



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

July 29, 2024

DIVISION MEMORANDUM

No. **409-2024**

**NOTICE OF MEETING FOR SEF-PAID PERSONNEL**

To: Chief Education Supervisor, SGOD  
 Public School Heads  
 School Administrative Officers  
 SEF-Paid Non-Teaching Staff  
 All Others Concerned

1. To provide clarity on procedures, address any concerns, and ensure understanding of the operations specifically related to the use of the Special Education Fund as the source of casual salaries and benefits, this Office has scheduled a meeting for SEF-paid employees on August 2, 2024, at 2:30 PM at the PFVR.

2. The agenda to be discussed are as follows:

|   |  |
|---|--|
| I. Preliminaries  | Secretariat                                  |
| II. Meeting Proper  |  |
| 1. Discussion on Budget Allocation for Salaries and Benefits                                | Honneylette C. Engngeg                       |
| 2. Discussion on the updated salary process   | Aisa Acelyn Dy C. Torres                     |
| 3. Compliance with relevant laws and regulations/Additional matters/concerns for discussion | Nieves D. Ebanio                             |
| III. SDS/ASDS Time  | ASDS Carmel F. Meris<br>SDS Soraya T. Faculo |
| IV. Closing   |  |

3. School heads are hereby directed to advise the aforementioned personnel in their respective schools to attend the meeting and to secure locator slip.

3. For information, guidance and strict compliance.

Digitally signed by Faculo Soraya  
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 Date: 2024.07.29 13:08:19 +08'00'

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