



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

July 9, 2025

DIVISION MEMORANDUM

No. **402-2025**

**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

1. To ensure smooth operations, enhance efficiency, and maintain alignment with the department's goals, this Office through the Administrative Services, will conduct a meeting for SEF-paid employees on July 11, 2025, at 2:30 PM at the SDO Training Hall.

2. The agenda to be discussed are as follows:

I.	Registration/Preliminaries	Helen P. Pondales
II.	Meeting Proper	
	1. January-June 2025 Performance Evaluation Report, July-December 2025 Targets, and Plantilla Renewal	Aisa Acelyn Dy C. Torres
	2. Presentation on Audit Findings Pertaining to Employee Benefits	Aira Mae L. Ongngad
III.	ASDS Time	ASDS Carmel F. Merris
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

Office of the Assistant Schools Division Superintendent

OASDS/CFM/ndc