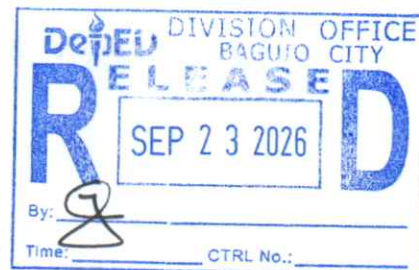




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



September 21, 2026

**DIVISION MEMORANDUM**

No. 633-2026

**9th REGULAR DIVISION EXECUTIVE MANAGEMENT COMMITTEE MEETING**

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

1. This Office announces the conduct of the **9th Regular Division Executive Committee Meeting** on **October 6, 2026, Tuesday** from **8:00 am onwards** which will be held at the **3rd Floor Division Training Hall**.

2. Participants to the said meeting are the following:

| Participants                                                                                                                                               | Number    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| SDS                                                                                                                                                        | 1         |
| ASDS                                                                                                                                                       | 1         |
| Chief Education Supervisors                                                                                                                                | 2         |
| OSDS Section Heads                                                                                                                                         | 5         |
| CID EPS                                                                                                                                                    | 10        |
| PSDS                                                                                                                                                       | 10        |
| CID-ALS                                                                                                                                                    | 1         |
| SGOD Personnel<br>- LRPO EPS<br>- Socmob<br>- Planning<br>- Education Facilities<br>- SMME<br>- Youth Formation<br>- DRRM<br>- School Health Unit<br>- HRD | 9         |
| SEF Budget Officer                                                                                                                                         | 1         |
| Supply Officer                                                                                                                                             | 1         |
| Support Staff                                                                                                                                              | 3         |
| Resource Speaker                                                                                                                                           | 2         |
| School Heads                                                                                                                                               | 10        |
|                                                                                                                                                            | <b>56</b> |



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3. The agenda to be discussed are as follows:

| Topic                                                                                                               | Personnel in-charge                                                                                                                                                                     | Time Allotment |
|---------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| <b>A. Preliminaries &amp; Attendance</b><br>- <b>Prayer</b>                                                         | Secretariat<br>EPS Mary Jane N. Malihod                                                                                                                                                 | 30 mins        |
| <b>B. Declaration of Quorum</b>                                                                                     | SDS SORAYA T. FACULO, PhD, CESO V                                                                                                                                                       |                |
| <b>C. Reading and approval of the minutes of the previous meeting</b>                                               | Secretariat                                                                                                                                                                             |                |
| <b>D. Matters arising from minutes of meeting</b>                                                                   | Secretariat                                                                                                                                                                             |                |
| <b>E. Items for Presentation</b>                                                                                    |                                                                                                                                                                                         |                |
| <b>1.</b> Agapay 360                                                                                                | Remedios Quiño, Principal IV, Fort Del Pilar Elementary School                                                                                                                          | 10 mins each   |
| <b>2.</b> Project DOCU TRACK                                                                                        | Patricia Veronica B. Torres, Administrative Officer II,                                                                                                                                 | 10 mins each   |
| <b>3.</b> GBF Class Builder                                                                                         | Michelle Bandibad, GBF Representative                                                                                                                                                   | 15-20 mins     |
| <b>1. CID Reports</b><br><b>a.</b> Tracking of Learner Dropouts                                                     | Juliet Sannad, CES-CID                                                                                                                                                                  | 10 mins each   |
| <b>b.</b> Update on District-Level Interventions for Low Assessment Results of Schools and ALS                      |                                                                                                                                                                                         | 10 mins each   |
| <b>c.</b> CID Updates                                                                                               |                                                                                                                                                                                         | 20 mins        |
| <b>2. SGOD Reports</b><br><b>a.</b> SGOD Section Updates                                                            | Niño Tibangay, CES - SGOD                                                                                                                                                               | 20 mins        |
| <b>b.</b> LRPO report                                                                                               |                                                                                                                                                                                         | 10 mins        |
| <b>c.</b> Composition of the Division Learner Rights Protection Committee                                           |                                                                                                                                                                                         | 10 mins        |
| <b>d.</b> Issues and Concerns                                                                                       |                                                                                                                                                                                         | 10 mins        |
| <b>3. OSDS Reports</b><br><b>a.</b> SEF / GF Report<br><b>b.</b> Budget Utilization<br><b>c.</b> Issue and Concerns | Aira Mae Ongngad, SEF AO II<br>Belen Tomin, Budget Officer                                                                                                                              | 15 mins each   |
| <b>d.</b> OSDS Reports, Updates and Concerns                                                                        | Belen Tomin, Budget Officer<br>Nieves Ebanio, AO V<br>Harris Dizon Jr., ITO<br>Lilibeth Degsi, Accountant III<br>Annette Doyaoen, Legal Officer III<br>Vima Cadungog, Supply Officer II | 5 mins each    |
| <b>4.</b> ASDS Hour<br>- AOM Actions Taken Updates<br>- PGS Updates<br>- QMS Updates                                | SAMUEL T. EGSAEN JR. EdD, CESO VI                                                                                                                                                       |                |
| <b>5.</b> SDS Directives                                                                                            | SORAYA T. FACULO. PhD. CESO V                                                                                                                                                           |                |

5. Upload presentations with a maximum of 5 slide decks on or before October 2, 2026 to <https://tinyurl.com/9thDEXECOM>.

6. Immediate dissemination of and compliance with this Memorandum is earnestly desired.

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



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Enclosure 1:

| <b>Name of School Head</b> | <b>School</b>                          |
|----------------------------|----------------------------------------|
| Dwight Milan               | Happy Hollow National High School      |
| Janet Pascua               | Joaquin Smith National High School     |
| Jane Marie Ngolab          | Pinsao National High School            |
| Jason Pascaden             | Santo Tomas National High School       |
| Rosalia Ocyaden            | Bakakeng National High School          |
| Nickcarter Gonzalo         | Kias Elementary School                 |
| Freda Dayog                | Fairview Elementary School             |
| Teodora Botis              | Manuel A. Roxas Elementary School      |
| Lilybeth Ballutoc          | Adiwang Integrated School              |
| Florida Cael               | Doña Aurora H. Bueno Elementary School |