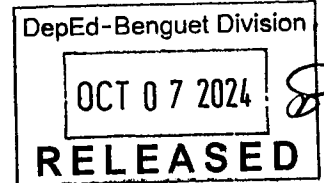




Republic of the Philippines  
**Department of Education**  
Schools Division of Benguet



07 October 2024

**DIVISION MEMORANDUM**

No. 354s.2024

**SCHOOL HEADS' CONFERENCE**

**To: Office of the Assistant Schools Division Superintendent  
Curriculum Implementation Division (CID)  
School Governance and Operations Division (SGOD)  
Public Schools District Supervisors/Incharge  
Elementary and Secondary School Heads  
All Others Concerned**

1. This office announces the conduct of the School Heads' Conference on **October 17-18, 2024**, to which the venue will be announced through the SDO GC once identified.
2. The conference agenda will cover crucial topics related to school operations and academic performance:

<b>Topic</b>	<b>Responsible Person</b>
Budget Utilization Rate (BUR) and Financial Matters	AOV - Budget Accountant III
Administrative Matters	AO V- Admin, ASDS
<b>Updates</b>	
Curriculum Implementation Division (CID)	Rizalyn A. Guznian, Chief- CID
Schools Governance and Operations Division (SGOD)	Lucio B. Alawas, Chief- SGOD
Office of the Schools Division Superintendent (OSDS)	Mahal M. Rifani, AO V- Admin



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

RD/SDS Hour

**Estela P. Leon- Cariño CESO III,**  
Regional Director and concurrent  
Officer-in-Charge, Office of the  
Schools Division Superintendent

3. This activity holds significant importance for the success of our schools. The presence of all participants is crucial to ensure comprehensive discussions and effective decision-making.
4. Please refer to **Enclosure No. 1** for the List of Participants.
5. Meals and snacks for participants will be charged against Division MOOE. Travel expenses for field participants will be charged against available local funds, subject to the usual accounting and auditing rules and regulations.
6. This Memo shall serve as your Authority to Travel.
7. Immediate dissemination of and compliance with this Memorandum is desired.

**ESTELA P. LEON- CARIÑO EdD, CESO III**  
Regional Director  
Concurrent Officer-in-Charge  
Office of the Schools Division Superintendent

sgod/smme/100724



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Facebook Page: DepEd Tayo Benguet





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

**Enclosure 1. List of Participants**  
**DAY 1 - OCTOBER 17, 2024 (THURSDAY)**

Office	Name	#
RD/SDS	Estela P. Leon - Cariño	1
ASDS	Samuel T. Egsaen Jr.	1
Admin	Mahal M. Rifani	1
Accounting	Florinda C. Pagoy	1
Budget	Florabel E. Buclay	1
Properties and Supply	Florabel Balanon	1
Legal	Atty. Nover Singgangan Jr.	1
Personnel	Maricel S. Codimdim	1
SGOD CES	Lucio B. Alawas	1
EPS	Cesar B. Luma-ang	1
Physical Facilities	Engr. Melba M. Himmoldang	1
SMME	Corazon C. Quipot Joven B. Agtani	2
HRDS	Xylene Grail D. Kinomis	1
SMN	Arvin M. Doman	1
Research	Stephen P. Bulalin	1
Planning Officer	Jeanette I. Kiong	1
SHNS	Dr. Kirsty A. Depnag	1
PIO	Lorna Yaco	1
CID CES	Rizalyn Guznian	1
Atok	PSDS and 21 SHs	22
Itogon I	PSDS and 24 SHs	25
Itogon II	PSDI and 20 SHs	21
Kapangan	PSDS and 20 SHs	21
La Trinidad	PSDS and 31 SHs	32
Sablan	PSDI and 10 SHs	11
Tuba	PSDS and 37 SHs	38
Tublay	PSDS and 20 SHs	21
<b>TOTAL</b>		<b>211</b>



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

**Enclosure 1. List of Participants**  
**DAY 2 - OCTOBER 18, 2024 (FRIDAY)**

Office	Name	#
RD/SDS	Estela P. Leon - Cariño	1
ASDS	Samuel T. Egsaen Jr.	1
Admin	Mahal M. Rifani	1
Accounting	Florinda C. Pagoy	1
Budget	Florabel E. Buclay	1
Properties and Supply	Florabel Balanon	1
Legal	Atty. Nover Singgangan Jr.	1
Personnel	Maricel S. Codimdim	1
SGOD CES	Lucio B. Alawas	1
EPS	Cesar B. Luma-ang	1
Physical Facilities	Engr. Melba M. Himmoldang	1
SMME	Corazon C. Quipot Joven B. Agtani	2
HRDS	Xylene Grail D. Kinomis	1
SMN	Arvin M. Doman	1
Research	Stephen P. Bulalin	1
Planning Officer	Jeanette I. Kiong	1
SHNS	Dr. Kirsty A. Depnag	1
PIO	Lorna Yaco	1
CID CES	Rizalyn Guznian	1
Bakun	PSDS and 22 SHs	23
Bokod	PSDS and 22 SHs	23
Buguias	PSDS and 48 SHs	49
Kabayan	PSDS and 20 SHs	21
Kibungan	PSDI and 17 SHs	18
Mankayan	PSDI and 33 SHs	34
<b>TOTAL</b>		<b>188</b>