



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



February 19, 2024

DIVISION MEMORANDUM  
No. **134-2025**

**ADMINISTRATIVE TEAM COORDINATION MEETING**

To: Public Schools District Supervisors  
Public School Heads  
School-based Administrative Officers II/IV  
All Others Concerned

1. To ensure compliance with the proper completion and submission of the Statement of Assets, Liabilities, and Net Worth (SALN), and to discuss other related matters, this Office has scheduled an Administrative Team coordination meeting on February 21, 2025, 3:30 p.m. at the Division Office Training Hall.
2. The following items will be discussed during the meeting:
  - a. Reminder on the Guidelines for Properly Filling Out the SALN
  - b. Payroll Concerns and RTD Submission
  - c. Other Concerns
3. Participants:
  - a. Administrative Officers IV (PCNHS & BCNHS)
  - b. School-based Administrative Officers II
  - c. Administrative Assistants/AAs (for those schools without AOs)
  - d. Administrative Assistants in the Implementing Units (particularly those handling administrative tasks)
4. For information, guidance and strict compliance.

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

For the Schools Division Superintendent:

  
**NIÑO M. TIBANGAY, PhD**  
Chief Education Supervisor

OSDS/AS/nde



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