



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

DepED
DEPARTMENT OF EDUCATION

Schools Division of Tabuk City

RELEASED

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Office of the Schools Division Superintendent

November 19, 2025

DIVISION MEMORANDUM
No. 550, s. 2025

Conduct of Division Public Assistance Complaint Desk (PACD) Orientation

To: All Division PACD members

1. The Schools Division of Tabuk City will conduct an Orientation on the Division Public Assistance Complaint Desk (PACD) on November 24, 2025 at the Katapatan Hall, SDO Tabuk City Conference Hall
2. This orientation aims to:
 - a. Familiarize division and school personnel with the functions, processes, and protocols of the PACD.
 - b. Strengthen transparency, accountability, and responsiveness in handling public concerns and complaints.
 - c. Ensure that stakeholders are properly guided on the mechanisms for addressing issues brought to the Division Office.
 - d. Promote a culture of service excellence and integrity in line with DepEd's commitment to public service.

3. Below are the participants:

Names	Position
1. Maria Medea C. Vallejo	Public School District Supervisor
2. Dorothy S. Asingal	Administrative Officer V
3. Allan T. Dumalsin	Information Technology officer
4. Marionnete S. Dooma	Education Program Supervisor- ALS
5. Anacita Bongngat	EPS II- ALS
6. Dewaii B. Bagayao	SEPS
7. Atty. Immanuel Garvida	Administrative Officer -IV
8. Menchie Gamongam	PDO II
9. Clifford Rivera	Administrative Officer II
10. Shakey S. Martinez	Administrative Officer II
11. Julie Ann M. Lingbawan	Administrative Officer II
12. Jamine Earl Gayadan	Administrative Officer II
13. Vicenta B. Aggubeban	Administrative Officer II
14. Norwin Bulusan	Administrative Officer II
15. Janine Marie Agaran	Administrative Officer II

4. For the information and guidance of all concerned.

BENEDICTA B. GAMATERO Ph.D. CESO X
Schools Division Superintendent