



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

MEMORANDUM

To: Public Schools District Supervisors of Baliwag
Heads of Public Elementary and Secondary Schools of Baliwag

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From: **ROWENA T. QUIAMBAO, CESE**
Assistant Schools Division Superintendent
OIC- Office of the Schools Division Superintendent

Subject: **Staffing for the Interim City Schools Division of Baliwag**

Date: March 2, 2023

1. One of the requirements for the establishment of an interim city schools division is the staffing that shall be provided by DepEd and will come from the mother schools division.
2. In view of the cityhood of Baliwag and the creation of its own schools division, this Office, as the mother schools division, shall initiate the staffing for the City Schools of Baliwag.
3. As agreed during the initial planning meeting for the creation of the interim city schools division, the officers-in-charge to be designated by the mother schools division shall be from the districts of Baliwag.
4. To prepare the staffing of the city schools division, this Office will conduct a consultative meeting on March 3, 2023 at 2:00 p.m. at Baliwag North District. The participants to this meeting include all the school heads of public elementary and secondary schools of the two districts of Baliwag and the two PSDSs. All participants are enjoined to bring their updated Personal Data Sheets. Secondary school principals are also instructed to bring the updated PSDSs of their department heads.
5. A registration fee of Php 100.00 shall be collected from each participant for the expenses during the meeting to be charged from canteen funds subject to the usual accounting and auditing rules and regulations.
6. Immediate and wide dissemination of this memorandum is desired

OSDS
March 2, 2023

