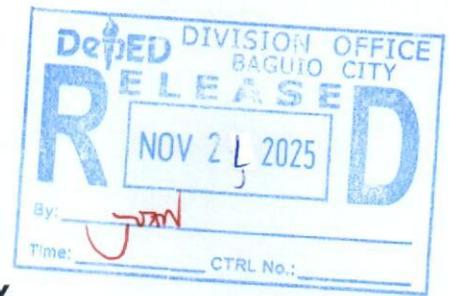




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



20 November 2025

**Division MEMORANDUM**

No. **754-2025**

**DOWNLOADING OF FUND TO BAGUIO CITY SPED CENTER FOR THE INCLUSIVE  
LEARNING RESOURCE CENTER**

To: Chief ES, Curriculum Implementation Division  
District 3 PSDS  
School Head  
Others concerned

1. The Schools Division of Baguio City shall be downloading four hundred eighty thousand pesos to Baguio City SPED Center for operational expenses for the Inclusive Learning Resource Center. The downloaded fund can also be used to cover minor repairs.
2. The school head, under the guidance of his PSDS, is required to prepare and submit their Project Procurement Management Plan (PPMP), and School Operating Budget (SOB) of the ILRC Fund and shall be submitted to their bookkeeper then to the Budget Section on or before December 5, 2025.
3. For information and guidance.

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

For the Schools Division Superintendent:

**CARMEL F. MERIS**  
Office of the Schools Div. Superintendent  
OIC-Asst. Schools Div. Superintendent