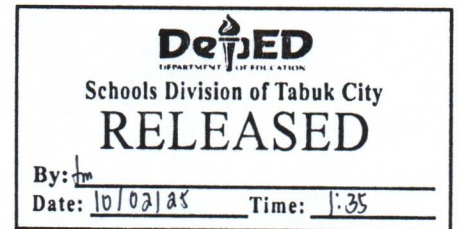




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City



Office of the Schools Division Superintendent

October 2, 2025

DIVISION MEMORANDUM
NO. 441, s.2025

**4th QUARTER SCHOOL LEADERS AND MANAGERS CONCLAVE
DIVISION MANAGEMENT COMMITTEE MEETING**

To: Asst. Schools Division Superintendent
Chief Education Program Supervisors
Education Program Supervisors
Public Schools District Supervisors
Head of Units and Officers
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 4th Quarter Division Management Committee Meeting on October 10, 2025, 08:00 a.m. at the 1st Floor CID Building, Katapatan Hall. The objectives of the said activity are:
 - a. Present various updates in the delivery of basic education and respond to arising issues and concerns from field personnel, schools and learning objectives.
 - b. Provide opportunities for school leaders and managers to discuss and propose recommendations to pressing issues in the delivery of basic education services, and
 - c. Provide update for school leaders and managers on relevant DepEd issuances, policies and guidelines
3. Participants to this activity are the Division personnel and school heads including those with official designation as Teacher-In-Charge. The total number of participants is stipulated in the succeeding table.



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DepEd Tayo Tabuk City



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Schools Division of Tabuk City

Office of the Schools Division Superintendent

POSITION/DESIGNATION	NUMBER
1 Schools Division Superintendent	1
2 Asst. Schools Division Superintendent	1
3 Chief Education Supervisors	2
4 Education Program Supervisors	10
5 Public Schools District Supervisors	10
6 Administrative Officer V	2
7 Administrative Officer IV	4
8 Accountant III	1
9 Division Legal Officer	1
10 Division Physical and Facilities/ Engineer	1
11 Information and Technology Officer	1
12 Health and Nutrition Section	2
13 Senior Education Program Specialist	4
14 Division Planning Officer	1
15 School Heads and Teacher-In-Charge	102
16 Secretariat	2
Total	145

4. Approved Travel Authority for Local Travel (within the Division), Locator Slip, Leave of absence and Compensatory Time-off for October 10, 2025 are suspended. Affected personnel are advised to reschedule their activities.
5. The matrix of the activity is attached as an enclosure.
6. Immediate dissemination of and compliance to this memorandum is desired.

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent

