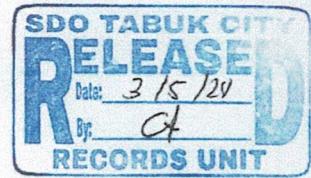




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Tabuk City**



Office of the School Divisions Superintendent


March 5, 2024

Division Memorandum  
No. 83 series 2024

**MONTHLY SUBMISSION OF ACCOMPLISHMENT REPORT AND ITINERARY  
SCHEDULE OF SCHOOL ASSIGNMENT FOR CALENDAR YEAR 2024**


To: All Administrative officer II  
Administrative Assistant II and III  
Others Concerned

1. Relative to Division Memo No. 71, series 2024 and Division Memo No. 76, series 2024, the Reassignment of Administrative Officer II and Reassignment of Administrative Assistant II and III, this office requires the physical reporting off onsite reporting to the workplace.
2. The following shall be required.
  - a. Monthly submission of progress reports and the school assignment itinerary schedule to the administrative section during the first week of each month, the templates/format that can be used to support the claim of travel costs for the school that serves as the reference point to the designated cluster schools is attached.
  - b. Republic Act No. 3019 (The Anti-Graft and Corrupt Practices Act) requires schools with Administrative Officers II and Administrative Assistants to sign disbursement vouchers and ORS for check and balance purposes to ensure financial reports are transparent.
  - c. Ensure that the School Citizen Charter is posted in all forms on a billboard or tarpaulin, and that it is posted in the most noticeable location possible ideally in front of the school. The office will oversee compliance with posting the school's citizen charter by March 30, 2024.
3. For immediate dissemination and appropriate action

  
BENEDICTA B. GAMATERO PhD, CESO V  
Schools Division Superintendent



**Address:** Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga  
**Email:** tabuk.city@deped.gov.ph  
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 DepEd Tayo Tabuk City



Republic of the Philippines  
**Department of Education**  
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**Schools Division of Tabuk City**

Enclosure No.1 (Division Memorandum No. \_\_\_\_s. 2024)

Proposed Monthly Etinerary( \_\_\_\_\_,2024)

Name/s	Position	Schools/District	Signature of School's Head
		School I	
		School 2	

Prepared by:

AO/ADAS

Certified Correct:

DOROTHY S. ASINGAL  
AO V

Noted:

BENEDICTA B. GAMATERO PhD,CESO V  
Schools Division Superintendent

Note:

-Alternate Schedule of AO's and ADAS



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