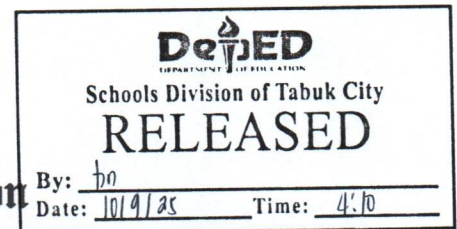




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Tabuk City**



Office of the School Divisions Superintendent

October 9, 2025

**DIVISION MEMORANDUM**

No. 456, s. 2025

**RECONSTITUTING THE SDO-TABUK CITY SCHOOLS DIVISION  
PROVIDENT FUND SECRETARIAT**

To: All Division Personnel  
All Other Concerned

1. Pursuant to Section III of the Revised Implementing Guidelines for the DepEd fund and pertinent provision of DepEd order No. 37, 2018. The Schools Division of Tabuk City Provident Fund Secretariat is hereby reconstituted as follows.

Chairperson	- Benedicta B. Gamatero PhD, CESO V Schools Division Superintendent
Vice Chairperson	- Jan Nowel E. Peña Assistant Schools Division Superintendent
Members	- Dorothy S. Asingal- Administrative Officer V - Sixto D. Lang-ay Jr. – Accountant III - Catherine M. Badong - Administrative Officer IV

2. The SDO- Tabuk City provident fund secretariat implements guidelines to ensure equal opportunity for teaching and non- teaching personnel to be benefitted from the said Fund/Loan.
3. For queries, please contact or message us through the Division Office email address, [tabuk.city@deped.gov.ph](mailto:tabuk.city@deped.gov.ph) or [tabukcity.hrunit@deped.gov.ph](mailto:tabukcity.hrunit@deped.gov.ph).
4. For your reference and strict compliance.

**BENEDICTA B. GAMATERO PhD, CESO V**  
Schools Division Superintendent

For the Authority of the  
SCHOOLS DIVISION SUPERINTENDENT

JAN NOWEL E. PENA  
Asst. Schools Division Superintendent



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

DepEd Tayo Tabuk