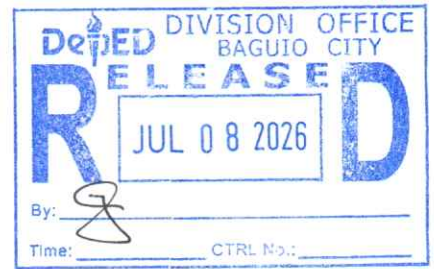




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



July 7, 2026

UNNUMBERED MEMORANDUM

NOTICE OF MEETING FOR SEF-PAID PERSONNEL

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

1. In line with the renewal of contracts of School Educational Fund (SEF)-Paid Personnel for the period July to December 2026, this Office, through the Administrative Services, shall conduct a meeting with the concerned SEF-paid employees and their respective School Administrative Officers to discuss the employees' character evaluation. The meeting shall be held on July 10, 2026 at 1:30 pm at the SDO Training Hall, Center 2.

2. The following SEF-paid personnel are required to attend the meeting:

SEF-paid Personnel	Position	Assigned school/ office
Acab, Nestor M.	Administrative Aide III (Utility Worker II)	BCHS (Hillside)
Alog, Lorenzo Danilo A.	Security Guard I	BCNHS (Main)
Asistin, Ferdinand C.	Security Guard I	BCNHS (Main)
Balog-ang, Antonio Jr. L.	Security Guard I	BCNHS (Main)
Banking, Marcial B.	Administrative Aide III (Utility Worker II)	BCNHS (Main)
Danga-ap, Arjie	Security Guard I	BCNHS (Main)
Marzo, Manolito Jr. P.	Administrative Aide III (Utility Worker II)	Pinsao NHS
Miranda, Jefferson Patrick G.	Administrative Aide III (Driver)	Irisan NHS
Nava, Jimmy Boy P.	Administrative Aide III (Utility Worker II)	Bakakeng NHS
Ordoño, Kris Jefferson L.	Security Guard I	BCNHS (Main)
Salio, Derick Lloyd B.	Administrative Aide IV (Clerk II)	PCNHS
Visco, Roger A.	Security Guard I	Quezon ES

3. School Heads are hereby directed to ensure the attendance of the aforementioned personnel and secure the necessary locator slip. In the case of Security Guards, School Heads and/or School Administrative Officers shall make the necessary arrangements for a qualified reliever to assume the guard's post during the duration of the meeting to ensure that security services remain uninterrupted.

4. For information, guidance and strict compliance.

SORAYA T. FACULO PhD, CESO V
 Schools Division Superintendent