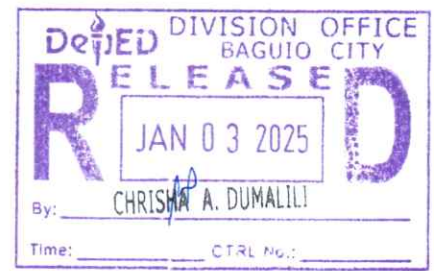




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



January 2, 2025

OFFICE MEMORANDUM

No. **002-2025**

**NOTICE OF MEETING:
 TECHNICAL WORKING GROUP ON THE
 CONDUCT SERVICE ORIENTATION FOR DIVISION OFFICE EMPLOYEES**

To: Office of Assistant Schools Division Superintendent
 CID and SGOD Chief Education Supervisors
 SGOD and OSDS Section/Unit Heads
 All Others Concerned

1. Relative to the upcoming conduct of Service Orientation for Division Office employees, this is to inform concerned personnel that there will be a planning/meeting on **January 6, 2025, 9:00 am at the Division mini-conference hall.**

2. The agenda in the meeting are as follows:

1. Presentation of Terms of Reference of the TWG
2. Presentation of Indicative matrix for comments and suggestions
3. Over- all logistics
4. Other related matters

3. Participants in the meeting are as follows:

ASDS Carmel Meris	Dr. Arlene Awing
CES Nino Tibangay	PSDS Nixon Elahe
CES Juliet Sannad	Juliet Piok
EPS Jerry Ymson	Asuncion Saguid
AO Nieves Ebanio	Lilibeth Degsi
Harris Dizon	Jovelyn Balantin
Lolita Manzano	Samuel Bab-anga

4. Immediate dissemination and strict compliance with this Office Memorandum is directed.

SORAYA T. FACULO PhD, CESO VI
 Schools Division Superintendent



Address: 82 Military Cutoff Rd, Baguio, Benguet, 2600
 Telephone No.: (074) 665-1231
 Email Address: baguio.city@deped.gov.ph

