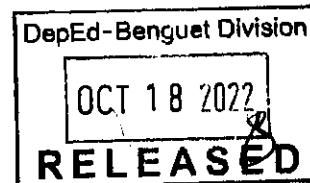




Republic of the Philippines  
**Department of Education**  
**Schools Division of Benguet**



14 October 2022

**DIVISION MEMORANDUM**

No. 326 s. 2022

**SCHOOL HEADS' CONFERENCE  
(BEGINNING OF THE SCHOOL YEAR CONFERENCE)**

TO: Office of the School  
Functional Division Chiefs and Section Heads  
PSDSs/CPs  
All School Heads and Teachers In-Charge of Public and Private Elementary  
and Secondary Schools  
All Others Concerned

1. The Schools Division of Benguet shall conduct a **School Heads' Conference** on the following schedules and batches from **8 AM to 5 PM**;

<b>Batch and Date</b> Venue- SDO Adivay Hall	<b>No of Participants per District (including PSDSs/CPs) and from SDO</b>
Batch 1: 25 October 2022 (Tuesday)	Atok (10), Bakun (20), Bokod (14), Sablan (10), Itogon I (13), Itogon II (15), SDO (10)
Batch 2: 26 October 2022 (Wednesday)	Tuba (30), Mankayan (26), Kapangan (22), SDO (10)
Batch 3: 27 October 2022 (Thursday)	Buguias (31), Kabayan (20), Kibungan (12), La Trinidad (23), Tublay (14), SDO (10)

2. Please see Enclosure I for SDO Participants for your reference.
3. The activity aims to provide updates, announcements, and reminders from the Functional Divisions of SDO relative to the implementation of Basic Education Services.
4. Participants will be served 2 snacks (AM & PM ) and 1 lunch charged to Division MOOE subject to usual accounting and auditing rules and regulations.
5. Immediate and widest dissemination of this memorandum is desired.

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

sgod/smme



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**Department of Education**  
**Schools Division of Benguet**

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**Enclosure I to SDO Memorandum No. \_\_\_\_\_ s. 2022**

**SDO Participants/ Presenters/Facilitators**

1. Gloria B. Buya-ao, SDS
2. Carmel F. Meris, ASDS
3. Rizalyn A. Guznian, CES-CID
4. Lucio B. Alawas, CES-SGOD
5. Glenn N. Duguis, AO V-Admin
6. Florabel E. Buclay, AO V-Budget
7. Florinda C. Pagoy, Accountant III
8. Joven B. Agtani, EPS II-SMME
9. Cliftone K. Bangse-il, PDO I
10. Rebeca J. Visaya, Secretariat



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