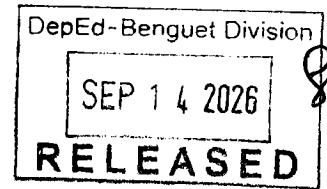




Republic of the Philippines
Department of Education
Schools Division of Benguet



08 September 2026

DIVISION MEMORANDUM

No. 367 s. 2026

**CONDUCT OF REVIEW OF BASELINE SELF-APPRAISAL CHECKLIST (SAC) AND
FINALIZATION OF SCHOOL-LEVEL WORK AND FINANCIAL PLANS (WFP) FOR
THE HEALTHY LEARNING INSTITUTIONS FUND**

To: Office of the Assistant Schools Division Superintendent
School Governance and Operations Division
Curriculum Implementation Division
Public Schools District Supervisors/In-Charge
Elementary and Secondary School Heads of Identified Recipient Schools
All Others Concerned

1. This Office will conduct the **Assessment of Baseline Self-Appraisal Checklist (SAC) and Finalization of School Work and Financial Plans (WFP)** on **September 17-18, 2026** at the **Adivay Hall, SDO Benguet, Wangal, La Trinidad, Benguet**, in preparation for the Healthy Learning Institutions (HLI) funds to be downloaded to selected recipient schools
2. The activity aims to assess the self-appraisal checklist of schools to identify baseline gaps, and guide school heads in crafting their WFPs.
3. The list of identified participants and the program matrix are enclosed with this memorandum for your reference (*Enclosure 1 and 2*).
4. Participants are requested to bring laptops, extension cords, their baseline self-appraisal checklist, and draft WFPs.
5. Meals and snacks shall be provided by the Division Office, while travel and incidental expenses shall be charged against local/school MOOE funds, subject to standard accounting rules and regulations.
6. This memorandum serves as the authority to travel on official business for all participants.
7. For information, guidance, and compliance.

sgd

CARMELT MERIS

OIC - Schools Division Superintendent



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Enclosure 1. List of Participants

No.	Name	Office
1	Carmel F. Meris	SDO
2	Lucio B. Alawas	SDO
3	Mikee Laine A. Decaran	SDO
4	Roselle Kristine D. Waguís (Inspectorate)	SDO
5	Jefferson Tamondong	DOH-CAR
6	Emma Joy V. Ramos	DOH-CAR
7	Jessica Mae L. Medino	PDOHO
8	Yvette Abance	SDO
9	Genebel Balanggi	SDO
10	Marjorie Linggayo	SDO
11	Shaina Mae Alos	SDO

School heads or representatives of the following schools:

No.	School	District
1	Adoyunan Elementary School	Atok
2	Oyusan Primary School	Atok
3	Alicay-Segundo Elementary School	Bakun
4	Ampusongan Elementary School	Bakun
5	Bakun Central School	Bakun
6	Cadsi-Amoy Elementary School	Bakun
7	Alfredo P. Chanao Elementary School	Bokod
8	Ambuklao Elementary School	Bokod
9	Bangao Elementary School	Bokod
10	Amgaleyguey Elementary School	Buguias
11	Bayoyo Lukingan-Awal Elementary School	Buguias
12	Buguias Central School	Buguias
13	Engay-Willie Elementary School	Buguias
14	Matso-Tokiyas Elementary School	Buguias
15	Nabalicong-Saltin Elementary School	Buguias
16	Baguio Gold Elementary School	Itogon I
17	Domolpos Community School	Itogon I
18	Lusod Community School	Itogon I
19	Saybuan Elementary School (Saybuan PS)	Itogon I
20	Tuding Elementary School	Itogon I
21	Balatoc Elementary School	Itogon II
22	Lawiguen Elementary School	Itogon II
23	Sayo Primary School	Itogon II
24	Damaso Comiles ES (Tabu ES)	Itogon II
25	Asokong-Pacso Elementary School	Kabayan
26	Bio B. Modol Elementary School	Kabayan
27	James Calabias Elementary School	Kabayan
28	Kabayan Barrio Elementary School	Kabayan
29	Kaliwaga Elementary School	Kapangan
30	Lomon Elementary School	Kapangan
31	Tadayan Elementary School	Kapangan
32	Batangan Elementary School	Kibungan

33	Enrique Jose Elementary School	Kibungan
34	Gasal Barrio School	Kibungan
35	Kibungan Central School	Kibungan
36	Napsong Barrio School	Kibungan
37	Tonguey-Nalusbo Barrio School	Kibungan
38	Bineng Elementary School	La Trinidad
39	Buyagan Elementary School	La Trinidad
40	La Trinidad Central School	La Trinidad
41	Puguis Elementary School	La Trinidad
42	Tacdian Elementary School	La Trinidad
43	Talinguoy Elementary School	La Trinidad
44	Ayosep Primary School	Mankayan
45	Lap-angan Elementary School	Mankayan
46	Lepanto Elementary School	Mankayan
47	Mankayan Central School	Mankayan
48	Sapid Elementary School	Mankayan
49	Bayabas Multigrade School	Sablan
50	Omas Ampaguey Integrated School	Sablan
51	Sablan Central School	Sablan
52	Sumakey Multigrade School	Sablan
53	Andolor Elementary School	Tuba
54	Asin Elementary School	Tuba
55	Batuan Elementary School	Tuba
56	Pimmingan Elementary School	Tuba
57	Balangabang Elementary School	Tublay
58	Moran Elementary School	Tublay
59	Tublay Central Elementary School	Tublay

Enclosure 2. Program Matrix**DAY 1: September 17, 2026**

Time	Activity	Person Responsible
8:00 AM – 8:30 AM	Arrival & Registration	Secretariat / TWG
8:30 AM – 8:45 AM	Preliminaries	Secretariat / TWG
8:45 AM – 9:00 AM	Opening Remarks	Lucio B. Alawas SGOD Chief
9:00 AM – 09:45 AM	Session 1: Orientation on Baseline SAC Requirements and Acceptable MOVs	Mikee Laine Decaran
09:45 AM – 10:00 AM	<i>Health Break</i>	—
9:45 AM – 12:00 PM	Session 2: HLI Fund Utilization Guidelines	Roselle Kristine Wagus
12:00 PM – 01:00 PM	<i>Lunch Break</i>	—
1:00 PM – 3:00 PM	Workshop 1: Creation of WFP	Participants/Facilitators
3:00 PM – 3:15 PM	<i>Health Break</i>	—
3:15 PM – 4:30 PM	Continuation of workshop 1	Participants/ Facilitators
04:30 PM – 05:00 PM	Day 1 Synthesis & Reminders	Participants/ Facilitators

DAY 2: September 18, 2026

Time	Activity	Person Responsible
08:00 AM – 08:30 AM	Day 2 Overview	Roselle Kristine Wagus
08:30 AM – 10:00 AM	Workshop 2: Presentation of Draft WFPs & technical review	Participants/ Facilitators
10:00 AM – 10:15 AM	<i>Health Break</i>	—
10:15 AM – 12:00 PM	Continuation of workshop 2	Participants
12:00 PM – 01:00 PM	<i>Lunch Break</i>	—
01:00 PM – 03:00 PM	Final Submission of WFP	Participants
03:00 PM – 03:15 PM	<i>Health Break</i>	—
03:15 PM – 04:30 PM	Continuation of Final Submission of WFP	Participants
04:30 PM – 05:00 PM	Closing Remarks & Agreements	Carmel F. Meris OIC-SDS