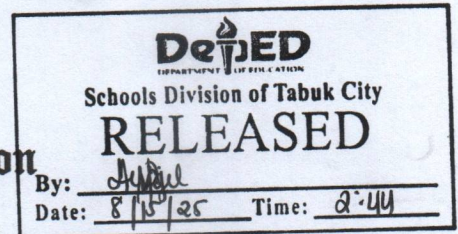




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Tabuk City**



Office of the Schools Division Superintendent

August 15, 2025

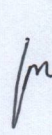
**DIVISION MEMORANDUM**

No. 345, s. 2025

**ORIENTATION ON THE ROLES AND RESPONSIBILITIES OF THE DIVISION INFORMATION TEAM**

To: All Concerned Personnel

1. To strengthen the information management and communication efforts of the Schools Division Office, an **Orientation on the Roles and Responsibilities of the Division Information Team** will be conducted on **August 19, 2025**, at the **Katarungan Hall**.
2. The activity aims to provide a clear understanding of the mandate, functions, and collaborative mechanisms of the Division Information Team, including strategies for effective dissemination of information and utilization of communication platforms.
3. In view of this, the following personnel are directed to attend the said orientation:
  - o **Maribel M. Bravo** – Education Program Supervisor (English)
  - o **Ma. Medea C. Vallejo** – Public Schools District Supervisor
  - o **Dorothy S. Asingal** – Administrative Officer V
  - o **Allan Dumalsin** – Information Technology Officer
  - o **Dewaii Bagayao** – Senior Education Program Specialist
  - o **Romeo Agagon** – Senior Education Program Specialist
  - o **Vincent Martinez** – Education Program Specialist II
  - o **Anacita Bongngat** – Education Program Specialist II-ALS
  - o **Joshua Rebancos** – Administrative Aide VI
4. Attendance is mandatory, and participants are expected to come prepared and actively engage in the discussions.
5. Immediate and wide dissemination of this memorandum is desired.

  
**BENEDICTA B. GAMATERO Ph.D. CESO V**  
Schools Division Superintendent  
8/15/2025