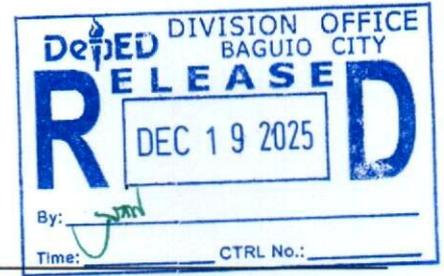




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



December 19, 2025

DIVISION MEMORANDUM

No. 838-2025

**1st REGULAR DIVISION EXECUTIVE MANAGEMENT COMMITTEE MEETING
 & WORKSHOP ON STREAMLINING OF ACTIVITIES AND CALENDAR OF
 ACTIVITIES FOR 2026**

To : Assistant Schools Division Superintendent
 Chief Education Supervisors
 OSDS Section Heads
 Public Schools Division Supervisors
 Education Program Supervisors
 All others Concerned

1. This Office announces the conduct of the **1st Regular Division Executive Committee Meeting** on **January 6, 2026 Tuesday** from **8:30am onwards** which will be held at the **3rd floor Division Training Hall**.

2. Participants to the said meeting are the following:

Participants	Number
SDS	1
ASDS	1
Chief Education Supervisors	2
OSDS Section Heads	5
CID EPS	10
PSDS	10
CID-ALS	1
SGOD Personnel - LRPO EPS - Socmob - Planning - Education Facilities - SMME - Youth Formation - DRRM - School Health Unit - HRD	9
SEF Budget Officer	1
Support Staff	3





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3. The agenda to be discussed are as follows:

Topic	Personnel in-charge	Time Allotment
A. Preliminaries and Attendance	Secretariat	20 mins
B. Declaration of Quorum	SDS SORAYA T. FACULO, PhD, CESO V	
C. Reading and approval of the minutes of the previous meeting	Secretariat	
D. Matters arising from minutes of meeting	Secretariat	
E. Items for Presentation		
1. Presentation of Action Plan for NAT	CES-CID	10 mins
2. DSPC/ DFOT Plans	CES-CID	10 mins
F. Items for Updates		
1. Budget Utilization	Belen Tomin, Budget Officer V	20 mins
2. SEF / GF Report	Aira Mae Ongngad, SEF AO II	20 mins
3. Finance: Issues on AOM	Lilibeth Degsi, Accountant III	10 mins
4. SGOD Issues: SPTA	CES-SGOD	10 mins
5. ADMIN Issues: ECP	Nieves Ebanio, AO V	10 mins
G. Workshop on streamlining of activities and calendar of activities for 2026		
1. Review and presentation of 2026 Activities	CES CID CES SGOD	
2. Programs/projects/activities practices and challenges in management		
H. ASDS Hour	CARMEL F. MERIS	
I. SDS Hour	SORAYA T. FACULO, PhD, CESO V	

4. Submit presentations with a maximum of 5 slide decks on or before January 2, 2026 to the DExeCom secretariat's email (julicabegail.martillana@deped.gov.ph).

5. Immediate dissemination of and compliance with this Memorandum is earnestly desired.

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