



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

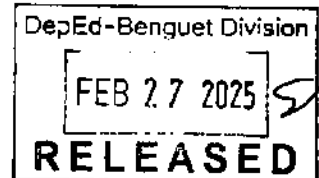
February 14, 2025

**DIVISION MEMORANDUM**

No. 77, 2025

**PARTICIPATION OF SCHOOL HEADS AND NON-TEACHING PERSONNEL IN  
ASSIGNED BILLETING AREAS DURING CARAA 2025**

**TO:** Chief Education Supervisors, CID, and SGOD  
Public Schools District Supervisors, Coordinating Principals  
All Non-teaching personnel  
All Others Concerned



1. In line with the upcoming Cordillera Administrative Region Athletic Association (CARAA) 2025, all School Heads and Non-Teaching Personnel across Benguet Division are hereby directed to actively participate in their assigned billeting areas from February 23-28, 2025 to oversee the accommodations and ensure the welfare of the respective delegations.
2. Your presence in the billeting areas throughout the CARAA Meet will be essential in providing assistance, coordination, and supervision to address any concerns that may arise. This will help in maintaining order, security, and the overall well-being of the athletes, coaches, and officials.
3. All concerned School Heads and Non-teaching personnel are expected to ensure the cleanliness, safety, and readiness of the assigned billeting areas, coordinate with the CARAA Committee, security personnel, and medical teams for any necessary support, assist in addressing the needs and concerns of the assigned delegations and maintain a log of activities and concerns for documentation and reporting purposes.
4. Immediate compliance with and dissemination of 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

For the OIC-SDS:

  
**SAMUEL T. EGSAEN Jr. Edd, CESO VI**  
Assistant Schools Division Superintendent

sgod/smn/amd



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