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Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Cordillera Administrative Region  
**Schools Division Office - Ifugao**  
Rizal Ave. Poblacion South, Lagawe, Ifugao  
3600 Philippines



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**DIVISION MEMORANDUM**

No. 61 s. 2018

To : **ALL PSDS**  
**ALL SCHOOL HEADS**

From : **FELIPE L. BALLITOC**  
OIC-Office of the Schools Division Superintendent

Subject : **SCHEDULE OF SYNCHRONIZED DISTRICT SPG ELECTION,  
DIVISION SSG/SPG ELECTION AND DIVISION SSG/SPG OFFICERS  
AND ADVISERS FIRST QUARTER MEETING**

Date : **March 1, 2018**

1. For a synchronized District SPG election, all SPG officers shall elect their **DISTRICT SPG OFFICERS on March 9, 2018** to represent their District during the Division SPG Election.
2. Pursuant to DepEd Order No. 47 s.2014 and DepEd Order No. 11 s.2016, the following positions shall be elected for the District SPG Officers and Advisers:
  - a. President
  - b. Vice President
  - c. Secretary
  - d. Treasurer
  - e. Auditor
  - f. PIO
  - g. Peace Officer
  - h. Grade Level Councilors
3. **DIVISION SSG and SPG Election will be on March 27, 2018; 8:30 in the morning at the Ammungan Hall SDO-Ifugao. All elected District SPG president and adviser and all SSG president and adviser shall attend the Division SSG and SPG election.**
4. To plan and prepare for the said Division SSG and SPG election, all **Division SSG and SPG Officers are hereby requested to attend our FIRST QUARTER MEETING on March 13, 2017 at the SDO Function Hall, Lagawe, Ifugao at 8:30 in the morning.**
5. Immediate dissemination of this Memorandum is desired.