



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

February 2, 2024

OFFICE MEMORANDUM
No. **005-2024**

MEETING OF SPECIAL EDUCATION (SEF) – PAID PERSONNEL

To: All Chief Education Supervisors
Public Schools District Supervisors
Public School Heads
Non-Teaching Personnel (SEF-Paid)
Others Concerned

1. This Office, through the Administrative Section, will be conducting a meeting on February 7, 2024, at 2:00 P.M. at the PFVR Gym.
2. The meeting will cover the following topics:
 - a. Review & discussion of policies for Casual Appointments
 - b. Guidelines on the grant of Collective Negotiation Agreement (CNA).
 - c. Processing of Salaries
 - d. Performance Management
 - e. Grievance Mechanism and other matters
 - f. SEF Budget 2023
 - g. Other issues and concerns
3. Participants in this meeting are the SEF-paid personnel of the Division office and schools. Attendance is a must.
4. This memorandum also serves as the official travel of all concerned.
5. For strict compliance and immediate dissemination.

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

