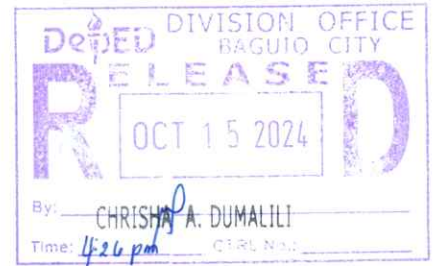




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



OCTOBER 14, 2024

DIVISION MEMORANDUM

No. **585-2024**

**CONDUCT OF ENTRANCE CONFERENCE AGENDA FOR SECONDARY SCHOOL
IMPLEMENTING UNITS**

TO: Public Schools District Supervisors
Identified Public Secondary School Heads
Identified School Personnel
All others Concerned

1. Please be informed that the Entrance Conference Agenda for Secondary School Implementing Units, Baguio City is on October 21, 2024, from 8:00 am to 5:00 pm at a venue to be announced later.
2. The entrance conference aims to strengthen the adherence of implementing units to all COA circulars and guidelines in the procurement process until the preparation of audit forms and all other reports. Specifically, through the entrance conference, the participants would be able to:
 - a. be clarified about audit objectives;
 - b. improve their awareness of audit processes and methodologies;
 - c. enhance their teamwork, open communication, and collaboration; and
 - d. improve their financial management and utilization.
3. A registration fee of One Hundred Pesos (P 100.00) shall be charged to each participant to cover incidental expenses and other related seminar expenses which shall be charged against school MOOE and/or local funds subject to the usual accounting and auditing procedures.
4. For the list of participants, please see attached enclosure.
5. This memorandum shall also serve as the travel authority of all participants.
6. Immediate dissemination of this memorandum is desired.

SORAYA T. FACULO, PhD, CESO VI
Schools Division Superintendent
Office of the Schools Division Superintendent



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"DepEd SDO Baguio City:
*We Serve,
We Care.*"



Republic of the Philippines
Department of Education
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SCHOOLS DIVISION OF BAGUIO CITY

Enclosure 1

List of Participants

	Participants	Office/ School	Designation/ Position	M	F
1.	Emily Ngina	COA	SA IV		X
2.	Marivic F. Caasi	COA	SA II		X
3.	Ma. Theresa S. Calera	COA	SA II		X
4.	Whitney A. Dawayen	Baguio City NHS	SH	X	
5.	Ortez Gabol	Baguio City NHS	HT VI	X	
6.	Editha L. Laop	Baguio City NHS	HT VI		X
7.	Myline P. James	Baguio City NHS	AO IV		X
8.	Maria G. Balicag	Baguio City NHS	AO I		X
9.	Glaire T. Romero	Baguio City NHS	AO I		X
10.	Nora G. Fermin	Baguio City NHS	ADA VI		X
11.	Myrene R. Ferrer	Baguio City NHS	ADAS III		X
12.	Virginia T. Ulatan	Pines City NHS	HT VI		X
13.	Ofelia B. Padlan	Pines City NHS	AO IV		X
14.	Gretchen V. Lepi	Pines City NHS	ADAS III		X
15.	Sharon F. Estocapio	Pines City NHS	AO I		X
16.	Evelyn A. Gapero	Pines City NHS	AO I		X
17.	Jane Marie M. Ngolab	Mil-an NHS	SH		X
18.	Joan O. Dumaguing	Mil-an NHS	ADAS III		X
19.	Jennifer D. Sapdoy	Mil-an NHS	ADAS III		X
20.	Arianne P. Santiago	Mil-an NHS	ADAS II		X
21.	Reynalita T. Egaran	Mil-an NHS	ADAS II		X
22.	Edward C. Vicente	Guisad Valley NHS	SH	X	
23.	Jose D. Dacwag	Guisad Valley NHS	ADAS III	X	
24.	Reid Kurt L. Fagyan	Guisad Valley NHS	Supply	X	
25.	Loisa D. Fontanilla	Guisad Valley NHS	ADAS II		X
26.	Johnny Kidian	Irisan NHS	GAD Coordinator	X	
27.	Cherry B. Padonga	Irisan NHS	ADAS III		X
28.	Arlene A. Dilla	Irisan NHS	ADAS II		X
29.	Lorraine Sumale	Irisan NHS	OIC-Supply		X
30.	Marilou T. Gomeyac	Magsaysay NHS	SH		X
31.	Jessa L. Boyongan	Magsaysay NHS	ADAS III		X
32.	Kristopher Clark V. Aspuria	Magsaysay NHS	SUPPLY	X	
33.	Betty M. Mayaen	Magsaysay NHS	ADAS II		X
34.	Grace M. Domingo	Roxas NHS	SH		X
35.	Nellie P. Moyamoy	Roxas NHS	ADAS III		X
36.	Ariel D. Botacion	Roxas NHS	Supply Officer	X	
			TOTAL	8	28



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