



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



November 12, 2024

DIVISION MEMORANDUM
No. **656-2024**

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

