



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



September 4, 2024

OFFICE MEMORANDUM

No. **045-2024**

CONDUCT OF DIVISION EXECUTIVE COMMITTEE MEETING

To: Chief Education Supervisors
 OSDS Section Heads
 Identified CID and SGOD Personnel
 All Others Concerned

1. This Office announces the conduct of the **7th Regular Division Executive Committee meeting** on **September 11, 2024, Wednesday from 8:30 am onwards** at the San Pablo Seminary Hall, Crystal Cave Road, Baguio City.

2. Participants to the said meeting are the following:

Participants	Number
SDS	1
Chief Education Supervisors	2
CID Personnel	4
SGOD Personnel	4
OSDS Section Heads	5
SEF Budget Officer	1
Support Staff	3
Total:	20 pax

3. Agenda to be discussed:

Topic	Personnel-in-Charge	Time Allotment
A. Preliminaries and attendance	Secretariat	20 mins
B. Declaration of Quorum	SDS Soraya Faculo	
C. Reading and approval of the Minutes of the Previous Meeting	Secretariat	
D. Matters arising from the previous meeting	Secretariat	
E. Items for presentation		
1. Status and process in opening new Community Learning Centers	Jojo Ambros, EPSA	10 mins
2. Placement of learners coming from abroad	Jimmy Santos, SEPS	10 mins
3. Guidelines on the management of closed schools' records	Jocelyn Coldeg, EPS II	10 mins



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4. 1 st Semester Accomplishment report a. CID b. SGOD c. OSDS - Accounting - Administrative Services - ICT - Legal	Chief Juliet Sannad Chief Niño Tibangay Lilibeth Degsi, Accountant III Nieves Ebanio, AO V Harris Dizon, Jr., ITO I Annette Doyaoen, Attorney III	10 mins each
F. Items for discussion		
5. Results and Recommendations for the Division Achievement Test	Rey Gapasin, PSDS	20 mins
6. Year 1 Accomplishment Report for SLC	Mary Jane Malihod, EPS	20 mins
7. Progress Report of 5 schools with Hybrid classes	PSDS Representative	20 mins
8. Teacher's Day Plan	Jovelyn Petra Balantin, SEPS	20 mins
9. Foundation Day Evaluation and Accomplishment Report	Nieves Ebanio, AO V	20 mins
10. Budget Utilization Report	Belen Tomin, Budget Officer III	30 mins
11. OPCR 2025 2 nd Semester	Olivia Gomez, Planning Officer III	20 mins
12. AIP 2025	Olivia Gomez, Planning Officer III	20 mins
13. SEF Report	Honeylette Engengeg, Budget Officer III	20 mins
G. SDS Hour	SDS Soraya Faculo	

- Submit presentations with a maximum of 5 slide decks on or before September 10, 2024 to the Secretariat's email (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