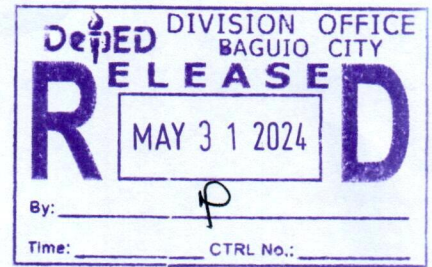




Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



May 31, 2024

**DIVISION MEMORANDUM**  
 No. 318-2024

**CONDUCT OF DIVISION EXECUTIVE COMMITTEE MEETING**

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

1. This Office announces the conduct of the **5<sup>th</sup> Regular Division Executive Committee meeting** on **June 10, 2024, Monday from 9:30 am** 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/Representative (3)
  - e. CID EPS/Representatives (3)
  - f. SEF Representative (1)
  - g. BAC Representative (1)
  - h. Support Staff (3)
3. Agenda to be discussed:

Topic	Personnel-in-Charge	Time Allotment	Remarks
A. Preliminaries and attendance	Secretariat	20 mins	
B. Declaration of Quorum	ASDS Carmel Meris		
C. Reading and approval of the Minutes of the Previous Meeting	Secretariat		
<b>Items for presentation</b>			
1. Regional ManCom Agreements/Report	SEPS Planning & Research	15 mins	
2. Budget Utilization Report	Budget Officer	45 mins	
3. Status of Procurement Submitted	BAC Secretariat	15 mins	
4. Status of PPAs in the PMIS	Planning Officer	10 mins	
5. SEF Unpaid Obligated Funds	SEF AO II	15 mins	





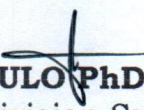


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<b>OSDS Updates/Reports</b>			
6. Unfilled Positions & Integrated School teacher needs	AO V	10 mins	
7. Proposal to set-up vending machines at the PFVR	AO V	15 mins	
8. Status of School Sites	Legal Officer	10 mins	
<b>CID Updates/Reports</b>			
9. Concrete Strategies in Developing a Smart Learning City	EPS-TLE	15 mins	To discuss synthesis for the outputs presented during PBed's workshop
10. Smart Learning Communities	ICT and EPS-TLE	15 mins	Roll out of interactive board to schools
11. NLC Execution Plan	CID CES	10 mins	
12. Barangay Reading Program	EPS-Filipino	10 mins	
13. LR Inventory Report for MATATAG Curriculum	EPS-LRNDS	10 mins	Kinder, Grades 1, 4 and 7
<b>SGOD Updates/Reports</b>			
14. Brigada Kickoff	SEPS-SocMob	10 mins	
15. Opening of the School Year Preparations	SGOD CES	10 mins	
E. ASDS Report	ASDS Carmel Meris		
F. SDS Report	SDS Soraya Faculo		

4. Submit presentations with a maximum of 5 slide decks on or before June 7, 2024 to the Secretariat's email ([jordine.sacyaten@deped.gov.ph](mailto:jordine.sacyaten@deped.gov.ph)).

5. Immediate and widest dissemination of this Memorandum is directed.

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

/OSDS/STF/jns