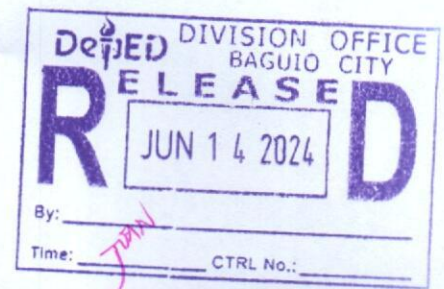




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
SCHOOLS DIVISION OF BAGUIO CITY



June 13, 2024


**DIVISION MEMORANDUM**

No. 333-2024

**TRAINING ON THE IMPORTANCE AND BASIC PROCEDURE ON CIVIL  
REGISTRATION FOR BAGUIO CITY SCHOOLS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
School Registrars and/or School Administrators  
Others Concerned

1. The City Civil Registry Office in Baguio City would like to inform us that they will be conducting a one-day seminar entitled TRAINING ON THE IMPORTANCE AND BASIC PROCEDURE ON CIVIL REGISTRATION FOR BAGUIO CITY SCHOOLS on July 9-12, 2024 (in four batches) at the Orchard Hotel, Baguio City.
2. The seminar aims to educate school registrars on the importance and basic procedures of civil registration; to create awareness in all schools and students on the accuracy of their civil registry documents thus preventing future problems; and to eliminate stigma in every student for not having their identity.
3. In this regard, the school registrars and/or school administrators in the City of Baguio are invited to the said activity. Please find the attached schedule and please confirm your attendance on or before June 28, 2024, by calling Tel. No. 446-3159 and look for Ms. Lea Figueroa. 2 slots are accommodated for big schools.
4. Wide dissemination of this Memorandum is enjoined.

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

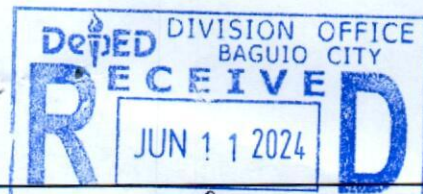
bsf-hrds/6/13/2024







Republic of the Philippines  
**CITY CIVIL REGISTRY OFFICE**  
City Government of Baguio



05 June 2024

**SORAYA T. FACULO PhD, CESO VI**  
Assistant Schools Division Superintendent  
OIC-Schools Division Superintendent  
Department of Education  
Baguio City

Dear Madam:

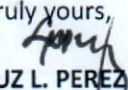
Good day!

The City Civil Registry Office in Baguio City would like to inform you that we will be conducting a one-day seminar entitled TRAINING ON THE IMPORTANCE AND BASIC PROCEDURE ON CIVIL REGISTRATION FOR BAGUIO CITY SCHOOLS on July 9-12, 2024 (in four batches) at the Orchard Hotel, Baguio City. This seminar aims to educate school registrars on the importance and basic procedures of civil registration; to create awareness in all schools and students on the accuracy of their civil registry documents thus preventing future problems; and to eliminate stigma in every student for not having their identity.

In this regard may we invite the school registrars and or school administrators in the City of Baguio to attend the said activity. Please find the attached schedule and please inform the participants to confirm their attendance on or before June 28, 2024, otherwise, slots will be given to other interested individuals. We have accommodated 2 slots for big schools. You may reach us thru Tel. No. 446-3159 and look for Ms. Lea Figueroa We look forward to your cooperation in disseminating this invitation. Our heartfelt gratitude on this matter.

God bless and more power.

