



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

February 28, 2024

OFFICE MEMORANDUM

No. 130-2024

CONDUCT OF DIVISION EXECUTIVE COMMITTEE MEETING

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

1. This Office announces the conduct of the 3rd Regular Division Executive Committee meeting on **March 12, 2024, Tuesday from 8:30 am** onwards 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. SGOD HRDS (1)
 - e. Support Staff (3)
3. Agenda to be discussed:

Topic	Personnel-in-Charge	Time Allotment	Remarks
A. Preliminaries and attendance	Secretariat	15 mins	
B. Declaration of Quorum	ASDS Carmel Meris		
C. Reading and approval of the minutes of previous meetings	Secretariat		
D. Matters arising from the previous meeting	ASDS Carmel Meris		
Items for presentation			
1. Presentations of 1 st Quarter Targets vs. Accomplishments and 2 nd Quarter Targets <ul style="list-style-type: none">• CID• SGOD• OSDS<ul style="list-style-type: none">-Accounting Unit-Administrative Section-Budget Unit		15 mins each	

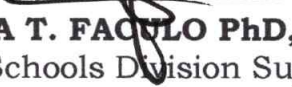




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-ICT Unit -Legal Unit			
Items for update			
1. Budget Utilization for the 1 st Quarter	Budget & Accounting	10 mins	
2. ALS Benchmarking Plan for the Sandiwaan Center for Learning & Curriculum updates	CID CES	10 mins	Updates on NLC, MATATAG, and Instructional Supervisory
3. CARAA preparation & SGOD updates	SGOD CES	10 mins	Updates on GO and LEAD
4. Guidance on the implementation of the RPMS-PPST for teachers for SY 2023-2024	SGOD HRDS	10 mins	
5. Inventory of SEF Personnel	Administrative	10 mins	Recommendations relative to the current inventory of SEF personnel (<i>positions, assignments...</i>)
6. Updates on MoA with universities	ITO Harris Dizon, Jr.	10 mins	
E. ASDS Report	ASDS Carmel Meris		
F. SDS Report	SDS Soraya Faculo		

4. Submit presentations with a maximum of 5 slide decks on or before March 11, 2024 to the Secretariat's email (jordine.sacyaten@deped.gov.ph).
5. Immediate and widest dissemination of this Memorandum is directed.


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

