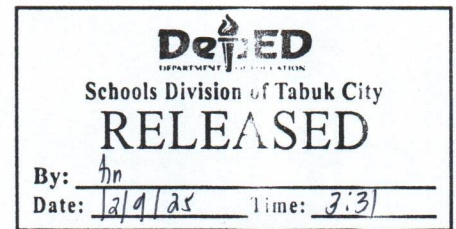




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



Office of the Schools Division Superintendent

December 4, 2025

Division Memorandum
No. 524, s. 2025

CONDUCT OF MEETING FOR ALL SCHOOL RECIPIENT FOR THE SPORTS SUPPLIES AND EQUIPMENT ENHANCEMENT DISTRIBUTION PROGRAM (SSEEDP)

To: ASDS
CID and SGOD Chiefs
Public School Heads
All Others Concerned

1. In line with the implementation of the **Sports Supplies and Equipment Enhancement Distribution Program (SSEEDP)**, the Schools Division of Tabuk City will conduct a coordination meeting with all identified school recipients to ensure the smooth and proper dissemination and distribution of sports supplies and equipment. The Meeting shall be conducted on **December 17, 2025**, at **Katapatan Hall, SDO Tabuk City, Kalinga**.
2. This meeting aims to:
 - a. Present the guidelines, distribution procedures, and responsibilities of school recipients under the SSEEDP;
 - b. Clarify documentary requirements, schedules, and reporting mechanisms;
 - c. Address concerns, queries, and logistical matters related to the distribution process; and
 - d. Strengthen compliance and accountability in the management of sports equipment received by schools. Discipline, order, and cleanliness in billeting schools and playing venues shall be strictly monitored and implemented.
3. Enclosure No. 1 – List of School Heads and School recipient.
4. Immediate dissemination and compliance to this Memorandum is desired.

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent

SGOD/fedex



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



Republic of the Philippines
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Enclosure no. 1

No.	Name	School
1	Ricky D. Simangan	Sotto ES
2	Nally B. Palattao	Bayabat ES
3	Jerry M. Rodriguez	Calladao ES
4	Jose R. Quanso	Eastern KNHS
5	Linda W. Kissob	Hilltop ES
6	Leonardo T. Egan	Madopdop ES
7	Anabelle C. Pasingan	New Balbalan ES
8	Jay-ar Dalimag	Dilag IS
9	Aquiono B. Dulliyao	Dananao ES
10	Caroline O. Torres	Nambaran Agro Industrial NHS
11	Daisy A. Banutan	Dupag ES
12	Daisy A. Banutan	Gao-gao ES
13	Annette B. Ismael	Naneng NHS
14	Matt Domingo Paclay	Addang ES
15	Edgar F. Delgado	New Tanglag NHS
16	Benjamin S. Manuel	SGOD
17	James Caesar A. Dayao	OSDS
18	Federico C. Flores, Jr.	SGOD