



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



October 13, 2026

OFFICE MEMORANDUM

No. **702-2026**

**NOTICE OF MEETING ON THE MANAGEMENT AND UTILIZATION OF THE LOT
AWARDED TO THE SCHOOLS DIVISION OFFICE**

To: Assistant Schools Division Superintendent
Chief Education Supervisor (SGOD)
All Others Concerned

1. Please be informed that a meeting is scheduled on October 19, 2026, at 9:30 a.m. at the SDO Conference Hall to discuss matters concerning the lot awarded to the Schools Division Office (SDO) of Baguio City through a Special Patent.
2. The meeting aims to clarify matters relating to the status, use, and management of the property; review relevant documents and existing arrangements; and discuss appropriate courses of action in accordance with applicable laws, policies, and regulations.
3. In this regard, the following officials and representatives are requested to attend the meeting:
 - a. Samuel T. Egsaen, Assistant Schools Division Superintendent
 - b. Niño M. Tibangay, Chief Education Supervisor (SGOD)
 - c. Atty. Annette L. Doyao-en
 - d. Belen R. Tomin, Budget Officer III
 - e. Lilibeth G. Degsi, Accountant III
 - f. Nieves D. Ebanio, Administrative Officer V
 - g. Vima D. Cadungog, Administrative Officer IV
 - h. Representative, BCSTE A
 - i. Representative, BCSTEMPC
4. Your attendance and cooperation are requested to facilitate a productive discussion and determine the appropriate next steps concerning the property.
5. For information and guidance.

SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent

OaSDS/STEJr/nde



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