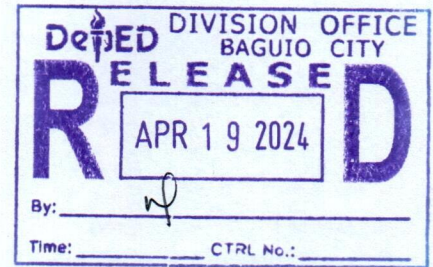




Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



April 19, 2024

**DIVISION MEMORANDUM**  
 No. 246-2024

**CONDUCT OF DIVISION EXECUTIVE COMMITTEE MEETING**

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

1. This Office announces the conduct of the **4<sup>th</sup> Regular Division Executive Committee meeting on April 23, 2024, Tuesday from 1:00 pm 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 Section Heads/Representatives (2)
  - e. CID EPS/Representatives (3)
  - f. School Heads (2)
  - g. Support Staff (3)
3. Agenda to be discussed:

Topic	Personnel-in-Charge	Time Allotment	Remarks
A. Preliminaries and attendance	Secretariat	5 mins	
B. Declaration of Quorum	ASDS Carmel Meris		
<b>Items for update</b>			
1. Donors and partners	SGOD SocMob	10 mins	
2. GASTPE	OSDS Legal	10 mins	
3. CARAA Resulta	SGOD CES	10 mins	
<b>Items for presentation</b>			
1. Proposal for Lucban ES Integrated School	School Head	15 mins	<i>Present profile on the application for Integrated School</i>



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2. Proposal for Adiwang ES Integrated School	School Head	15 mins	<i>Present profile on the application for Integrated School</i>
3. Framework for implementing distance/remote learning	EPS - Science	15 mins	
4. Results of 1 <sup>st</sup> Quarter Monitoring of Supervisors	EPS - Science	15 mins	
5. National Learning Camp 2024	EPS - English	15 mins	
6. ALS Proposal	EPS ALS	15 mins	
7. Documentary requirements on School for Arts and Sports	TWG	15 mins	
8. Monitoring Dashboard	TWG (ICT, Chiefs, Section/Unit Heads)	15 mins	
9. Budget Utilization Report	Budget/CID and SGOD CES	30 mins	
10. PMIS Report	SGOD SMME	15 mins	
E. ASDS Report	ASDS Carmel Meris		
F. SDS Report	SDS Soraya Faculo		

- Submit presentations with a maximum of 5 slide decks on or before April 22, 2024 to the Secretariat's email ([jordine.sacyaten@deped.gov.ph](mailto:jordine.sacyaten@deped.gov.ph)).
- Immediate and widest dissemination of this Memorandum is directed.

**SORAYA T. FACULO PhD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge *4-19*  
Office of the Schools Division Superintendent

/OSDS/jns/04.19.24