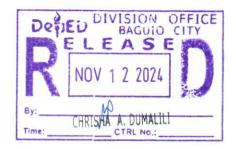




## Department of Education

CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



November 12, 2024

DIVISION MEMORANDUM No. 6 5 6 - 2 0 2 4

## ADMINISTRATIVE TEAM COORDINATION MEETING

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

- 1. To facilitate continuous improvement and enhance the efficiency of school support services, this Office has scheduled an Administrative Team coordination meeting on November 14, 2024, at 2:00 p.m. in the Division Office Training Hall.
- 2. The agenda are as follows:
  - a. Key points from the last meeting
  - b. Updates on the Grant of the Vacation Service Credits (VSC) and Recent DepEd Issuances
  - c. Other additional concerns, suggestions, or questions from attendees
- 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

Schools Division Superintendent

For the Schools Division Superintendent:

NIEVES D. EBANIO Administrative Officer V

OSDS/AS/nde



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