



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. 508, s. 2024

**6th SCHOOL LEADERS AND MANAGERS CONCLAVE
DIVISION MANAGEMENT COMMITTEE MEETING**

To: OIC 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 6th Division Management Committee Meeting on December 19, 2024, 08:00 a.m. at MHotel, Appas, Tabuk City. The agenda of the meeting are:
 - a. status of the schools' liquidation of various government funds,
 - b. presentation of the year-end accomplishment report,
 - c. presentation of the 2025 Division Annual Implementation Plan,
 - d. other updates and matters.
3. The committee's year-end socialization shall immediately follow at 2:00 p.m. The NASSPHIL and PESPA officers are tasked to facilitate and coordinate among its members all relevant logistical arrangements and instructions in relation to the conduct of said activity.
4. Participants to this activity are the identified Division personnel and school heads including those with official designation as Teacher In-charge. The dress code of all participants during the management meeting is the appropriate official DepEd Uniform. While in the afternoon, participants shall wear their district's color.

The total number of participants is stipulated in the succeeding table.

| Position/Designation | Number |
|--|---------------|
| 1. Schools Division Superintendent | 1 |
| 2. OIC Asst. Schools Division Superintendent | 1 |
| 3. Chief Education Supervisors | 2 |
| 4. Education Program Supervisors | 11 |
| 5. Public Schools District Supervisors | 10 |
| 6. Administrative Officer V | 2 |
| 7. Administrative Officer IV | 4 |
| 8. Accountant III/Legal Office/ITO/Medical Officer/Division Engineer/Planning Officer/HRD EPS II | 7 |
| 9. Senior Education Program Specialist | 3 |
| 10. School Heads and Teacher In-charge | 98 |
| 11. Secretariat | 2 |
| Total | 141 |

5. Immediate dissemination of and compliance to this memorandum is desired.

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent