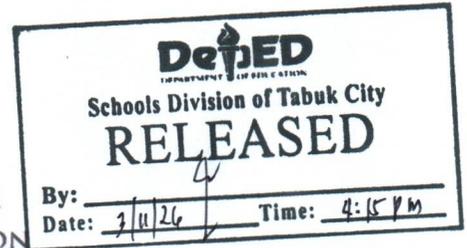




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City



Office of the Schools Division Superintendent

March 11, 2026

DIVISION MEMORANDUM
NO. 117, s.2026

**2nd 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 2nd Division Management Committee Meeting on **March 18, 2026**, 08:00 a.m. at the 2nd Floor CID Building, Kagitingan Hall. The objectives of the said activity are:
 - a. Present various updates in the delivery of basic education services in lieu of the End of the School Year 2025-2026 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.
 - c. Provide update for school leaders and managers on relevant DepEd issuances, policies and guidelines



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
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City

Office of the Schools Division Superintendent

4. 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.

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	2
14 Division Planning Officer	1
15 School Heads and Teacher-In-Charge	103
16 Secretariat	3
Total	145

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, CÉSO V
Schools Division Superintendent *10-V*





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

Office of the Schools Division Superintendent

Enclosure to Div Memo No. 117, s. 2026

**Matrix of the 2nd 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	
9:00 a.m.	<ul style="list-style-type: none">• State of the SDO Address. -Presentation of Accomplishment of the SDO for the last three (3) years	
11:00 a.m.	<ul style="list-style-type: none">• EOSY	c/o SGOD
12:30 p.m.	Lunch Break	
1:30 p.m.	Issues arising from the field	
02:00 p.m.	Other matters	
04:00 p.m.	Schools Division Superintendent Forum	Benedicta B. Gamatero PhD, CESO V Schools Division Superintendent
4:45 p.m.	Recap and adjournment	



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