



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



August 5, 2024

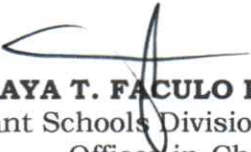
DIVISION MEMORANDUM

No. **422-2024**

ADMINISTRATIVE OFFICERS' REVIEW MEETING

To: Public Schools District Supervisors
Public School Heads
School-based Administrative Officers II/IV
All Others Concerned

1. To ensure continuous improvement and enhance the efficiency of administrative services in supporting the goals of schools, this Office has scheduled a meeting on August 7, 2024, at 1:30 p.m. at the Division Office Training Hall
2. The agenda are as follows:
 - a. Review of past performance
 - b. Updates on DepEd Policies and Procedures
 - c. Discussion on common issues and brainstorming solutions
3. Participants:
 - a. Administrative Officers IV (PCNHS & BCNHS)
 - b. School-based Administrative Officers II
 - c. Administrative Assistants/AAs (for those schools without AOs)
 - d. Administrative Assistants in the Implementing Units (particularly those handling administrative tasks)
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

OSDS/AS/nde



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