



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 School Divisions Superintendent

December 9, 2025

**Division Memorandum**

No 587, s. 2025

**INDUCTION AND OATH TAKING CEREMONY OF NEWLY PROMOTED  
TEACHING AND NON-TEACHING PERSONNEL**

**To:** All Public Schools District Supervisor  
Public Elementary and Secondary School Heads  
Newly Promoted Teaching Personnel  
Newly Hired and Promoted Non-Teaching Personnel  
All Other Concerned

1. The Schools Division of Tabuk City announces the Oath-Taking Ceremony for 640 newly promoted teaching and newly hired and promoted non-teaching personnel. The ceremony will be administered by **ESTELA P. LEON-CARIÑO, EdD, CESO III, Regional Director/Director IV**, on December 15, 2025, at 8:00 a.m. at the SDO-Tabuk City Multi-Purpose Hall, Gymnasium.
2. The activity aims to:
  - a. Formally administer the oath of office to personnel who have recently been appointed and promoted;
  - b. Strengthen commitment to public service and DepEd Mission, and
  - c. Ensure compliance with Civil Service Commission Guidelines on Assumption to Duty.
3. The following are required to attend:
  - 640 Newly Promoted Teachers;
  - 60 Newly Hired and Promoted Administrative Officer II;
  - Newly Hired Administrative Assistant III and II; and
  - Newly Hired Administrative Aide VI personnel.
  - Promoted Division Personnel
4. In this connection, all newly promoted teachers and newly hired and promoted non-teaching personnel are required to attend the said activity. **Attendance is compulsory** as this forms part of the formal assumption of duties and responsibilities following their promotion.
5. Participants are enjoined to wear the **Prescribed DepEd Uniform** to maintain decorum and ensure uniformity during the ceremony.



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6. School Heads are directed to ensure the attendance of their concerned personnel and to make the necessary adjustments to avoid disruption of classes and school operations.
7. Wide dissemination of this memorandum is desired

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