



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



February 1, 2024

Division MEMORANDUM
No. 40, s. 2024

**1st School Leaders and Managers Conclave
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 1st School Leaders and Managers Conclave: Division Management Committee Meeting on February 8, 2024 at M Hotel, Appas, Tabuk City. The registration for said activity shall start at 7:30 a.m.
3. The objectives of the said activity are:
 - a. assess and evaluate the last quarter performance of the Divisions, Offices, Schools and Learning Centers and respond to arising issues and concerns,
 - b. provide opportunities for school leaders and managers to present, discuss and propose recommendations to pressing issues in the delivery of basic education services, and
 - c. provide update to school leaders and managers on relevant DepEd issuances, policies and guidelines
4. The agenda of the meeting are:
 - a. Administrative and school operations updates and concerns,
 - b. Arising matters from the field,



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DepEd Tayo Tabuk City



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- c. Salient provisions of DepEd Order No. 2, s. 2024 and administrative instructions under DM-OUHROD-2024-0123,
 - d. Other matters,
5. 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. Education Program Supervisors	11
5. Public Schools District Supervisors	10
6. Administrative Officer V	2
7. Administrative Officer IV	4
8. Accountant III	1
9. Legal Officer	1
10. Division Engineer	1
11. Medical Officer	1
12. Information Technology Officer	1
13. Senior Education Program Specialist	4
14. School Heads and Teacher In-charge	96
15. Health Team	2
16. Secretariat	2
Total	140

6. The program matrix is attached to this memorandum as an enclosure.
7. Immediate dissemination of and compliance to this memorandum is desired.


BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent



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Enclosure to Div Memo No. _____, s. _____

PROGRAM MATRIX

**1st School Leaders and Managers Conclave
 DIVISION MANAGEMENT COMMITTEE MEETING**

February 8, 2024
 M Hotel, Appas, Tabuk City

Time	Activity	Person In-charge
07:30-08:00	Registration	Secretariat
08:00-08:30	Preliminaries	Secretariat
	<ul style="list-style-type: none"> Makabayan Song Prayer Acknowledgment of Participants and Roll Call 	
	<ul style="list-style-type: none"> Welcome Message 	Benedicta B. Gamatero PhD, CESO V Schools Division Superintendent
	<ul style="list-style-type: none"> Presentation of the Agenda 	Jan Nowel E. Peña OIC Asst. Schools Division Superintendent
	<ul style="list-style-type: none"> Call to Order 	Benedicta B. Gamatero PhD, CESO V Schools Division Superintendent
08:30-10:30	Meeting Proper	
	I. Administrative and School Operations Updates and Concerns	
	<ul style="list-style-type: none"> General Admin 	Dorothy A. Asingal, AO V Admin
	<ul style="list-style-type: none"> Human Resource Management and Procedure on the submission of application for Teacher I position 	Catherine M. Badong, AO IV Personnel
	<ul style="list-style-type: none"> Status of Downloading of Funds, Budget Utilization Report, Liquidation Report 	Sixto A. Lang-ay, Accountant III Nilda T. Mendoza, AO V Budget
	<ul style="list-style-type: none"> Status of School Titling and other Legal Matters 	Atty. Ringgo G. Sumedca
	<ul style="list-style-type: none"> Status and procedure of condemnation of IT equipment 	Allan S. Dumalsin, ITO
	<ul style="list-style-type: none"> Status of the delivery of furniture, Science and Math Equipment and other pertinent supply matters 	James A. Dayao, AO IV Supply
10:30-12:30	<ul style="list-style-type: none"> Curriculum Implementation Division <ul style="list-style-type: none"> Updates on Instructional Management Updates on Instructional Supervision Updates on other programs and projects 	Ramonchito A. Soriano, CES CID or Authorized Focal Person
	<ul style="list-style-type: none"> Promising Practice on Alternative Delivery Mode 	Tabuk City National High School



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01:30-03:00	<ul style="list-style-type: none">• School Governance and Operations Division• Updates on monitoring• Concerns on special programs and projects• Salient Features of the Child Protection Policy	Sally P. Feken, CES CID or Authorized Focal Person Allan R. Galanza, PDO I
03:00-4:00	II. Salient provisions of DepEd Order No. 2, s.2024 and administrative instructions under DM-OUHROD-2024-0123	Benedicta B. Gamatero PhD, CESO V Schools Division Superintendent
	III. Matters arising from the field	
04:00-5:00	IV. SDS Hour	Benedicta B. Gamatero PhD, CESO V Schools Division Superintendent
05:00-05:15	V. Closing and Adjournment	



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