



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



April 21, 2025

DIVISION MEMORANDUM
No. **262-2025**

ADMINISTRATIVE TEAM COORDINATION MEETING

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

1. In line with the SDO's efforts to ensure the effective implementation of relevant policies and improve administrative support at the school level, this Office has scheduled an Administrative Team coordination meeting on April 25, 2025, 3:00 p.m. at the Division Office Training Hall.
2. The following items will be discussed during the meeting:
 - a. Discussion on the Guidelines for the Adoption of FWA (School-based)
 - b. Other relevant DepEd issuances
 - c. School-Based Issues/Feedback Related to Administrative Services
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. FAÇULO PhD, CESO VI
Schools Division Superintendent

OSDS/AS/nde



Address: 82 Military Cutoff Rd, Baguio, Benguet, 2600
Telephone No.: (074) 665-1231
Email Address: baguio.city@depd.gov.ph
DepEd Tayo Baguio City <https://depdpines.com>