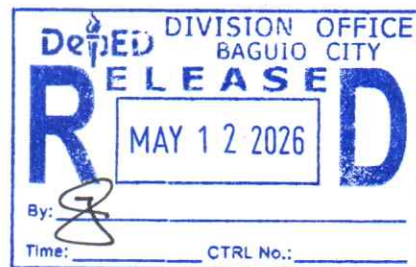




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
 SCHOOLS DIVISION OF BAGUIO CITY



May 11, 2026

DIVISION MEMORANDUM

No. **324-2026**

**NOTICE OF MEETING FOR SEF-PAID PERSONNEL GENERAL SERVICES
 (Utility Workers, Security Guards, and Drivers)**

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

- To enhance understanding of key human resource system/processes and to provide relevant updates to ensure alignment, this Office through the Administrative Services, will conduct a meeting for SEF-paid employees (Utility Workers, Security Guards, and Drivers) on May 18, 2026 at 9:30 AM at the SDO Training Hall.
- The agenda to be discussed are as follows:

III. Registration/ Preliminaries	Ms. Aisa Acelyn Dy C. Torres
Meeting Proper	
1. IPCR walkthrough and discussion	Ms. Nieves D. Ebanio Administrative Officer V
2. HR Update	Ms. Aisa Acelyn Dy C. Torres Administrative Officer II
3. Other Matters	
4. ASDS Time	ASDS Samuel T. Egsaen Jr.
5. Closing Time	

- 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.
- For information, guidance and strict compliance.

SORAYA T. FACULO PhD, CESO V
 Schools Division Superintendent