



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



**Office of the Schools Division Superintendent**

October 12, 2023

DIVISION MEMORANDUM  
 No. 413-2023

**ELECTION OF OFFICERS FOR PUBLIC ELEMENTARY AND SECONDARY  
 TEACHERS ASSOCIATIONS**

TO: SGOD/CID CHIEF  
 Public Schools District Supervisors  
 Public Elementary and Secondary School Heads  
 Public Elementary and Secondary Teachers

1. Please be informed of the simultaneous election of officers for the District Elementary and Secondary Teachers Association is scheduled on October 21, 2023.
2. The Division Election of Elementary and Secondary Teachers' Associations will be on October 27, 2023.
3. The activity aims to organize employees for proper representation.
4. For an orderly election the following schedules will be followed:

Organization	Date and Time	Venue	Participants
Tabuk City Elementary Teachers Association (TCETA)	8-10:00AM	Division Conference Hall	Elementary Teachers
Tabuk City Secondary teachers Association (TCSTA)	1-3:00PM	Division Conference Hall	Secondary Teachers

5. Teachers are entitled of service credit on October 21, 2023 pursuant to CSC and DBM Joint Circular No. series of 2004.





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6. Any clarification needed relative to this memorandum may be made through the mobile no. 09976919187 of Romeo B. Agagon, SEPS-Social Mobilization and Networking.

7. For your information and guidance.

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

By the Authority of the Schools Division Superintendent

**JAN NOWEL E. PEÑA**

OIC Assistant Schools Division Superintendent

Sgod/socmob/rba