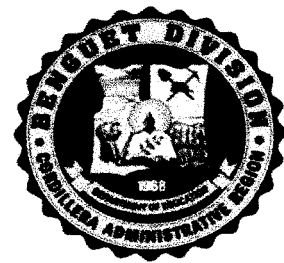



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Cordillera Administrative Region  
SCHOOLS DIVISION OFFICE OF BENGUET  
2601 Stockfarm, Wangal, La Trinidad, Benguet



**DIVISION MEMORANDUM**

No. 061 s. 2015  
2015

**TO :** Education Program Supervisors  
Public Schools District Supervisors and Coordinating Principals  
Elementary Principals and Head Teachers  
Secondary Heads of Schools  
Section Heads of the Schools Division Office

**FROM :**   
**FEDERICO P. MARTIN, Ed. D.**  
Officer in Charge  
Office of the Schools Division Superintendent

**DATE :** June 1, 2015

**SUBJECT :** **START-OF-THE-SCHOOL YEAR CONFERENCE FOR SCHOOL HEADS**

1. There shall be a Start-of-the-School Year Conference (SOSYC) for Elementary and Secondary School Heads to be held at the Benguet Sports Center Multipurpose Gym, Wangal, La Trinidad, Benguet on June 9, 2015. Registration starts at 7:30 A.M. while opening program starts at 8:30 A.M.

2. Agenda are the following:

- a. Updates on the implementation of K to 12;
- b. Updates from:
  - Promotional Section – EPSs
  - Accounting Section
  - Personnel Section
  - Administrative Officer V (Administrative Matters)
  - Planning Section
  - Health and Nutrition Section
- c. Superintendent's Hour;
- d. Open Forum

3. Participants to this conference are:

1	Schools Division Superintendent
1	Asst. Schools Division Superintendent
13	Public Schools Districts/Coordinating Principals
205	Elementary Principals and Head Teachers ( <i>refer to no. 4 below</i> )
9	Education Program Supervisors
59	Heads of Secondary Schools/Teachers in Charge
7	Section SDO Heads and Administrative Officer V
1	PTA Federated President – Mr. Jacob Pantaleon
3	Secretariat
<b>299</b>	<b>Total</b>

4. Teachers-in-Charge of elementary schools will be represented by their cluster heads.

5. Attached are the working committees who shall serve as lead persons before, during and after the SOSYC.

6. Immediate dissemination of this memo to all concerned is desired.

## WORKING COMMITTEES

**OIC-ASDS Rizalyn A. Guznian, Ed. D.** - overall

- 1. VENUE:** 1. To coordinate for the use of the BSC Multipurpose Gym;  
2. Arrange the hall and stage.

**CHAIR:** Mr. Francis F. Peckley  
**CO-CHAIR:** Mr. Wilbert H. Cuidno  
**MEMBERS:** Ms. Novelyn L. Asiong  
Ms. Aracelli L. Claudio

- 2. SOUND SYSTEM & LIGHTING** 1. To prepare complete sound system and ensure well ventilated venue;  
2. On stand-by/on call.

**CHAIR:** Mr. Warden A. Baltazar  
**CO-CHAIR:** Mr. Lucio B. Alawas  
**MEMBERS:** Mr. Wilbert H. Cuidno  
Mr. Melvin L. Alfredo

- 3. FINANCE/FOOD** (*two snacks and one lunch*) 1. To plan for menu;  
2. Canvass;  
3. Coordinate with caterer;  
4. Make necessary follow-up for on time/ proper catering service.

**CHAIR:** Mr. Glenn N. Duguis  
**CO-CHAIR:** Ms. Loyda B. Coilan  
**MEMBER:** Ms. Jennilyn L. Alfredo

- 4. SECRETARIAT:** 1. To prepare registration sheet by district;  
2. Register and monitor participants;  
3. Prepare TO, CA of participants.

**CHAIR:** Ms. Mila T. Caliging, Ed. D.  
**CO-CHAIR:** Mr. Melchor C. Tican  
**MEMBERS:** Mr. Arnel B. Albis  
Ms. Nerissa I. Barbosa

- 5. PROGRAM:** 1. To prepare Division Memorandum;  
2. Program paper;  
3. Arrange topics.

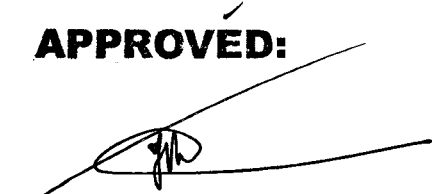
**CHAIR:** Ms. Susan CJ Dawang  
**MEMBER:** Ms. Florabel C. Balanon

6. Other EPS may assist in the registration of participants in their district guardianship.

- 7. MEDICS:** 1. To provide first aid services;  
2. On call

**CHAIR:** Dra. Angeline F. Calatan  
**MEMBER:** Ms. Kristine R. Madalang

**APPROVED:**

  
**FEDERICO P. MARTIN, Ed.D.**  
Officer-in-Charge  
Office of the Schools Division Superintendent