



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



Office of the Schools Division Superintendent

Office MEMORANDUM
No. 50 s. 2023

NOTICE OF MEETING

**TO : ALL SCHOOL HEADS OF SOUTHERN TABUK DISTRICT 3
NON-TEACHING PERSONNEL ASSIGNED IN THE SCHOOLS
EPS FOR VALUES EDUCATION AND SEPS FOR RESEARCH**

1. This is to announce the conduct of meeting to be held at Malin-awa ES, Malin-awa, Tabuk City on October 11 , 2023.
2. The agenda are the following:
 - A. Composition of the District QA Core Group and School Quality Assurance Team
 - B. Process flow, duties and responsibilities of the QA Team
 - C. Recomposed the different In-charge of all the activities in the district
 - D. TA in the preparation of GAD Plan for school heads
 - E. Up-dates on financial/liquidation of school funds
 - F. TA on Research
3. Participants to this meeting are the School Heads, both Elementary and Secondary schools, Non-Teaching Personnel assigned in the schools, EPS for Values Education and SEPS for Researchs
4. Attendance is a must.

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent



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