Truly yours,

  
**LUZ L. PEREZ**  
City Civil Registrar





**TRAINING ON THE IMPORTANCE AND BASIC PROCEDURES ON CIVIL REGISTRATION FOR BAGUIO CITY SCHOOLS**

Orchard Hotel, Baguio City

FIRST BATCH

JULY 9, 2024

NO	SCHOOL	NO	SCHOOL	NO	SCHOOL	NO	SCHOOL
1	Baguio Country Club Village ES	16		31		46	
2	Gibraltar ES	17	Jose P. Laurel ES (2 SLOTS)	32	Manuel A. Roxas ES (2 SLOTS)	47	Bonifacio ES (2 SLOTS)
3	Lindawan ES	18	Loakan ES	33		48	Fairview ES
4	Manuel L. Quezon ES (2 SLOTS)	19	Apolinario Mabini ES (2 SLOTS)	34	Aguinaldo ES (2 SLOTS)	49	Holy Ghost Extension ES
5		20		35	Baguio Central School (2 SLOTS)	50	Luchan ES (2 SLOTS)
6	Rizal ES-Main (2 SLOTS)	21	Don Mariano Marcos ES (2 SLOTS)	36		51	
7		22		37	Dominican Mirador ES	52	Pinsao ES (2 SLOTS)
8	Rizal ES Extension - Liteng	23	Doña Aurora ES (2 SLOTS)	38	Josefa Cariño ES (2 SLOTS)	53	
9	Fort del Pilar ES	24		39		54	
10	Happy Hollow ES	25	Dona Nicasia J. Puyat ES (2 SLOTS)	40	San Luis ES	55	Alfonso Tabora ES (2 SLOTS)
11	Kias ES	26		41	Elpidio R. Quirino ES	56	San Carlos Heights ES
12	Springhills ES	27	Adiwang ES	42			
13	Baguio City SPED Center	28	Crystal Cave ES	43	Irisan ES (2 SLOTS)		
14	Camp 7 ES	29	Dontogan ES	44			
15	Brookspoint ES	30	Sto. Tomas ES	45	Quezon Hill ES (2 SLOTS)		



**TRAINING ON THE IMPORTANCE AND BASIC PROCEDURES ON CIVIL REGISTRATION FOR BAGUIO CITY SCHOOLS**  
**Orchard Hotel, Baguio City**  
**SECOND BATCH**  
**JULY 10, 2024**

NO	SCHOOL	NO	SCHOOL	NO	SCHOOL	NO	SCHOOL
1	Magsaysay ES (2 SLOTS)	16	Hillside NHS	31	Guisad Valley NHS (2 SLOTS)	46	
2		17	Baguio City NHS (2 SLOTS)	32		47	Lindawan NHS (2 SLOTS)
3	Quirino Hill ES (2 SLOTS)	18		33	Magsaysay NHS (2 SLOTS)	48	
4		19	Roxas NHS (2 SLOTS)	34		49	Joaquin Smith NHS (2 SLOTS)
5	Bakakeng ES (2 SLOTS)	20		35	Pinget NHS (2 SLOTS)	50	
6		21	Mil-an NHS (2 SLOTS)	36		51	Happy Hollow NHS (2 SLOTS)
7	Dona Aurora H. Bueno ES (2 SLOTS)	22		37	San Vicente NHS (2 SLOTS)	52	
8		23	Sto. Tomas NHS (2 SLOTS)	38		53	Rizal NHS (2 SLOTS)
9	Pinget ES (2 SLOTS)	24		39	Dona Aurora NHS (2 SLOTS)	54	
10		25	Pines City NHS (2 SLOTS)	40		55	Dominican-Mirador NHS (2 SLOTS)
11	Pacday Quintio ES (2 SLOTS)	26		41	Quezon Hill NHS (2 SLOTS)	56	
12		27	Baguio City National Science HS (2 SLOTS)	42			
13	San Vicente ES (2 SLOTS)	28		43	Fort del Pilar NHS (2 SLOTS)		
14		29	Irisan NHS (2 SLOTS)	44			
15	Bakakeng NHS	30		45	Pinsao NHS (2 SLOTS)		



**TRAINING ON THE IMPORTANCE AND BASIC PROCEDURES ON CIVIL REGISTRATION FOR BAGUIO CITY SCHOOLS**  
**Orchard Hotel, Baguio City**  
**THIRD BATCH**  
**JULY 11, 2024**

