



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

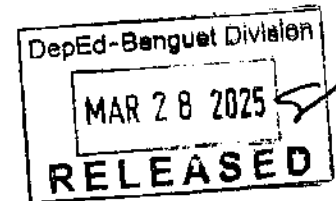
**DIVISION MEMORANDUM**

26 March 2025

No. 143 s. 2025

**2025 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  
Public Secondary and Integrated School Heads  
All Others Concerned



1. This office announces the conduct of the **2025 School Heads' Conference** on **April 04, 2025 (Friday)**, from **8 am to 5 pm**, at **NEAP-R Conference Hall, DepEd CAR-Regional Office, Wangal, La Trinidad, Benguet**.
2. The one-day conference will cover crucial topics related to school operations and academic performance.
3. Participants are selected SDO Personnel, Public Schools Division Supervisors/In-charge and Schools Heads of Public Secondary and Integrated schools. Please refer to Enclosure No. 1 for the Activity Matrix and Enclosure 2 for the List of Participants. School Head participants are required to bring their fully-charged laptops.
4. Meals and snacks for participants shall be charged against Division MOOE while travel expenses for field participants shall be charged against available local funds, subject to the usual accounting and auditing rules and regulations.
5. This Memo shall serve as an Authority to Travel of identified participants.
6. 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/03262025



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**Enclosure No. 1 to SDO Memo No. 143, 5225**

**ACTIVITY MATRIX**

Preliminaries & Closing c/o Secretariat

Topic	Responsible Person
Budget Utilization Rate (BUR) and Financial Matters	<b>Florabel E. Bucloy</b> AO V – Budget  <b>Florinda C. Pagoy</b> Accountant III
<b>Updates</b>	
Curriculum Implementation Division (CID)	<b>Rizalyn A. Gurnian</b> Chief- CID
Schools Governance and Operations Division (SGOD)	<b>Lucio B. Alawas</b> Chief- SGOD
Office of the Schools Division Superintendent (OSDS)	<b>Mahal M. Rifani</b> AO V- Admin
RD/SDS Hour	<b>Estela P. Leon- Cariño, EdD. CESO III</b> Regional Director and Concurrent Officer-in-Charge, Office of the Schools Division Superintendent



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Enclosure No. 2 to SDO Memo No. 148,5025

**LIST of PARTICIPANTS**

**A. SDO Participants**

Office	Name	No.
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. Bucloy	1
PROPERTIES AND SUPPLY	Florabel Balanon	1
LEGAL	Atty. Nover B. Singgangan Jr.	1
PERSONNEL	Mel W. Alingbas	1
SGOD CES	Lucio B. Alawas	1
EPS	Cesar B. Luma-ang	1
PHYSICAL FACILITIES	Engr. Melba M. Himmoldang	1
SMME	Corazon C. Quipot	2
	Joven B. Agtani	
HRDS	Xylene Grail D. Kinomis	1
SMN	Arvin M. Doman	1
RESEARCH	Stephen P. Bulalin	1
PLANNING OFFICER	Jeanette I. Kiong	1
DRRM	Nerissa I. Barbosa	1
SHNS	Dra. Mikee Laine M. Allan-Decaran	1
CID CES	Rizalyn A. Guznian	1
CID	All EPSs	10
SGOD-SPORTS/SECRETARIAT	Ken Malone C. Benito	1
Total		<b>31</b>

**B. Allotment per District- Field Participants**

District	Composition	No.
ATOK	PSDS and 5 SHs	6
BAKUN	PSDS and 6 SHs	7
BOKOD	PSDI and 5 SHs	6
BUGULAS	PSDS and 12 SHs	13
ITOGON I	PSDS and 6 SHs	7
ITOGON II	PSDI and 5 SHs	6
KABAYAN	PSDS and 6 SHs	7
KAPANGAN	PSDS and 6 SHs	7
KIBUNGAN	PSDS and 7 SHs	8
LA TRINIDAD	PSDI and 8 SHs	9
MANKAYAN	PSDI and 11 SHs	12
SABLAN	PSDS and 2 SHs	3
TURA	PSDS and 9 SHs	10
TUBLAY	PSDS and 2 SHs	3
TOTAL		<b>104</b>