



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



Division Memorandum  
No. 64, series.2024

TO : All Administrative Assistant II and III (School Base)  
All Concerned

**NOTICE OF MEETING**

1. Please be informed that there will be a Division Meeting of all ADAS II and III on February 27, 2024, at exactly 1:30 P.M. at the Division Conference Hall.
2. The following agenda:
  1. Review of the Duties and Responsibilities
  2. Salient provisions of DepEd Order No.2, series 2024 and administrative instructions under DM-OUHROD-2024-0123
  3. Financial updates issues, and concerns
  4. Administrative updates
3. Attendance is a must.
4. For your information and immediate dissemination is desired.

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

For the authority of the  
Schools Division Superintendent

**JAN NOWEL E. PEÑA**  
OIC Asst. Schools Division Superintendent