



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

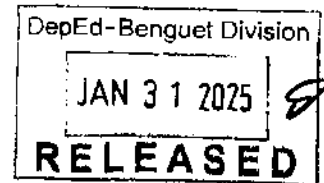
January 27, 2025

**DIVISION MEMORANDUM**

No. 45, 52025

**SCHEDULES FOR THE PARTICIPATION OF SCHOOL HEADS, NON-TEACHING PERSONNEL, AND UTILITY WORKERS IN THE CONTINUING BEAUTIFICATION DRIVE IN PREPARATION FOR CARAA 2025**

**TO:** Chief Education Supervisors, CID, and SGOD  
Public Schools District Supervisor  
Public Elementary and Secondary School Heads  
Division Office Personnel and All Others Concerned



1. In line with our ongoing efforts to ensure a well-maintained and presentable environment for the Cordillera Administrative Region Athletic Association (CARAA) 2025, all School Heads, Utility Workers, and Non-Teaching Personnel are hereby directed to participate in the Continuing Beautification Drive actively. This initiative aims to enhance the playing venues, billeting sites, and office grounds to meet the high standards expected for the event.

2. The schedule of participation is as follows:

Date	District	Participants	Assigned Tasks	Venue
February 3-5, 2025	Atok La Trinidad Tuba Tublay	School Heads Utility Workers Non-Teaching Personnel	Masonry/ Concreting Riprap Concrete Drilling Welding Painting	100m Extension Steeplechase Jump pit SDO Front Playing Venues
February 6-8, 2025	Bakun Kibungan Buguias Sablan	School Heads Utility Workers Non-Teaching Personnel	Concreting Riprap Welding Painting	Steeplechase Jump pit runway SDO Front Playing Venues
February 10-12, 2025	Mankayan Kabayan Bokod Kapangan	School Heads Utility Workers Non-Teaching Personnel	Other Beautification Activities	SDO Front Playing Venues Billeting Areas
February 13-15, 2025	SDO Personnel and Other Volunteers	School Heads Utility Workers Non-Teaching Personnel	Other Beautification Activities	SDO Front Playing Venues Billeting Areas
February 3-8, 2025	Itogon I & II	School Heads Utility Workers Non-Teaching Personnel	Ground Preparation	Pacalso ES Athletic Ground (BUA) and Tuding Gym



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3. All participants are expected to report at their designated venues on or before 8:00 AM and bring the necessary materials and tools assigned to their tasks, including but not limited to shovels, trowels, hammers, levels, measuring tapes, buckets, and other equipment needed for concreting and finishing tasks. Additionally, all participants must wear appropriate safety gear, such as helmets, gloves, safety goggles, masks, and sturdy footwear, to ensure safety and prevent accidents during the activities.

4. In line with existing issuances, Compensatory Overtime Credits (COC) and Vacation Service Credits shall be granted to eligible teaching and non-teaching personnel for services rendered during holidays. Proper documentation and validation will be conducted to ensure compliance with established guidelines. School heads must coordinate with their respective utility workers to ensure attendance and active involvement in all scheduled activities. The Division Office will disseminate further instructions regarding the venue and specific assignments.

5. Lunch, morning, and afternoon snacks shall be served and charged to MOOE funds. Other expenses incurred relative to this activity shall be charged to available local funds subject to the accounting rules and regulations.

5. Immediate compliance with and disseminating this memorandum to all concerned is directed. This memorandum also serves as your official travel document.

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

*sgod/smn/amd*