports should include key discussions, decisions, action items, and any relevant information that may impact our Division.
2. Focal persons are advised to submit reports promptly to facilitate efficient communication and decision-making.
3. 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

