



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF TABUK CITY
Tabuk City, Kalinga

RELEASED
AUG 10 2023
JMN

August 10, 2023

Division MEMORANDUM

No. 246, s. _____

3RD QUARTER DIVISION MANAGEMENT COMMITTEE MEETING

To: Asst. Schools Division Superintendent
Chief Education Program Supervisors
Education Program Supervisors
Public Schools District Supervisors
Head of Units and Offices
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 3rd Quarter Division Management Committee Meeting on **August 18, 2023**, 08:00 a.m. to 05:00 p.m. at a venue that shall be announced in a separate advisory. The objectives of the said activity are:

- a. present the Division's 2nd Quarter accomplishment report and respond to arising issues and concerns from field personnel, schools and learning centers,
- 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. present and assess the readiness of schools and learning centers for the opening of classes and provide update to school leaders and managers on relevant DepEd issuances, policies and guidelines



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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.

Position/Designation	Number
1. Schools Division Superintendent	1
2. OIC Asst. Schools Division Superintendent	1
3. Chief Education Supervisors	2
4. Legal Officer	1
5. Medical Officer III	1
6. Education Program Supervisors	10
7. Public Schools District Supervisors	10
8. Information Technology Officer (ITO)	1
9. Administrative Officer V	1
10. Administrative Officer IV	4
11. Accountant III	1
12. Senior Education Program Specialist	4
13. Planning Officer III	1
14. Engineer III	1
15. School Heads and Teacher In-charge	103
16. Secretariat	2
Total	144

4. The agenda of the 2nd Quarter Division Management Committee Meeting are:
- 2nd Quarter Accomplishment Report,
 - Arising Issues and Concerns from the field,
 - Schools and Learning Centers' Readiness for the opening of classes,
 - Other matters, and
 - SDS Hour.

Refer to Enclosure 1 of this memorandum for the order of presentation.

5. Immediate dissemination of and compliance to this memorandum is desired.


BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent



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Enclosure 1 to Division Memorandum _____ s. 2023

Order of the 3rd Quarter Division Management Committee Meeting

Time	Topic/Specifics	Responsible Person/s
07:30-08:00	Registration	Secretariat
08:00-08:15	Preliminaries <ul style="list-style-type: none">• Prayer• Lupang Hinirang• Cordillera Hymn• SDO Tabuk Hymn• DepEd Quality Policy Statement	
	Opening Message	
08:15-08:30	Roll Call	Benedicta B. Gamatero PhD, CESO V Schools Division Superintendent
	Call to Order	Jan Nowel E. Peña OIC Asst. Schools Division Superintendent
08:30-09:00	Review of the Minutes of the Previous Meeting	Benedicta B. Gamatero PhD, CESO V Schools Division Superintendent
	Issues arising from the minutes of the previous meeting	
09:00-09:45	Budget 2 nd Quarter Accomplishment Report and Budget Utilization Rate (BUR)	Nilda T. Mendoza Administrative Office V, Budget
	Liquidation Rate of School's MOOE and other support funds	Sixto D. Lang-ay Jr. Accountant III
	Other Announcement	
09:45-10:00	Arising issues and concerns from the field (Budget and Finance)	
10:00-10:30	Admin Unit 2 nd Quarter Accomplishment Report	Jan Nowel E. Peña OIC-Asst. Schools Division Superintendent
	Administrative Concerns	
	PSIPOP Updates and other HR Matters	Catherine M. Badong Administrative Officer IV
10:30-10:45	Arising issues and concerns from the field (Admin and Personnel)	
10:45-11:15	CID 1 st Quarter Accomplishment Report and updates in the NLC	Ramonchito A. Soriano Chief Education Supervisor-CID
	NFT and NSPC Results	
11:15-11:45	Readiness of Schools and Learning Centers for the Opening of SY 2023-2024	Public Schools District Supervisors
11:45-12:00	Arising issues and concerns from the field (Curriculum Implementation)	
01:00-01:30	SGOD 2 nd Quarter Accomplishment Report and Updates on Special Programs	Sally P. Feken Chief Education Supervisor-SGOD
	Palaro Results	



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01:30-02:00	Brigada Eskwela, School Maintenance Week and Oplan Balik Eskwela	Focal Person
02:00-02:30	Planning Office Concerns and Updates Enrollment Procedures	Efren Y. Danag Planning Officer III
02:30-02:45	Arising issues and concerns from the field (Schools Governance and Operations)	
02:45-03:30	Other Matters	
03:30-04:45	SDS Hour	Benedicta B. Gamatero PhD, CESO V Schools Division Superintendent
04:45-05:00	Closing and adjournment	



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