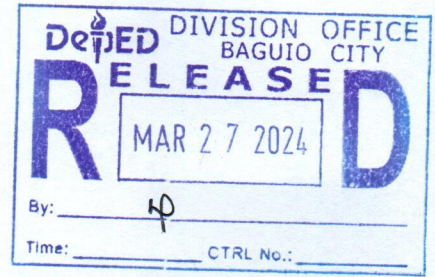




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



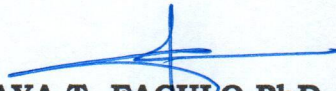
March 26, 2024

DIVISION MEMORANDUM
No. **203-2024**

**REGULAR MEETING OF SEF-PAID ADMINISTRATIVE AIDES III
(UTILITY WORKERS AND SECURITY GUARD)**

To: All Public School Heads
SEF-Paid Non-Teaching Staff
Others Concerned

1. To ensure effective communication and facilitate assistance on completion of human resource forms such as the Application for Leave and Daily Time Record, as well as reinforcing office policies regarding attendance, punctuality, and other related concerns, this Office through the Office of the Assistant Schools Division Superintendent, has scheduled regular meetings for SEF-paid utility workers and security guards.
2. The meetings will be conducted every first Friday of the month at **3 o'clock in the afternoon**, or as needed, with the Administrative Officer V (Admin Services) tasked to call for a meeting. The meeting will commence on **April 5, 2024**.
3. School heads are hereby directed to advise the aforementioned personnel in their respective schools to attend the meeting and to secure locator slip.
3. For information, guidance and compliance.


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



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