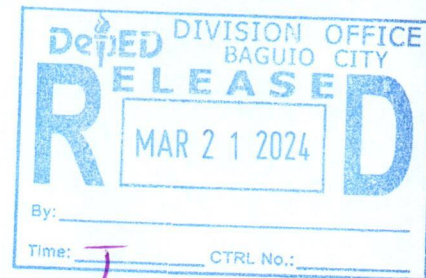




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



21 March 2024

DIVISION MEMORANDUM

No. **188-2024**

**ADENDUM TO DIVISION MEMORANDUM NO. 160, S. 2024
(CAPABILITY BUILDING FOR SCHOOLS DIVISION OFFICE PERSONNEL
(MEMBERS OF THE FORMAL INVESTIGATION COMMITTEES FOR
TEACHING AND NON-TEACHING) ON ADMINISTRATIVE PROCEDURES
AND LEGAL WRITING)**

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisors
Education Program Supervisors, CID and SGOD
OSDS Section Heads
Baguio City Teachers' Associations of both
Elementary and Secondary Schools
Association of Non-Teaching Personnel
FIC Secretariat, and
All Others Concerned

1. The following shall compose the Inspectorate team to inspect the venue with catering services for the conduct of the *Capacity Building for Schools Division Office Personnel on Administrative Procedures and Legal Writing* on March 22 and 23, 2024 at Hotel Tugos, Naguilian Road, Baguio City.

Lilibeth Degsi, Accountant III
Jayrerose Guevarra, Public Schools District Supervisor

2. For information and guidance.

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

**By the authority of the
OIC-Schools Division Superintendent:**

NIEVES D. EBANIO
Administrative Officer V



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