NO	SCHOOL	NO	SCHOOL	NO	SCHOOL	NO	SCHOOL
1	Balay Sofia	16	Baguio Achievers' Academy	31	Pines City Baptist Academy	46	Pines Faith Mountain Academy Incorporated
2	Brent International School - Baguio City	17	Ridgeview Academy of Baguio	32	Saint Louis University Laboratory High School	47	St. Martin School, Inc.
3	Bright Hope Room for Growth Inc	18	Saint Louis School, Inc. (Center) Elem	33	Shalom International School	48	The School of St. Isidorus, Inc.
4	Disciples for Christ Independent School Foundation, Inc.	19	Saint Louis School, Inc. (Center) HS	34	STI College - Baguio	49	Baguio City Foursquare Heritage School, Inc.
5	Grace Bible Academy	20	Saint Louis University Laboratory Elementary School	35	University of Baguio Laboratory Elementary School	50	Baguio Multicultural Institute
6	Pines Montessori School	21	(2 SLOTS)	36	(2 SLOTS)	51	Christian Legacy Academy*
7	Saint Louis School of Paadal, Inc. (2 SLOTS)	22	St. Elizabeth Montessori School of Baguio City, Inc.	37	YMCA Pre-School	52	Glad Tidings Integrated School, Inc.
8		23	STEP Learning Academy	38	Androgynous Heritage School	53	Northridge Academy, Inc.
9	Baguio Higher Ground Christian School Inc.	24	University of the Cordilleras Grade School & High School (2 SLOTS)	39	Baguio International Academy	54	San Luis King's Kids Christian Academy
10	Genext School of Leaders Foundation, Inc.	25		40	Baguio Pines Family Learning Center, Inc.	55	Subido Christian School
11	Loakan Baptist Church Christian Education Center	26	Baguio City Science Foundation	41	Calvary Ministries Academy of Baguio		
12	Metropolitan Baguio Christian Academy	27	Bethesda Sky Learning Center, Inc.	42	Crescent Valley Christian Academy		
13	Remnant International College, Inc.	28	Don Bosco School of Baguio City, Inc.	43	Easter College, Incorporated (2 SLOTS)		
14	Small World Christian School Foundation	29	Free Believers in Christ Academy, Inc.	44			
15	St. Francis Learners School	30	Good News Academy, Inc.	45	Grace Baptist Church & Schools of Baguio City, Inc.		



**TRAINING ON THE IMPORTANCE AND BASIC PROCEDURES ON CIVIL REGISTRATION FOR BAGUIO CITY SCHOOLS**  
**Orchard Hotel, Baguio City**  
**FOURTH BATCH**  
**JULY 12, 2024**

NO	SCHOOL	NO	SCHOOL	NO	SCHOOL	NO	SCHOOL
1	Union School International	16	BSBT College, Inc.	31	Baguio Baptist Church Learning Center	46	Berkeley School, Inc.
2	Victory Baptist Academy	17	Data Center College of the Philippines of Baguio City, Inc. (2 SLOTS)	32	Fame Golf Mission Sechool, Inc.	47	Cherubim School, Inc
3	4th Watch Maranatha Christian Academy of Baguio City, Inc.	18		33	Our Lady of Mt. Carmel Montessori	48	Daily International School, Inc.
4	Cypress Christian Foundation School	19	Informatics Baguio City Center, Inc.	34	School of Thoughts Integrated Learning Experience	49	Lumen Christi Academy of Baguio, Inc.
5	Educare College, Inc.	20	Logos International School in Luzon, Inc.	35	University of Baguio High School (2 SLOTS)	50	Phases Learning Center
6	Irisan Children's Learning Center Inc.	21	Northern Luzon School for Visually Impaired, Inc. (NLSVI)	36	University of Baguio Science High School - JHS	51	Saint Louis School of Aurora Hill Inc. (2 SLOTS)
7	Living Epistle Christian Academy, Baguio Inc.	22	PHISA Institute of Technology	37	University of Baguio Science High School - JHS	52	ST. JOHN PAUL II LEARNING CENTER, INC.
8	St. Vincent de Ferrer Learning Center (2 SLOTS)	23		38	University of Baguio Science High School - SHS	53	
9		24	Baguio Patriotic High School	39	University of the Cordilleras Senior High School (2 SLOTS)	54	UCCP Baguio Educational Center, Inc.
10	Westville School, Inc.	25	Bridges Tutorial & Learning Center	40		55	
11	AMA Computer College-Baguio City	26	Friendly Homes Kindergarten, Inc.	41	Yesu Maaul Christian Academy		
12	Baguio Central University (2 SLOTS)	27	Our Lady of the Atonement Cathedral School, Inc..	42	Baguio College of Technology		
13		28		43	Baguio Siloam Christian Academy, Inc.		
14	Baguio City Academy Colleges, Inc.	29	Pines City Colleges (2 SLOTS)	44	Baguio Vision Christian Academy Foundation		
15	Baguio Seventh Day Adventist School Academy	30	Academia de Sophia International Inc.	45	BBCCC Foundation Preschool		