



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Tabuk City**



**Office of the Schools Division Superintendent**

**Division Memorandum**

**No. 62, s. 2021**

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

**DATE :** March 5, 2021

**SUBJECT : DIVISION MANAGEMENT COMMITTEE MEETING**

1. This is to announce the Division Management Committee Meeting to be conducted through Teleconference on March 10, 2021 at 8:30AM.
2. The agenda will be the following:
  - a. Status of Funds – c/o Sixto D. Lang-ay
  - b. Bayanihan Downloaded Funds – c/o Nilda T. Mendoza
  - c. Procurement Gadgets and Supplies distributed to the fields– c/o James Dayao
  - d. CID Matters – c/o CID
  - e. SGOD Concerns – c/o SGOD
  - f. Covid 19 Update and Vaccin Roll-out – c/o H&N
  - g. PBB Concerns and RQA Updates – c/o Shakey L. Martinez
  - h. Quarantine Leaves – c/o Dorothy S. Asingal
  - i. SDS/ASDS Hour
3. Participants to this meeting will be the following:
  - OIC-SDS
  - OIC-ASDS
  - Chief Education Supervisors
  - Education Program Supervisors
  - Public Schools District Supervisor
  - All Public Schools Elem & Sec. School Heads/ TICs
  - All others concerned
4. Link will be posted on the Group Chat earlier on the same day.
5. Attendance sheet will be given through a link to be posted in the Google meet chat box.
6. Please be guided accordingly.

**IRENE S. ANGWAY, PhD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge, Office of the Schools Division Superintendent



**Address:** BCS Compound, Purok 2, Bulanao Norte, Tabuk City, Kalinga  
**Email:** tabuk.city@dened.gov.ph