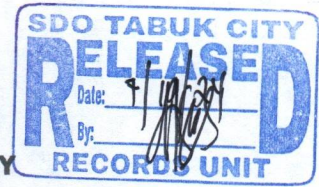




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OFFICE OF TABUK CITY
Tabuk City, Kalinga



July 18, 2024

Division MEMORANDUM
No. 763, s. 2024

**3rd QUARTER 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 4th Quarter Division Management Committee Meeting on July 23, 2024, 08:00 a.m. at the Davidson Hotel and Restaurant. The objectives of the said activity are:
 - a. present various updates in the delivery of basic education services in lieu of the opening of School Year 2024-2025 and respond to arising issues and concerns from field personnel, schools and learning centers,
 - b. provide opportunities for school leaders and managers to 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
3. 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.



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DepEd Tayo Tabuk City



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Position/Designation	Number
1. Schools Division Superintendent	1
2. OIC Asst. Schools Division Superintendent	1
3. Chief Education Supervisors	2
4. Education Program Supervisors	2
5. Public Schools District Supervisors	10
6. Administrative Officer IV	4
7. Accountant III	1
8. Senior Education Program Specialist	2
9. School Heads and Teacher In-charge	103
10. Secretariat	2
Total	128

4. The matrix of the activity is attached as an enclosure.
5. 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 _____, 2024

**Matrix of the 3rd Quarter School Leaders and Managers Conclave
Division Management Committee Meeting**

Time	Activity	In-charge
07:30 a.m.	Registration	Secretariat
08:00 a.m.	Preliminaries <ul style="list-style-type: none">PrayerNational AnthemRoll CallWelcome Message	Benedicta B. Gamatero PhD, CESO V Schools Division Superintendent
08:30 a.m.	Meeting Proper <ul style="list-style-type: none">Call to orderReview and approval of the minutes of the previous meetingPresentation of the agenda of the meetingAcceptance and approval of the meeting agenda	
09:00 a.m.	Updates from the Curriculum Implementation Division <ul style="list-style-type: none">Discussion on the Class Program in lieu of the implementation of the Matatag CurriculumResult of the Alternative Learning System (ALS) MappingMultigrade scheme in teaching Grades 1 & 2 and Grades 3 and 4Reproduction and distribution of learning resources	Ramonchito B. Soriano Chief Education Supervisor
11:00 a.m.	Schools Governance and Operations Division <ul style="list-style-type: none">Presentation of the Calendar of ActivitiesDiscussion on the Monitoring Tool for the opening of classesBrigada EskwelaOplan Balik Eskwela	Sally P. Feken Chief Education Supervisor
12:30 p.m.	Lunch Break	
01:30 pm	Office of the Schools Division Superintendent <ul style="list-style-type: none">Presentation of downloading and utilization of fundsUpdate on the Requirements for the ERF of Special Education Teachers and reminders on the submission of DTRs and other pertinent documents for payment of COS SalaryStatus and pertinent issues on school titlingRationalization of teacher workload and overload pay	Sixto Lang-ay Jr, Accountant III Dorothy S. Asingal, AO V Atty. Ringgo Sumedca, Legal Officer Jan Nowel E. Peña, OIC ASDS
03:00 p.m.	Other matters	
03:45 p.m.	Schools Division Superintendent Hour	Benedicta B. Gamatero PhD, CESO V Schools Division Superintendent
04:45 p.m.	Recap and adjournment	