



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



November 7, 2024

**DIVISION MEMORANDUM**

No. 646-2024

**8<sup>th</sup> REGULAR DIVISION MANAGEMENT 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 **8<sup>th</sup> Regular Division Executive Committee Meeting** on **November 18, 2024 Monday from 8:30am onwards** which will be held at the 3<sup>rd</sup> floor Division Training Hall.

2. Participants to the said meeting are the following:

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

3. The agenda to be discussed are as follows:

Topic	Personnel in-charge	Time Allotment
<b>A. Preliminaries and Attendance</b>	Secretariat	20 mins
<b>B. Declaration of Quorum</b>	SDS SORAYA T. FACULO, PhD, CESO VI	
<b>C. Reading and approval of the minutes of the previous meeting</b>	Secretariat	
<b>D. Matters arising from minutes of meeting</b>	Secretariat	
<b>E. Items for Presentation</b>		
1. Evaluation Report of the World Teachers Day Celebration	Jovelyn Balantin, SEPS	10 mins
2. Result of CRLA & RMA	Armi Fiangaan, EPS English & Francis Copsiyan, EPS Math	10 mins
3. Presentation of SEF Procurement of consumables for ALS	Jojo Ambros, ALS EPS	10 mins
<b>F. Items for Updates</b>		
1. Budget Utilization	Belen Tomin, Budget Officer V	20 mins
2. SEF / GF Report	Honeylette Engge, SEF AO II	20 mins
3. Usapang DepEd	Juliet Piok, SEPS SocMob	10 mins



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4. 4 <sup>th</sup> Quarter Accomplishment Report a. CID b. SGOD c. OSDS - Administrative Services - Legal - Accounting - ICT	Juliet Sannad, EdD, CES-CID Niño Tibangay, EdD, PhD-SGOD  Nieves Ebanio, PhD, AO V Annette Doyaoen, Legal Officer III Lilibeth Degsi, Accountant III Harris Dizon, ITO I	10 mins each
<b>G. SDS Hour</b>	SORAYA T. FACULO, PhD, CESO VI	

4. Submit presentations with a maximum of 5 slide decks on or before November 15, 2024 to the DExeCom secretariat's email ([julieabegail.martillana@deped.gov.ph](mailto:julieabegail.martillana@deped.gov.ph)).

5. Immediate dissemination of and compliance with this Memorandum is earnestly desired.

**SORAYA T. FACULO, PhD, CESO VI**  
Schools Division Superintendent