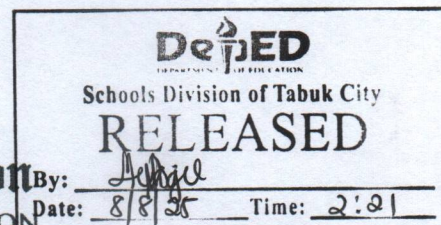




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OFFICE OF TABUK CITY
Tabuk City, Kalinga



August 8, 2025

Division MEMORANDUM
No. 330, s. 2025

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 Division Management Committee Meeting on August 12, 2025 at the Katapatan Hall, Schools Division of Tabuk City. Registration shall start at 7:30 a.m.
3. The agenda of the meeting are:
 - a. presentation of the schools' status of liquidation of various government funds,
 - b. presentation of the proposed OPCR for School Heads,
 - c. updates from various units and sections,
 - d. issues arising from the field
 - e. Orientation on HROD Cloud
 - f. other updates and matters.
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. The total number of participants is stipulated in the succeeding table.

Position/Designation	Number
1. Schools Division Superintendent	1
2. Asst. Schools Division Superintendent	1



Address: Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga
Email: tabuk.city@deped.gov.ph
Website: <https://www.depedtabukcity.com>



DepEd Tayo Tabuk City


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. The flow of activities during the event is stipulated in the matrix below:

Time	Activity	In-charge/Discussant
07:30	Registration	Secretariat (Aide OSDS)
08:00	Preliminaries	Secretariat (Aide OSDS)
	Prayer	
	Lupang Hinirang	
	Quality Policy Statement	
	Roll Call	ASDS Jan Nowel Peña
	Message and Call to Order	SDS Benedicta B. Gamatero PhD, CESO V
08:30	Meeting Proper	
	1. Review of the minutes of the previous meeting	Secretariat
	2. Issues arising from the minutes of the previous meeting	ASDS Jan Nowel Peña
08:45	3. Presentation of the school's status of liquidation	Sixto B. Lang-ay Jr. Accountant III
09:30	4. Presentation of the initial OPCR for School Heads	ASDS Jan Nowel E. Peña
11:00	5. Update from the Office of the Administrative Officer V	Dorothy A. Asingal Administrative Officer V
01:00	6. Update from the Curriculum Implementation Division	Ramonchito A. Soriano Chief, CID
02:30	7. Updated from the School Governance and Operations Division	Sally P. Feken Chief, SGOD
04:00	8. SDS Hour	SDS Benedicta B. Gamatero PhD, CESO V
05:00	9. Synthesis	Secretariat (Planning and Research)
05:15	10. Adjournment	SDS Benedicta B. Gamatero PhD, CESO V

6. Approved Travel Authority for local travel (within the Division), Locator Slip, Leave of Absence and Compensatory Time-off scheduled on August 12, 2025 of the identified participants in this activity is suspended. Affected personnel are advised to reschedule their activities.

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


BENEDICTA B. GAMATERO PhD, CESO V
 Schools Division Superintendent



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