



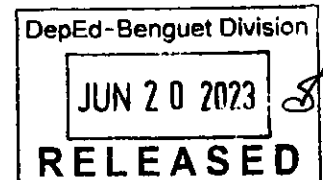
Republic of the Philippines  
**Department of Education**  
**Schools Division of Benguet**

June 19, 2023

**DIVISION MEMORANDUM**

No. 197 s. 2023

**TO:** Assistant Schools Division Superintendent  
Chief Education Supervisor, SGOD  
Chief Education Supervisor, CID  
District Supervisors/DCPs  
All others Concerned



**ATTENDANCE IN THE FINALIZATION OF THE DISTRICT STAFFING PLAN  
FOR ELEMENTARY**

1. This office announced clearly in one of its meetings with the PSDs regarding the preparation of the District Staffing Plan, that aims to help management analyze and respond to staffing gaps and ensuring the hiring of right people in the organization, a One-day activity will be conducted thru the office of the Schools Division Superintendent in tandem with the Personnel Section on June 21, 2023 at SDO-Adivay Hall. Official time must be observed.
2. The participants to this activity shall be all the PSDSs/DCPs of the fourteen (14) Districts, and four(4) from the Personnel Section.
3. Lunch shall be provided chargeable against the Division MOOE while travel expenses shall be charged against available local funds subject to usual budgeting, accounting, and auditing rules and regulations.
4. Immediate and wide dissemination of and strict compliance with this Memorandum is desired.

  
**SALLY L. BANAKEN-ULLALIM CESO V**  
Schools Division Superintendent

osds/slbu/scjd/msc



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