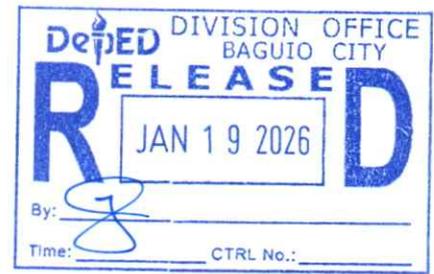




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



January 19, 2026

DIVISION MEMORANDUM

No. 041-2026

PLANNING/MEETING OF PROGRAM MANAGEMENT TEAM ON THE CONDUCT OF INSTRUCTIONAL SUPERVISION TRAINING FOR TEACHERS

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 All Others Concerned

1. Relative to the upcoming conduct of Division Training on Instructional Supervision for Teachers, this Office through the SGOD-HRD Section informs the Program Management Team that there will be planning/meeting on **January 20, 2026, 2:00 pm at the Division Office Training Center.**

2. The objectives of the planning/meeting are as follows:
- 2.1. Present the composition of the PMT and their terms of reference.
 - 2.2. Agree on the training goals, topics and content.
 - 2.3. Review/finalize the indicative matrix
 - 2.4. Discuss the logistical arrangement
 - 2.5. Other related matters

3. Participants in the meeting are as follows:

ASDS Carmel Meris	1
Division Chiefs	2
HRDS & SMME Personnel	4
PSDSs	10
SGOD EPS	1
CID EPSs & EPS-II	11
Total	28

4. For guidance and compliance.

SORAYA T. FACULO PhD, CESO V
 Schools Division Superintendent

For the Schools Division Superintendent:

CARMEL F. MERIS
 OIC- Assistant Schools Division Superintendent



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