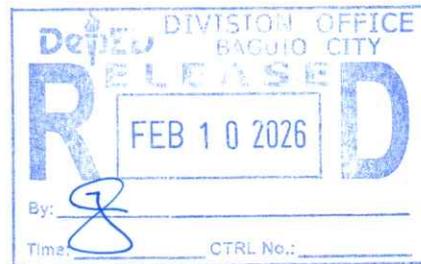




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
 SCHOOLS DIVISION OF BAGUIO CITY



February 10, 2026

DIVISION MEMORANDUM

No. **120-2026**

NOTICE OF MEETING FOR SEF-PAID PERSONNEL

To: Public School District Supervisors
 Public School Heads
 School Administrative Officers
 SEF-Paid Non-Teaching Staff
 All Others Concerned

1. To enhance employees' engagement by deepening understanding on the organization's mission, vision and mandates, this Office through the Administrative Services, will conduct a meeting for SEF-paid employees on February 12, 2026 at 3:00 PM at the PFVR gym.

2. The agenda to be discussed are as follows:

I. Registration/ Preliminaries	Aira Mae L. Ongngad
II. Meeting Proper	
1. HR Updates	Ms. Aisa Acelyn Dy C. Torres
2. Other Matters	Ms. Nieves D. Ebanio Administrative Officer V
3. ASDS Time	ASDS Carmel F. Meris
4. Closing Time	

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.

4. For information, guidance and strict compliance.

SORAYA T. FACULO PhD, CESO V
 Schools Division Superintendent

OSDS/