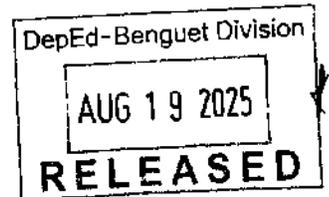




Republic of The Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BENGUET**



18 August 2025

**DIVISION MEMORANDUM**

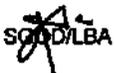
No. 361, s. 2025

TO: All PSDSs/ PSDIs  
Heads of Public Secondary and Integrated Schools  
All Others concerned

**MEETING OF ALL PSDSs/ PSDIs and SCHOOL HEADS OF SECONDARY AND INTEGRATED SCHOOLS**

1. In the interest of efficient school operations and personnel management, all District Heads and School Heads of Public Secondary and Integrated Schools are required to attend a meeting on **August 22, 2025 (Friday)** at **8:00 AM** to be held at the **RNEAP Hall, Regional Office, Wangal, La Trinidad.**
2. The agenda will include, but is not limited to, the following:
  - a. Requests for additional teaching and non-teaching personnel
  - b. Teacher and school personnel transfers
  - c. School MOOE (Maintenance and Other Operating Expenses) matters
  - d. Status of school Plantilla positions
  - e. Other operational concerns
3. All school heads are instructed to bring the following:
  - a. E-copies of their latest School Improvement Plan (SIP)
  - b. Soft and printed copies of the Learning and Service Continuity Plan
  - c. Laptop with charger and extension wire
  - d. Strategies and reports related to addressing incidents of bullying in school
  - e. Other relevant school documents deemed necessary for discussion
4. Attendance to this meeting is **compulsory**. Please prepare yourself with the abovementioned documents to ensure productive discussion and timely resolution of school concerns.
5. Lunch and snacks will be provided, chargeable against SDO MOOE while participants' travel and other incidental expenses may be charged to local funds subject to the usual auditing, rules and regulations.
6. This memorandum shall serve as the Authority to Travel on official business for the participants.
7. For immediate compliance.

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

  
SDO/D/LBA



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