

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



December 11, 2024

Division MEMORANDUM
No. 507, s. 2024

**YEAR-END DIVISION EXECUTIVE COMMITTEE MEETING
AND DIVISION YEAR-END SOCIALIZATION**

To: OIC Assistant Schools Division Superintendent
Chief Education Supervisors
Division Executive Committee Members
All Division Office Personnel

1. Please be advised of the conduct of the Division Executive Committee Meeting on December 20, 2024 (Friday) at MHotel, 08:00 a.m. in which updates on various Programs, Projects and Activities in support of the delivery of basic education services in the Schools Division of Tabuk City shall be discussed.

2. Participants to said activity are the Chief Education Supervisors (CID and SGOD), all members of the Division Executive Committee, and Education Program Supervisor In-charge of the Alternative Learning System (ALS), IPED and Inclusive Education. All personnel addressed in this notice are advised to free their schedule on the date and time stated above and ensure attendance to said meeting.


4. The DEXECOM Secretariat is responsible in the registration, preparation of the venue and all other logistics related to the conduct of the meeting.

5. After the DEXECOM, the Division year-end socialization shall immediately follow at 2:00 p.m. All Division personnel are directed to actively participate to this activity. The Technical Working Group (TWG) shall facilitate all necessary arrangements in relation to the conduct of said activity. The members of the TWG are as follows:

Office of the AO V	-	Program Sequence and Flow
Personnel Office	-	Registration
Supply Office	-	Prizes
Budget Office	-	Venue and Food
Cash Section	-	Ways and Means


6. The guard on duty and the PACDO of the day shall remain at their post to ensure the continuity in the delivery of public service.

7. For information, guidance and strict compliance.


BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent



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