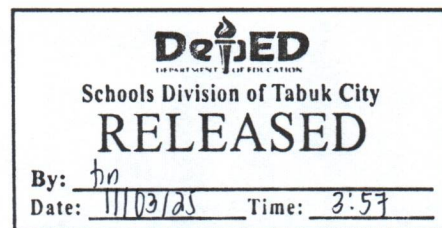




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City



Office of the Schools Division Superintendent

November 3, 2025

Division Memorandum

No. 506 s. 2025

To: Assistant Schools Division Superintendent
Chief SGOD and CID
All Public School District Supervisors
All Public School Heads
All Others Concerned

**CONDUCT OF RE-SKILLING OF SCHOOL HEADS AND OTHER PERSONNEL ON M&E SYSTEMS
OF SCHOOL IMPROVEMENT PLAN AND OTHER PLANNING CONCERNS**

1. This is to notify all participants on the conduct of the re-skilling of school heads and other personnel on the M&E Systems of the SIP and other planning concerns which will be at Katapatan Hall, Deped Compound, Bulanao Norte, Tabuk City, Kalinga from 8:00AM-5:00PM.
2. Participants are School Heads, AOs, PDOs, and Registrars.
3. The schedule of activities is hereby presented below for reference and guidance of all concerned.

DATE	PARTICIPANTS
November 11, 2025	ETD 1 (<i>for KSPED pax, PDO and AO</i>) STD 1 (Except KNHS) WTD1 NTD 1 (Except TCNHS & TCCS)
November 12, 2025	ETD 2 STD 2 NTD 2 (Except Gradual Discovery ES) Balatoc PS Banagan ES Bullaguian ES Dupag ES Gaogao ES Gawidan ES Lucog ES



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

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	Nambucayan ES PA-O ES Pinagan ES
November 25, 2025	ETD 3 STD 3 Kalinga NHS Tabuk City NHS Tabuk City CS Gradual Discovery ES Madapdapig ES Calana ES Badon Dangwa ES Badon Dangwa NHS Bantay ES Bantay NHS Callagan ES Dupag NHS Nambucayan NHS Guilayon IS Naneng ES Naneng NHS Magnao ES PDO I (2) REGISTRAR (2)
December 2, 2025	ALL AOs.

- Participants shall bring their School Improvement Plans and Annual Implementation Plans during the said activity.
- For information and dissemination to all concerned.

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



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PROGRAM MATRIX

DAY	PROGRAM FLOW	RESPONSIBILITY
November 11, 2025 (Batch 1)	-Preliminaries -Revisiting the BEMEF Framework -The School MEA Process -The conduct of SIP Midterm Review -The SIP, AIP, APP, PPMP -Turning SMEA results to action researches	Secretariat Kenneth Atiwag ASD Jan Nowel Pena ASD Jan Nowel Pena ASD Jan Nowel Pena ASD Jan Nowel Pena
November 12, 2025 (Batch 2)	-Preliminaries -Revisiting the BEMEF Framework -The School MEA Process -The conduct of SIP Midterm Review -The SIP, AIP, APP, PPMP -Turning SMEA results to action researches	Secretariat Kenneth Atiwag ASD Jan Nowel Pena ASD Jan Nowel Pena ASD Jan Nowel Pena ASD Jan Nowel Pena
November 25, 2025 (Batch 3)	-Preliminaries -Revisiting the BEMEF Framework -The School MEA Process -The conduct of SIP Midterm Review -The SIP, AIP, APP, PPMP -Turning SMEA results to action researches	Secretariat Kenneth Atiwag ASD Jan Nowel Pena ASD Jan Nowel Pena ASD Jan Nowel Pena ASD Jan Nowel Pena



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