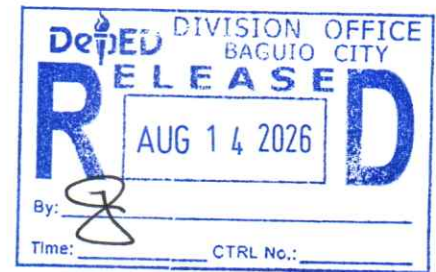




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



August 14, 2026

DIVISION MEMORANDUM

No. 524-2026

**TURNOVER OF SECRETARIAT FUNCTIONS FOR THE DIVISION EXECUTIVE
COMMITTEE AND MANAGEMENT COMMITTEE MEETINGS TO THE
PLANNING & RESEARCH SECTION**

To : Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
All SGOD Section Heads
All OSDS Section Heads
All Others Concerned

1. In line with the Schools Division Office of Baguio City's continuing efforts to strengthen coordination, documentation, consolidation and monitoring of division-level management activities, the Secretariat functions for the Division Executive Committee (DEXECOM) and Division Management Committee with School Heads (MANCOM) Meetings shall be transferred to the Planning and Research Section.

2. Effective upon the issuance of this Memorandum, the Planning and Research Section shall assume responsibility for the following Secretariat functions:

- a. Coordinate with concerned offices and personnel in the preparation and finalization of meeting agenda;
- b. Prepare meeting memorandum, agenda, and other necessary meeting documents;
- c. Coordinate the attendance and participation of DEXECOM and MANCOM members and concerned personnel;
- d. Facilitate the conduct of the meetings;
- e. Document the proceedings and prepare the minutes of the meetings;
- f. Consolidate decisions, agreements, commitments, and action points agreed during the meetings;
- g. Monitor and follow up the status of actionable items with concerned offices and personnel; and
- h. Maintain an organized and updated repository of minutes, attendance sheets, presentations, issuances, and other pertinent meeting documents.



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3. The outgoing Secretariat shall ensure the complete and orderly turnover of all relevant records, files, templates, reference materials, pending action points, and other documents pertaining to the DEXECOM and MANCOM Meetings to the Planning and Research Section.
4. This Memorandum shall take effect immediately upon issuance.
5. Immediate and wide dissemination of this Memorandum is desired.


SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent

OSDS/STF/jalc