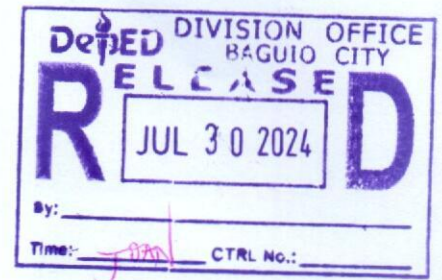




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



July 30, 2024

OFFICE MEMORANDUM

No. **031-2024**

NOTICE OF MEETING FOR SDO FOUNDATION DAY COMMITTEE CHAIRPERSONS

To: Chief Education Supervisor
 Section/Unit Heads
 Education Program Supervisors
 Public Schools District Supervisors
 All Others Concerned

1. Please be informed that there will be a meeting for all Foundation Day Committee Chairpersons on August 2, 2024 at 9:00 at the Division Conference Hall.

2. The participants are as follows:

Committee	Chairperson/Co-Chair
1. Registration/Usher	Lilibeth Degsi Ma. Louela C.Moncada
2. Stage Decoration/ Physical Arrangement	Engr. Jordan Gas-ib Dr. Arlene Awing Nieves Ebanio Harris Dizon
3. Sound System/Audio Visual	
4. Documentation/AV Presentation (Preliminaries and SDO milestones)	Jerry Ymson Christopher David Oliva
5. Communication/ Invitation/ Event Program	Armie Fiangaan Marilyn Api-it
6. Recognition and Awards	Jayrerose Guevara Rosiebeel Marzo Lourdes Lomas-e & Loida Mangangey
7. Intermission and Entertainment	
8. Refreshments/Catering	Belen Tomin, Asuncion Saguid
9. Raffle Prize Coordinators	Juliet Piok & Vima Cadungog

3. Agenda items will include the committees' terms of reference, timelines, progress updates, and event logistics.

4. For information, guidance and strict compliance.

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