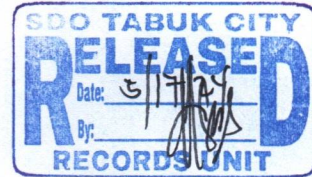




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Tabuk City**



Office of the Schools Division Superintendent

May 17, 2024

**Division Memorandum**

No. 105 s. 2024

To: Office of the ASDS  
ADMINISTRATIVE OFFICER II  
SCHOOL HEADS  
Others Concerned

**CONDUCT OF ORIENTATION OF SCHOOL AO II's AND ADMINISTRATIVE SUPPORT  
STAFF OF PUBLIC SCHOOLS ON GOVERNMENT FORMS FOR SY 2023-2024**

1. This is to inform all administrative officers and administrative support staffs deployed in schools to participate in the orientation workshop to be held at the DepEd Conference Hall on May 21, 2024 from 8:00AM to 5:00PM.
2. The activity aims to equip the administrative support personnel in schools in the accomplishment of the different government forms and with the upcoming deadline of validation, the said personnel can help speed-up the validation of entries in the different forms.
3. Participants are required to bring their laptops and extension wires during the event.
4. For information and dissemination.

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



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DepEd Tayo Tabuk City