



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

July 29, 2024

DIVISION MEMORANDUM

No. **408-2024**

**NOTICE OF MEETING FOR NEW AND PROVISIONAL TEACHING STAFF**

To: Public Schools District Supervisors  
 Public School Heads  
 All Others Concerned

1. To ensure a smooth transition into new roles and to familiarize with the key administrative and operational aspects of this Division, this Office has scheduled a meeting for **newly hired teachers, substitutes, teachers who have been transferred, and provisional teachers** on August 2, 2024, at 2:00 p.m. at the Division Office Training Hall.

2. The agenda are as follows:

Agenda	Personnel in-charge
1. Overview of office procedures and protocols	Nieves D. Ebanio
2. Financial Process on Benefits and Compensation	Lilibeth G. Degsi
3. Key Reminders and Expectations	SDS Soraya T. Faculo
4. Q&A Session	

3. Concerned School heads are directed to inform the aforementioned participants for their attendance and to secure locator slip.

4. For information, guidance and strict compliance.

Digitally signed by Faculo Soraya  
 Tudlong  
 Date: 2024.07.29 13:07:26 +08'00'

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

OSDS/AS/nde



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