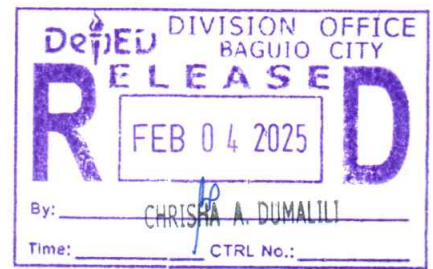




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



February 4, 2024

DIVISION MEMORANDUM

No. **098-2025**

NOTICE OF MEETING FOR SEF-PAID PERSONNEL

To: Chief Education Supervisor, SGOD
 Public School Heads
 School Administrative Officers
 SEF-Paid Non-Teaching Staff
 All Others Concerned

- To promote continuous improvement and ensure excellence in the different areas of the workplace, a meeting will be held for the SEF-paid employees on February 7, 2025, at 2:30 PM at the PFVR.
- The agenda to be discussed are as follows:

I.	Registration/Preliminaries	Honeylette C. Engngeg Helen P. Pondales
II.	Meeting Proper	
	1. Review of the performance and character evaluations for SEF-paid employees during the last semester (2024), with a focus on identifying areas for improvement and setting targets/status for the current semester.	Nieves D. Ebanio
	2. Discussion of HR Matters, Including Updates	Aisa Acelyn Dy C. Torres
III.	SDS/ASDS Time	SDS Soraya T. Faculo ASDS Carmel F Meris
IV.	Closing	

3. School heads/school administrative officers are hereby directed to advise the aforementioned personnel in their respective schools to attend the meeting and to secure locator slip.

3. For information, guidance and strict compliance.

SORAYA T. FACULO PhD, CESO VI
 Schools Division Superintendent

For the Schools Division Superintendent:

CARMEL F. MERIS
 Officer-in-Charge
 Assistant Schools Division Superintendent