



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BENGUET
Wangal, La Trinidad, Benguet
Telefax: (074) 422-6570; (074)422-7501



DIVISION MEMORANDUM NO. 205 s. 2019

To: Chief-CID & SGOD
EPSs and PSDSs
SDO Administrative Officers
All Public Secondary School Heads
All Elementary Head Teachers and Principals
All Others Concerned



JUL 27 2019


From: MARIE CAROLYN B. VERANO, CESO VI
Schools Division Superintendent

Subject: Start of the School Year Conference

Date: July 26, 2019

1. To prepare better for the challenges of this school year, SDO-Benguet will be holding the **Start of the School Year Conference** on August 5, 2019, from 8:00 AM to 5:00 PM, at the Benguet Sports Complex, Wangal, La Trinidad. The conference aims to provide inputs and direction to all concerned units with regard curriculum implementation, school governance and operations, and policies on teacher development, records and finance management and other pertinent information concerning their work.
2. Participants of the said conference are Public Schools District Supervisors, Education Program Supervisors, SDO Administrative Officers, all Public Secondary school heads, all Elementary Head Teachers and Principals, and other concerned personnel.
3. Snacks and lunch for the conference will be charged to the Division MOOE while transportation and incidental expenses shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
4. Please refer to the attached copy of the program of activities and list of expected participants for your guidance.
5. The participation of all concerned is enjoined.

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**START OF THE SCHOOL YEAR CONFERENCE
PROGRAMME**

7:30 - 8:00	Registration	
8:01	Opening Prayer Presentation of Participants Welcome Remarks Rationale of the Conference	Dra. Joanne Bumanghat Nerrisa I. Barbosa, PDO II Glenn N. Duguis, AO V Nestor L. Bolayo, OIC - ASDS
9:00	Conference Proper	
9:00 - 10:00	CID	Rizalyn A. Guznian, EdD, Chief - CID
10:00-10:15	Health Break	
10:15-12:00	OSDS	
	Updates	Nestor L. Bolayo, OIC-ASDS
	General Administrative Matters	Glenn N. Duguis, AO V
	Personnel/HRMO	Susan CJ Dawang, HRMO
12:00 - 1:00	Lunch Break	
1:00 - 2:15	Finance/ Accounting	Florinda C. Pagoy, Accountant III
	Budget	Florabel E. Buclay, Budget Officer
	Records	Lorna C. Chinayog, Registrar
	Supply	Flarabel Balanon, Supply Officer
	ITO	Eric Wanson, IT Coordinator
	Legal	Atty. Nover B. Singangan Jr., Legal Officer III
2:15 – 2:45	SGOD	Lucio B. Alawas, CES-SGOD
2:45 – 3:00	Health Break	
3:00	SDS Hour	
4:00	Open Forum Closing Prayer	

Administrative C	
Administrative Office V	1
Legal Officer	1
IT Officer	1
AO IV HRMO	1
AO IV Records Officer	1
AO IV Cashier	1
AO IV Supply Officer	1
PDO I	2
PDO II	2
SGOD	
Chief – SGOD	1
EPSPs	6
Engineer III	1
Planning Officer	1
Medical Officer	1
Nurse	2
Secretariat	2
Others	
Private School Representative	1
PTA Federation Representative	1
TOTAL	312

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