



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



April 19, 2024

**DIVISION MEMORANDUM**

No. 245-2024

**NOTICE OF MEETING**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Division Office Section & Unit Heads  
 Others Concerned

1. This is to inform all program owners of various training programs, conferences and seminars that there will be a meeting on **April 22, 2024, 2:00 to 4:00 pm** at the Division Office Training hall.

2. The following are the agenda:

1. Review of the Division L and D process flow
2. Check list of pre and post requirements in L and D programs
3. Requirements for CPD accreditation
4. Prioritization of HRD funds per SUB-ARO No. RO-CAR 24-0194
5. Other matters

3. Participants in the meeting are as follows:

SDS Soraya T. Faculo	1
ASDS Carmel F. Meris	1
Chief Juliet C. Sannad	1
Chief Niño M. Tibangay	1
Education Program Supervisors	10
Public Schools District Supervisors	10
Senior Education Program Specialist	4
OSDS Section Heads	5
Secretariat	1
Total	23







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4. Indicative Matrix

<b>Activity/Agenda</b>	<b>Focal/Presenter</b>
Prayer	Marina D. Tabangcura
Opening Statement	SDS Soraya Faculo
Review of the L and D process flow	Jovelyn T. Balantin
Reiteration of documentary requirements of Common government transactions	Lilibeth G. Degsi
Requirements for CPD Accreditation	Samuel F. Bab-anga
Prioritization of HRD funds	Belen R. Tomin
Other matters	
Closing Statement/Adjournment	ASDS Carmel Meris
Moderator: HRDS	

5. Immediate dissemination of this Memorandum is directed.

**SORAYA T. FACULO PhD, CESO VI**  
OIC- Schools Division Superintendent 

