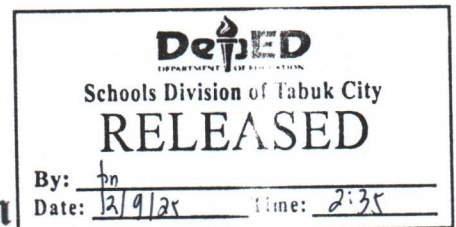




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City



Office of the Schools Division Superintendent

December 9, 2025

DIVISION MEMORANDUM
NO. 581, s.2025

**5th 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 5th Quarter Division Management Committee Meeting on December 18, 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.



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

DepEd Tayo Tabuk City



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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 December 18, 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



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Enclosure to Div Memo No. 581, s. 2020

Matrix of the 5th Quarter School Leaders and Mangers Conclave
Division Management Committee Meeting

Time	Activity	Person In-charge
7:30 a.m.	Registration	Secretariat
8:00 a.m.	Preliminaries <ul style="list-style-type: none"> • Prayer • National Anthem • Roll Call 	Secretariat
	<ul style="list-style-type: none"> • Welcome Message 	Benedicta B. Gamatero PhD, CESO V Schools Division Superintendent
8:30 a.m.	Meeting Proper <ul style="list-style-type: none"> • Call to Order • Review and approval of the minutes of the previous meeting • Presentation of the agenda of the meeting • Acceptance and approval of the meeting agenda 	Jan Nowel E. Peña Assistant Schools Division Superintendent
9:00 a.m.	Accomplishment Report and Updates from the Curriculum Implementation Division	Ramonchito B. Soriano Chief Education Supervisor
10:00 a.m.	Updates from the Schools Governance and Operations Division	c/o Sally P. Feken Chief Education Supervisor
11:00 p.m.	Office of the Schools Division Superintendent Presentation of downloading and utilization of funds	Sixto Lang-ay Jr., Accountant III
12:00 p.m.	Lunch Break	
01:00 p.m.	Updates from the office of the Legal Officer	Atty. Sandy L. Basungit Legal Officer III
02:00 p.m.	Accomplishment and Updates from the Administrative Section	Dorothy S. Asingal Administrative Officer V
03:00 p.m.	Schools Division Superintendent Forum	Benedicta B. Gamatero PhD, CESO V Schools Division Superintendent
4:30 p.m.	Recap and adjournment	