



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



January 6, 2025

**OFFICE MEMORANDUM**

No. 014-2025

**1<sup>st</sup> REGULAR 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 **1<sup>st</sup> Regular Division Executive Committee Meeting** on **January 14, 2024, Tuesday 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
ASDS	1
Chief Education Supervisors	2
OSDS Section Heads	5
CID Personnel - 1 EPS - 1 PSDS - 1 PISA Focal	3
SGOD Personnel - Olivia Gomez, Planning Officer - Asuncion Saguid, SEPS - Jovelyn Balantin, SEPS	3
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. AIP 2025 & OPCR 2025	ASDS CARMEL F. MERIS	20 mins
2. CID Targets	CID Chief Juliet C. Sannad	20 mins





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3. SGOD Targets	- SGOD Chief Niño M. Tibangay	20 mins
4. OSDS Targets	- Nieves D. Ebanio, AO V - Harris G. Dizon Jr., ITO - Lilibeth G. Degsi, Accountant III - Annette L. Doyaoen, Atty. III	10 mins each
5. BUR - Regular Funds  -SEF & GF including timelines	- Belen R. Tomin, AO V, Budget Officer  - Honeylette Engeg, SEF AO II	10mins each
6. Monitoring and Evaluation Mechanism	- Asuncion C. Saguid, SEPS	10 mins
7. Updates a. PISA	PISA Focal	10 mins
<b>G. SDS' Hour</b>	SORAYA T. FACULO, PhD, CESO VI	

4. Submit presentations with a maximum of 5 slide decks not later than **January 12, 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 directed.

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

OSDS/STF/afi