



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



Office of the Schools Division Superintendent

28 October 2024


DIVISION MEMORANDUM

No. 41, s. 2024

**PLANNING WORKSHOP ON THE PREPARATION OF SCHOOLS' PISA  
READINESS PLAN**

To : Public Schools District Supervisors  
Public and Private Secondary School Heads  
School Testing Coordinators  
All others Concerned

1. The Schools Division Office of Tabuk City through the Curriculum Implementation Division shall conduct workshops on the preparation of the Schools' PISA Readiness Plan on October 30, 2024, at Schools Division Office Conference Hall.
2. Participants in this workshop are the School Heads of public and private secondary schools. Participants shall bring with them their laptops and extension cord. List of participants is found in enclosure 1. Schools may prepare their plan in advance following the template found in enclosure 2.
3. Prompt and immediate dissemination of this Memorandum is earnestly desired.

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



Address: [BCS Compound, Purok 2 Bulanao Norte, Tabuk City](#)

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Website: <https://www.depedtabukcity.com>

SDO Tabuk City L & D Databank System Link: <https://tinyurl.com/SDOTabukCityLNDaBaSy>



## LIST OF PARTICIPANTS

No.	SCHOOL HEADS	SCHOOL
1	Avelina Trinidad	Agbannawag NHS
2	Marlon Binuloc	Amlao IS
3	Rommel Alcanzarin	Balawag NHS
4	Rudy Paul Taguibao	Bantay NHS
5	Joy Taynan	Balong NHS
6	Cherry Lyn Alison	Bado Dangwa NHS
7	Gemma Bumanglag	Bulo NHS
8	Melchor Layugan	Calaccad NHS
9	Lewis Balonggay	Cudal NHS
10	Jay-ar Dalimag	Dilag IS
11	Jobelle Konji Agpad	Dupag NHS
12	Jose Quanso	Eastern Kalinga NHS
13	Charlie Marallag	Guilayon IS
14	Evelyn Bonggalon	Ipil IS
15	Mildred Cabay	KNHS
16	Marciana Annogui	Laya IS
17	Emilia Simeon	Lacnog IS
18	Junny Decena	Maledda IS
19	Melita Gamongan	Nambucayan NHS
20	Gina Gasadan	Naneng NHS
21	Caroline Torres	Nambaran Agro-Industrial NHS
22	Edgar Delgado	New Tanglag NHS
23	Napoleon Mukay	San Pablo IS
24	Melchor Langbisan	Southern Tabuk IS
25	Joselito Cabello	TCNHS
26	Zaldy Blaza	Toppan IS
27	Elvira Tabag	Tuga NHS
28	Joan Pamittan	Jesus Cares Learning Center of Tabuk Inc.
29	James Vincent Ibuos	Kalinga Colleges of Science and Technology
30	Sudemai Pauline Buen	Kalinga State University
31	Chriscel Gallema	St Tonis College Inc.
32	Thelma Parungao	St Theresita's School
33	Sr. Celestina Bangcoleng	St Williams Academy
34	Mae Pumay-o	Tabuk Institute
35	Maribel Bravo	CID
36	Cresencia Na-oy	CID
37	Emmanuel Ubuan	CID



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Enclosure 2 of DM No. \_\_\_\_s. 2024

**2025 PISA SCHOOL READINESS PLAN**

<b>School:</b>	
<b>Prepared by:</b>	
<b>Date:</b>	

**I. Objective:**

Clearly state the primary objective of this action plan. What do you aim to achieve in terms of PISA preparation within the specified period?

**II. Situation Analysis:**

Provide a brief overview of the current PISA situation in your school, including notable strengths, challenges, and any previous or ongoing initiatives.



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### III. Actions in Support of PISA Preparation:

PHASES	TIMELINE (Month and Year)	ACTIONS (with brief descriptions; insert rows, if necessary)	RESOURCES REQUIRED			STAKEHOLDER ENGAGEMENT (List and describe any external stakeholders (e.g., parents, community organizations, NGOs) that will be involved, and specify their roles and contributions to the action plan.)	RISKS AND MITIGATION STRATEGIES (Identify potential risks or challenges that might hinder the implementation of the plan, and describe the strategies in place to mitigate these risks.)	EXPECTED OUTCOME (What you expect to achieve with this action)
			PERSONNEL [Details about who will be involved and their roles]	MATERIALS [Specific materials or tools required]	TRAINING [Details about any training sessions required]			
PREPARATION								
IMPLEMENTATION AND MONITORING AND EVALUATION								

*(Detail out the tools, methods, and frequency with which the progress of the action plan will be monitored and evaluated. Mention any key performance indicators (KPIs) or benchmarks against which success will be measured.)*

### IV. Timeline (Gantt Chart): Provide a Gantt chart or a simple timeline indicating when each action will start, its duration, and its expected completion date

Activities	October	November	December	January	February	March
Preparation						
Implementation						
Monitoring and Evaluation						



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