

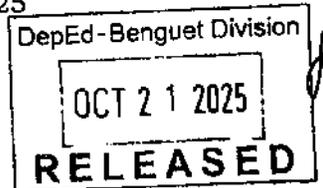


Republic of the Philippines  
**Department of Education**  
**Schools Division Office of Benguet**

06 October 2025

**DIVISION MEMORANDUM**

No; 408 s. 2025



To: Office of the Assistant Schools Division Superintendent  
 Chief Education Supervisors- SGOD and CID  
 Public Schools District Supervisors/ Public Schools Districts In-charge  
 School Heads of Elementary and Secondary Schools  
 All Others Concerned

**CONDUCT OF 2025 3<sup>rd</sup> QUARTER SCHOOL HEADS' CONFERENCE**

1. In line with the commitment to strengthen school leadership and governance, the Division of Benguet will conduct the **3<sup>rd</sup> Quarter 2025 School Heads' Conference** on **October 27, 2025 (Monday), from 8:00 AM to 5:00 PM** at the **PFVR Gym, Engineer's Hill, Baguio City**.
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 Elementary schools. Please refer to Enclosure No. 1 for the Activity Matrix and Enclosure 2 for the List of Participants.
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.

Digitally signed by ESTELA P. LEON-CARIÑO EdD, CESO III  
 Date: 2025.10.21 14:19:37  
 +0800

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

smme/2025



Address: Wangal, La Trinidad, Benguet  
 Telephone Number: (074) 422-6570  
 Email: benguet@deped.gov.ph  
 Facebook Page: DepEd Tayo Benguet





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

*Encl 1: List of Participants*

<b>Participants' Position</b>	<b>Number</b>		
RD/ OIC-SDS	1		
ASDS	1		
Chiefs (CID & SGOD)	2		
Unit Heads (HRM and Asset Management)	2		
EPSs	10		
Secretariat (CID and OSDS)	2		
Guests	2		
AO V (Admin and Budget)	2		
Legal Officer	1		
ITO	1		
Accountant III	1		
SGOD (EPS, HRD-SEPS, M&E- SEPS and EPSpII, SMN- SEPS, Research SEPS, Planning Officer, YF, Nurse, MO III)	10		
Division PIO	1		
Drivers	2		
PSDSs/PSDIs	14		
School Heads: (Principals, Head Teachers, Teachers in Charge & cluster Heads)	Elementary	IS and Secondary	Total
Atok	16	5	21
Bakun	14	6	20
Bokod	17	5	22
Buguias	35	12	47
Itogon I	15	5	20
Itogon II	15	5	20
Kabayan	14	6	30
Kapangan	11	6	17
Kibungan	12	7	19
La Trinidad	21	10	31
Mankayan	21	11	32
Sablan	8	2	10
Tuba	28	9	37
Tublay	15	2	17
Gym caretaker and sound system	2		
<b>TOTAL</b>	<b>397</b>		



Address: Wangal, La Trinidad, Benguet  
Telephone Number: (074) 422-6570  
Email: berguet@deped.gov.ph  
Facebook Page: DepEd Tayo Benguet





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

---

**Activity Matrix**

Topics	Responsible Person
Budget Utilization Rate (BUR) and Financial Matters	AO V- Budget Accountant III
<b>Updates</b>	
Curriculum Implementation Division (CID)	Chief- CID
Schools Governance and Operations Division (SGOD)	Chief- SGOD
Office of the Schools Division Superintendent (OSDS)	AO V- Admin
RD/SDS Hour	Estela P. Leon- Cariño, EdD. CESO III Regional Director and Concurrent Officer-in-Charge, Office of the Schools Division Superintendent



Address: Wangal, La Trinidad, Benguet  
Telephone Number: (074) 422-6570  
Email: benguet@deped.gov.ph  
Facebook Page: DepEd Tayo Benguet

