



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



July 17, 2024

**DIVISION MEMORANDUM**

No. **389-2024**

**CONDUCT OF 1<sup>st</sup> REGULAR  
 DIVISION MANAGEMENT COMMITTEE MEETING**

To: Chief Education Supervisors  
 Public Schools District Supervisors  
 Education Program Supervisors  
 OSDS and SGOD Section/Unit Heads  
 Public Elementary and Secondary School Heads  
 All Others Concerned

1. This Office announces the conduct of the 1<sup>st</sup> Regular Division Management Committee meeting on **July 25, 2024, Thursday from 8:30 am** onwards at the Baguio City National High School Library.

2. Participants to the said meeting are the following:

Participants	Number
SDS and ASDS	2
Chief Education Supervisors	2
CID-Public Schools District Supervisors	10
CID-Education Program Supervisors	10
SGOD-Education Program Supervisor	1
SGOD-Section/Unit Heads	6
OSDS-Section/Unit Heads	5
SEF Budget Officer	1
Support Staff	4
School Heads (Rizal ES-Liteng Extension and PCNHS-Lucban Campus included)	69
<b>Total:</b>	<b>110 pax</b>

3. Agenda to be discussed:

Topic	Personnel-in-Charge	Time Allotment
A. Preliminaries and attendance	Secretariat	15 mins
B. Declaration of Quorum	ASDS Carmel Meris	
<b>Items for Presentation</b>		
1. SEF and Budget Utilization Report (To include status of the latest workshop)	Belen Tomin & Honeylette Engngeg	40 mins
2. Barangay Pagbasa Program	Juliet Piok	15 mins



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3. Report on the complaints received for the school year and actions taken	Jerry Ymson	25 mins
4. Presentation of Progress Report		
a. CID Reminders on the MATATAG implementation, Reading Programs, and new classroom schedule per learning area	Juliet Sannad/ CID Representative	30 mins
b. SGOD • SOCMOB – Targets for partnerships • SMME – MEA/PIR mechanism; SBM update • HRD – reminders on IPDP; INSET/LAC • Planning & Research – LIS/ EBEIS matters; reminders on proposals & accomplishment reports template, timeline, and process; research agenda and mechanism; and result of Teacher Needs Analysis	Juliet Piok Asuncion Saguid Jovelyn Balantin Jimmy Santos	15 mins 20 mins 15 mins 25 mins
c. OSDS • Administrative – updates on administrative services • Accounting – updates on financial matters • Budget – updates, concerns & progress report • Legal – updates on administrative complaints & cases, school sites and others • ICT – DCP and MATATAG Pilot Schools' ICT Infrastructure	Nieves Ebanio  Lilibeth Degsi  Belen Tomin  Annette Doyaoen  Harris Dizon, Jr.	20 mins  20 mins  15 mins  20 mins  20 mins
d. OASDS Performance Targets for School Year 2024-2025	ASDS Carmel Meris	
SDS Hour	SDS Soraya Faculo	

- Submit presentations with a maximum of 5 slide decks on or before July 24, 2024 to the Secretariat's email ([jordine.sacyaten@deped.gov.ph](mailto:jordine.sacyaten@deped.gov.ph)).
- 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