



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

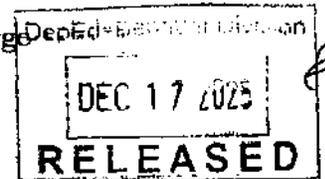
17 December 2025

**DIVISION MEMORANDUM**

No. 609 s. 2025

**LIMITED SERVICES AND SKELETAL WORKFORCE**

TO: Office of the Assistant Schools Division Superintendent  
 Chief Education Supervisors (CID & SGOD)  
 Public Schools District Supervisors and District-In-Charge  
 Public Elementary and Secondary School Heads  
 All Clients and Stakeholders  
 All SDO Personnel (OSDS, CID, SGOD)  
 All Others Concerned



Please be informed that on **December 19, 2025 (Friday)**, the Schools Division Office of Benguet will implement a skeletal workforce arrangement in the morning and limited services in the afternoon due to the conduct of the **Year End Assessment and Review** for all personnel.

The following arrangements shall be observed:

- **Morning:** Selected offices will operate on a skeletal workforce to accommodate urgent transactions.
- **Afternoon:** Most offices will be closed as personnel will participate in the assessment activity.

Normal operations will resume on **December 22, 2025 (Monday)**.

We request the understanding and cooperation of all clients and stakeholders.

For information and guidance.

Digitally signed by  
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 Date: 2025.12.17  
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**ESTELA P. LEON-CARIÑO EdD, CESO III**  
 Regional Director and  
 Concurrent Officer in Charge  
 Schools Division Superintendent



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