



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City

DepED DEPARTMENT OF EDUCATION Schools Division of Tabuk City RELEASED	
By: <u>ME</u>	
Date: <u>5/26/25</u>	Time: <u>3:16</u>

Office of the Schools Division Superintendent

May 26, 2025

DIVISION MEMORANDUM
NO. 217, s.2025

**2nd QUARTER SCHOOL LEADERS AND MANAGERS CONCLAVE
DIVISION MANAGEMENT COMMITTEE MEETING**

To: Asst. Schools Division Superintendent
Chief Education Program Supervisors
Education Program Supervisors
Public Schools District Supervisors
Head of Units and Officers
Public Elementary and Secondary School Heads/TICs
All others concerned

1. The Governance of Basic Education stipulated in Republic Act 9155 recognizes the process of democratic consultation in the decision-making process to ensure coordination and open communication in the Division and school levels. Hence, Division Offices shall provide opportunities for collaboration between and among key Officials and school leaders and managers to discuss pressing issues and concerns in the delivery of basic education services.
2. Relevant to this, the Schools Division of Tabuk City will conduct the 2nd Quarter Division Management Committee Meeting on June 4, 2025, 08:00 a.m. at the 1st Floor CID Building, Katapatan Hall. The objectives of the said activity are:
 - a. Present various updates in the delivery of basic education services in lieu of the Opening of the School Year 2025-2026 and respond to arising issues and concerns from field personnel, schools and learning objectives.
 - b. Provide opportunities for school leaders and managers to discuss and propose recommendations to pressing issues in the delivery of basic education services, and
 - c. Provide update for school leaders and managers on relevant DepEd issuances, policies and guidelines
3. Participants to this activity are the Division personnel and school heads including those with official designation as Teacher-In-Charge. The total number of participants is stipulated in the succeeding table.



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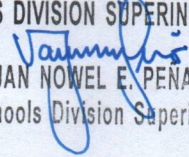
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Schools Division of Tabuk City

Office of the Schools Division Superintendent

POSITION/DESIGNATION	NUMBER
1 Schools Division Superintendent	1
2 Asst. Schools Division Superintendent	1
3 Chief Education Supervisors	2
4 Education Program Supervisors	10
5 Public Schools District Supervisors	10
6 Administrative Officer V	2
7 Administrative Officer IV	4
8 Accountant III	1
9 Division Legal Officer	1
10 Division Physical and Facilities/ Engineer	1
11 Information and Technology Officer	1
12 Health and Nutrition Section	2
13 Senior Education Program Specialist	4
14 Division Planning Officer	1
15 School Heads and Teacher-In-Charge	102
16 Secretariat	2
Total	145

4. Approved Travel Authority for Local Travel (within the Division), Locator Slip, Leave of absence and Compensatory Time-off for June 4, 2025 are suspended. Affected personnel are advised to reschedule their activities.
5. The matrix of the activity is attached as an enclosure.
6. Immediate dissemination of and compliance to this memorandum is desired.

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent

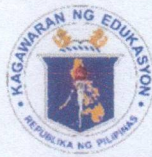
For the Authority of the
SCHOOLS DIVISION SUPERINTENDENT

JAN NOWEL E. PEÑA
Asst. Schools Division Superintendent



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Enclosure to Div Memo No. ____, s. ____

Matrix of the 2nd Quarter School Leaders and Mangers Conclave
Division Management Committee Meeting

Time	Activity	Person In-charge
7:30 a.m.	Registration	Secretariat
8:00 a.m.	Preliminaries • Prayer • National Anthem • Roll Call	Secretariat
	• Welcome Message	Benedicta B. Gamatero PhD, CESO V Schools Division Superintendent
8:30 a.m.	Meeting Proper • Call to Order • Review and approval of the minutes of the previous meeting • Presentation of the agenda of the meeting • Acceptance and approval of the meeting agenda	Jan Nowel E. Peña Assistant Schools Division Superintendent
9:00 a.m.	Updates from the Curriculum Implementation Division • Updates on LRP, NSPC, Opening of Classes	Ramonchito B. Soriano Chief Education Supervisor
11:00 a.m.	Updates from the Schools Governance and Operations Division • Updates on Oplan Balik Eskwela • Other SGOD Matters	c/o Planning and Research
12:30 p.m.	Lunch Break	
1:30 p.m.	Office of the Schools Division Superintendent • Presentation of downloading and utilization of funds	Sixto Lang-ay Jr., Accountant III
03:00 p.m.	Other matters	
03:45 p.m.	Schools Division Superintendent Forum	Benedicta B. Gamatero PhD, CESO V Schools Division Superintendent
4:40 p.m.	Recap and adjournment	



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