



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



August 7, 2024

**OFFICE MEMORANDUM**

No. **039-2024**

**CONDUCT OF DIVISION EXECUTIVE COMMITTEE MEETING**

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

1. This Office announces the conduct of the **6<sup>th</sup> Regular Division Executive Committee meeting** on **August 13, 2024, Tuesday from 8:30 am** onwards at the 3rd Floor Division Office Training Hall.
2. Participants to the said meeting are the following:
  - a. SDS and ASDS (2)
  - b. CID and SGOD Chiefs (2)
  - c. Public Schools District Supervisors (2)
  - d. Education Program Supervisor (1)
  - e. SGOD Section Heads (2)
  - f. OSDS Section/Unit Heads (5)
  - g. SEF Budget Officer (1)
  - h. Support Staff (4)
3. Agenda to be discussed:

Topic	Personnel-in-Charge	Time Allotment	Remarks
A. Preliminaries and attendance	Secretariat	20 mins	
B. Declaration of Quorum	ASDS Carmel Meris		
C. Reading and approval of the Minutes of the Previous Meeting	Secretariat		
D. Items for presentation			
1. Request for an additional personnel at the Planning & Research Section	Jimmy Santos & Nieves Ebanio	15 mins	
2. Budget Utilization Report	Belen Tomin	30 mins	
3. Status of SEF and GF Budget/ Programs	Honeylette Engngeg	20 mins	



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4. Results of the Oplan Balik Eskwela a. SGOD b. CID	Juliet Piok Brendalee Awingan	20 mins each	To provide data
5. Consolidated Reports from monitoring tool used per Functional Division a. SGOD b. CID - EPS Report - PSDS Report c. OSDS	Juliet Piok Mary Jane Malihod Jayrerose Guevara OSDS Representative	25 mins each	Provide data based on monitoring tool
E. ASDS Report SDO Report for the Regional ManCom	ASDS Carmel Meris		
F. SDS Hour	SDS Soraya Faculo		

- Submit presentations with a maximum of 5 slide decks on or before August 12, 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