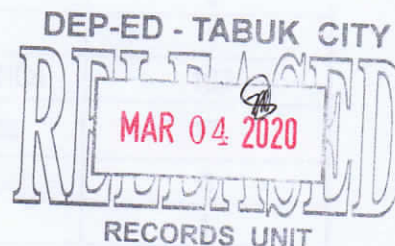




Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF TABUK CITY
City Hall Compound, Dagupan, Tabuk City



Division Memorandum
No. 59, s. 2020



TO: Assistant Schools Division Superintendent
Education Program Supervisors
Division Heads and Staff Concerned
Public School District Supervisors
Public Elementary and Secondary School Heads
Private Elementary and Secondary School Heads

FROM: **IRENE S. ANGWAY**
OIC-Schools Division Superintendent

SUBJECT: **Division Management Committee Meeting**

DATE: March 3, 2020

1. This is to announce the conduct of 1st Division Management Committee Meeting on March 10, 2020 at 8:00 A.M., venue to be announced later.

2. The agenda will be the following:

- a. CARAA
- b. Graduation Concerns
- c. School Year-end Reports
- d. Brigada Eskwela
- e. Terminal Leave Benefits
- f. Transfer/Movements
- g. MEA Template
- h. Calendar of Activities
- i. Summer Reading Program
- j. ASDS/SDS hour

3. Participants to the meeting are the following:

Participants	No. of Participants
OIC-SDS	1
OIC-ASDS	1
Education Program Supervisors	10
PSDS	10
Chief Education Supervisors SGOD & CID	2
Administrative Section	5
Finance Personnel (Budget Officer and Accountant)	2

slm/hr



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SGOD Personnel (SEPS)	5
Secretariat	2
All Public Schools Elementary and Secondary School Heads/TICs	103
All Private Schools Elementary and Secondary School Heads	17
ITO	1
Legal Officer	1
TOTAL	

4. Meals and snacks shall be charged against Division Funds subject to the usual accounting and auditing rules and regulations.

5. Attendance is a must.

1. This is to certify that the School of 1st Division Management Committee Meeting was held on March 14, 2014, at the City Hall Compound, Dagupan, Tabuk City.

2. The agenda of the meeting was as follows:

- CA/DA
- Secretary's Report
- School Year-end Report
- Report on the School Year-end
- Financial Report
- Transfer of Funds
- MC/CA
- Calendar of Activities
- Summer Reading Program
- SGOD/SGOD

3. Participants in the meeting are the following:

Participants	No. of Participants
SGOD	1
SGOD	1
Education Program Supervisors	10
PSIS	10
Chief Education Supervisors SGOD & C/O	2
Adult Literacy Section	5
Finance Personnel (Budget, Cash and Accounting)	2