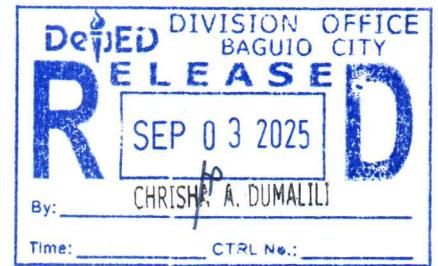




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF BAGUIO CITY**



September 3, 2025

DIVISION MEMORANDUM  
No. **537-2025**

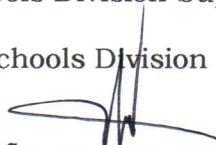
**ADMINISTRATIVE TEAM COORDINATION MEETING**

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 September 4, 2025, 2:00 P.M. at the Division Office Training Hall.
2. The following items will be discussed during the meeting:
  - a. Presentation on the updated Master File aligned with RO reporting tool
  - b. Details required for the Proportional Vacation Pay computation
  - c. Completion of report for medical allowance
  - d. School-Based Issues/Feedback Related to Administrative Services
3. Participants:
  - a. Administrative Officers IV (PCNHS & BCNHS)
  - b. School-based Administrative Officers II
  - 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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