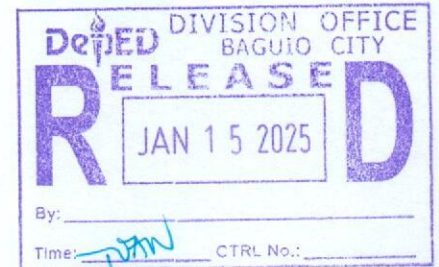




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



January 15, 2025

DIVISION MEMORANDUM

No. 046-2025

**GUIDANCE ON THE DEADLINE OF SUBMISSION OF ACTIVITY PROPOSALS
UNDER THE SPECIAL EEDUCATION FUND & GENERAL FUND**

To : Assistant Schools Division Superintendent
Chief Education Supervisors
OSDS Section Heads
Public Schools Division Supervisors
Education Program Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to Memorandum Order No. 2024-4 of the City Government of Baguio, this office announces the deadline of submission of activity proposals under the Special Education Fund and General Fund.

2. Deadlines are as follows:

ITEMS	SDO DEADLINE
Construction and Repair of School Buildings and Facilities	January 31, 2025
CSE for the 2 nd quarter of CY 2025	January 17, 2025
CSE for the 3 rd quarter of CY 2025	January 17, 2025
All requirements for Christmas 2025	January 17, 2025
CSE for the 4 th quarter of CY 2025	January 17, 2025
All other procurable items for CY 2025	January 17, 2025

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

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

For the Schools Division Superintendent:

CARMEL F. MERIS

OIC-Assistant Schools Division Superintendent

OSDS/STF/jalc



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