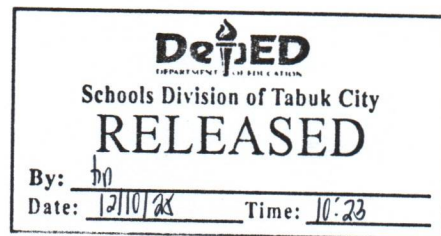




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



Office of the School Divisions Superintendent

December 9, 2025

Division Memorandum

No. 571, s. 2025

**DIVISION EXECUTIVE COMMITTEE MEETING (DEXECOM) Cum
CULMINATION OF EDUCATION WEEK**

**To: Assistant Schools Division Superintendent
Chief Education Supervisors
Division Executive Committee Members
All Division Office Personnel**

1. Please be advised of the conduct of the Division Executive Committee Meeting on December 22, 2025, after the Monday Flag Ceremony at the Katapatan Hall, 1st Floor, New Building. The activity seeks to strengthen the alignment and coordination of initiatives across the Division by setting clear targets in monitoring performance. It shall provide a platform in establishing clear and data-driven performance targets, align division priorities with national education goals, and strategize actionable plans to enhance overall school effectiveness and learner outcomes.
2. The agenda of the meeting are as follows:

<ul style="list-style-type: none">• Awarding of CESWE Passers• CSC Passers• Graduate (Masteral & Doctorate)	
<ul style="list-style-type: none">• Updates from the Curriculum Implementation Division	Ramonchito A. Soriano Chief Education Supervisor
<ul style="list-style-type: none">• Updates from the School Governance and Operations Division	Sally P. Feken Chief Education Supervisor
<ul style="list-style-type: none">• Updates from the OSDS<ul style="list-style-type: none">• Presentation of the Budget Utilization Rate (BUR) and unobligated FY 2024 and FY 2025 funds• Presentation of implemented but undisbursed programs, projects, and activities• Admin Matters	Welda Liezl Buslig Budget Officer Sixto Lang-ay Jr. Accountant Dorothy S. Asingal Admin Officer V
<ul style="list-style-type: none">• SDS Forum	Benedicta B. Gamatero PhD, CESO Schools Division Superintendent



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3. Participants to said activity are the Chief Education Supervisor (CID and SGOD), all members of the Division Committee, and Education Program Supervisor In- Charge of the Alternative learning System (ALS), IPED, MADRSAH, and Inclusive Education, RSPC and RFOT, Information Technology Officer, Legal Officer, Division Engineer and Medical Officer. All personnel addressed in this notice are advised to free their schedule on the date and time stated above and ensure attendance to said meeting.
4. The DEXECOM Secretariat is responsible in the registration, preparation of the venue and all other logistics related to the conduct of the meeting.
5. Expenses related to the conduct of the activity shall be charged to local funds subject to the usual accounting and auditing procedures.
6. For the information, guidance and compliance.



BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent