



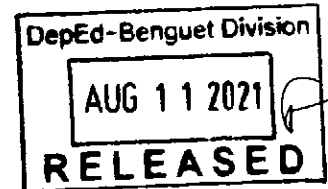
Republic of the Philippines
Department of Education
Schools Division of Benguet

DIVISION MEMORANDUM

No. 309 s. 2021

TO: All Secondary/Integrated School Heads
PSDSs/ Concerned School Principal
SDO Division Chiefs and Section Heads

FROM:  **GLORIA B. BUYA-AO**
Schools Division Superintendent



SUBJECT: FACE-TO-FACE MEETING WITH PUBLIC SECONDARY SCHOOL HEADS

DATE: August 10, 2021

1. Pursuant to DepEd Order No. 12 s. 2020 also known as the Adoption of the Basic Education Learning Continuity Plan for School Year 2020-2021 in the light of the COVID-19 Public Health Emergency, the Schools Division of Benguet shall conduct Face-to-Face Meeting with all the Public Secondary/Integrated School Heads interface with Public Schools District Supervisors (PSDSs), Coordinating Principals, Functional SDO Division Chiefs and Section/Unit Heads, ASDS and SDS on August 13, 2021 from 8:00 AM to 5:00 PM at Benguet National High School Open Court.
2. Participants are required to bring the following:
 - a. Hard copy of the Teacher Needs analysis which was discussed during the Seminar Workshop on personnel matters (NOSA,ERF,Reclassification, Publication/Posting of vacancies/Filling out of all Forms) last July 19 to 21, 2021 at Ecolodge. Template was uploaded at SDO Benguet Personnel Section facebook page.
 - b. PDS of PSB paid teachers.
3. The participants are required to observe health protocols (wearing of face mask and face shield is necessary).
4. Meals and snacks shall be charged against the Division MOOE; while travel and other expenses shall be charged to School MOOE subject to usual budgeting, accounting and auditing rules and regulations.
5. Immediate and wide dissemination of this memorandum is requested.

