



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

**RELEASED**  
AUG 01 2023  
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Office of the Schools Division Superintendent

1 August 2023

**DIVISION MEMORANDUM**

No. 284 s. 2023

**RE-CONSTITUTING THE SDO-TABUK CITY SCHOOLS DIVISION  
PROVIDENT FUND SECRETARIAT**

To: All Division Personnel  
All Others Concerned


1. Pursuant to Section III of the Revised Implementing Guidelines for the DepEd fund and pertinent provision of DepEd order No. 37, 2018. The Schools Division of Tabuk City Provident Fund Secretariat is hereby reconstituted as follows.

Chairperson – Benedicta B. Gamatero PhD, CESO V  
Schools Division Superintendent  
Vice-Chairperson – Jan Nowel E. Peña  
OIC-Assistant Schools Division Superintendent  
Members – Dorothy S. Asingal - Administrative Officer V  
Atty. Ringgo G. Sumedca - Legal Officer III  
Sixto D. Lang-ay – Accountant III  
Catherine M. Badong – Administrative Officer IV  
Femmalyn S. Mejia- ADAS III  
Joey E. Dela Cruz – ADAS III

2. The SDO-Tabuk City provident fund secretariat implement guidelines to ensure equal opportunity for teaching and non-teaching personnel to be benefitted from the said Fund/Loan.

3. For queries please contact or message us through the Division Office email address, [tabuk.city@deped.gov.ph](mailto:tabuk.city@deped.gov.ph) or [tabukcity.hrunit@deped.gov.ph](mailto:tabukcity.hrunit@deped.gov.ph).

4. For your reference and strict compliance.

  
**BENEDICTA B. GAMATERO PhD, CESO V**  
Schools Division Superintendent

LLM/Personnel Unit

