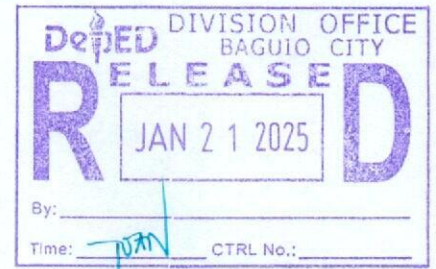




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



January 20, 2025

DIVISION MEMORANDUM

No. 056-2025

2nd DIVISION EXECUTIVE COMMITTEE MEETING

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

1. This Office announces the conduct of the **2nd Division Executive Committee Meeting** on **February 3, 2025 (Monday)** from **8:30am onwards** which will be held at the 3rd floor Division Training Hall.

2. Participants to the said meeting are the following:

Participants	Number
SDS	1
ASDS	1
Chief Education Supervisors	2
OSDS Section Heads	5
CID EPS & Program Owners /Focal	11
CID – PISA Focals	2
SGOD Program Owners/Focal	9
SEF Budget Officer	1
BAC Secretariat	1
School Heads	
- Rizal Elementary School	
- Dona Aurora National High School	
- SPED Center	3
Support Staff	4
TOTAL	40

3. The agenda to be discussed are as follows:

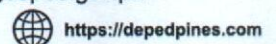
Topic	Personnel in-charge	Time Allotment
A. Preliminaries and Attendance	Secretariat	20 mins
B. Declaration of Quorum	OIC ASDS- Carmel F. Meris	
C. Reading and approval of the minutes of the previous meeting	Secretariat	
D. Matters arising from minutes of meeting	Secretariat	



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E. Items for Presentation		
1. School Wide Internet Plan	a. Rizal Elementary School b. Dona Aurora National High School c. SPED Center	15 mins
2. Draft of IRR for School for the Arts and Sports High School	Annete Doyaoen, Legal Officer III	10 mins
3. 2025 Target Based on QET of OPCRf	Juliet Sannad, CES-CID	5 mins
4. 2025 Target Based on Funding	Nino Tibangay, CES -SGOD	10 mins
5. 2025 2 nd - 4 th Quarter Target Based on QET of OPCRf	a. Annete Doyaoen, Legal Officer III b. Lilibeth Degsi, Accountant III c. Harris Dizon Jr., ITO	15 mins
F. Items for Updates		
1. Budget Utilization	Belen Tomin, Budget Officer V	15 mins
2. a. BAC Processes and Timelines b. Status of Ongoing Procurements	Vima Cadungog, Supply Officer	20 mins
3. a. SEF Timelines b. Guidelines on the Process of SEF PPAs, RFQ, Market Survey and Designated Focal	Honeylette Engge, SEF AO II	15 mins
4. GSIS Reconciliation	Nieves Ebanio, AOV	5 mins
5. Status of Compliance on the AOM, NS & ND Received	Lilibeth Degsi, Accountant III	5 mins
G. ASDS Updates	CARMEL F. MERIS, OIC-ASDS	
H. SDS Hour	SORAYA T. FACULO, PhD, CESO VI	

4. Submit presentations with a maximum of 5 slide decks not later than **February 1, 2025 at 10am** to the DExeCom secretariat's email (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