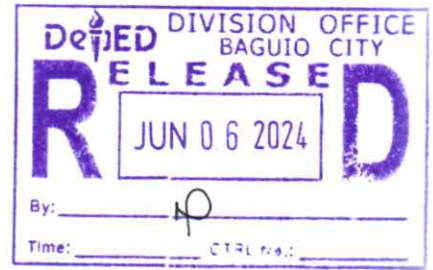




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



June 5, 2024

DIVISION MEMORANDUM
 No. **324-2024**

**NOTICE OF MEETING FOR SEF-PAID GENERAL SERVICES PERSONNEL
 (UTILITY WORKERS, SECURITY GUARDS, DRIVERS) AND
 SCHOOL ADMINISTRATIVE OFFICERS**

To: Public School Heads
 School Administrative Officers
 SEF-Paid Non-Teaching Staff
 All Others Concerned

1. The Office has scheduled a meeting for SEF-paid General Services Personnel, including utility workers, security guards, and drivers, on June 7, 2024, at 1:00 PM at the SDO Conference Hall. This meeting is part of the issued Division Memo No. 203, s. 2024, which pertains to the conduct of regular meetings for SEF-paid Administrative Aides III.

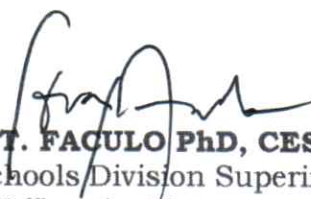
2. The agenda to be discussed are as follows:

I. Preliminaries	Secretariat
II. Meeting Proper	
1. IPCR-Performance Review/Evaluation for January to June 2024	Nieves D. Ebanio
2. Submission of F6, F48 and other HR forms	Lester K. Libangen
3. Additional matters	
III. SDS/ASDS Time	SDS Soraya T. Faculo ASDS Carmel F Meris
IV. Closing	

2. Additionally, School Administrative Officers will attend the meeting to provide technical assistance to the personnel, specifically in preparing their Individual Performance Commitment and Review (IPCR).

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 compliance.


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

OSDS/AS/nde

