



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

February 13, 2026

OFFICE MEMORANDUM

No. **018,2026**

CONDUCT OF TECHNICAL ASSISTANCE AND SCHOOL VISIT OF THE OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

To : Office of the Assistant Schools Division Superintendent
 OSDS Section Heads
 Identified Personnel

- In line with the Schools Division Office's continuing efforts to ensure the effective implementation of programs, proper utilization of resources, and compliance with existing policies and guidelines, the Office of the Schools Division Superintendent shall conduct Technical Assistance and School Monitoring Visits on **February 16–20, 2026**, through the following personnel:

NAME	DESIGNATION
1. Soraya T. Faculo	Schools Division Superintendent
2. Carmel F. Meris	Assistant Schools Division Superintendent
3. Nieves D. Ebanio	Administrative Officer V Administrative Unit
4. Belen R. Tomin	Administrative Officer V Budget Unit
5. Lilibeth Degsi	Accountant III
6. Annette Doyaoen	Legal Officer III
7. Harris Dizon	Information Officer III
8. Vima Cadungog	Supply Officer

- Monitoring reports are expected to be submitted and presented on **February 25, 2026 8:30am** at the **2nd Floor Miniconference Room, SDO Baguio City**.
- This Memorandum serves as the official Travel Authority of the above-mentioned personnel in the performance of their official duties.
- For immediate dissemination and compliance.
- Attached is the list of schools and schedule of visit.

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

STF/jalcm



Address: 82 Military Cutoff Rd, Baguio, Benguet, 2600
 Telephone No.: (074) 665-1231

Email Address: baguio.city@deped.gov.ph

DepEd Tayo Baguio City

<https://depedpines.com>



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SCHEDULE OF SCHOOL VISIT

Date	Time	School to Visit
February 16, 2026 (Monday)	10:30am-12:00noon	Baguio City High School Aguinaldo Elementary School
February 19, 2026 (Thursday)	8:30 – 12:00 Noon	Happy Hollow National High School Pinsao National High School Pinsao Elementary School
February 20, 2026 (Friday)	8:00am – 12:00 Noon	Mil-an National High School Loakan Elementary School Dontogan Elementary School
	1:00pm – 3:00pm	Baguio City National Science HS Elpidio Quirino Elementary School