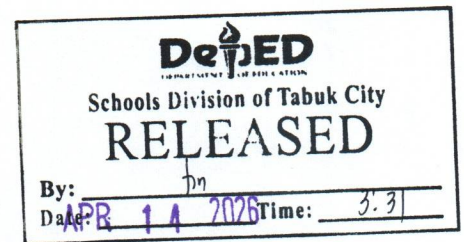




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 156 S.2026

TO: Assistant Schools Division //superintendent
Chief Education Supervisors (CID & SGOD)
SDO Staff and Personnel (OSDS, CID, SGOD)
Administrative Officer II and ADAS II & III (School based)
All Others Concerned

DATE: April 14, 2026

SUBJECT: Election of Officers of the First Level and 2nd Level Non-Teaching Employees Association in the Schools Division Office of Tabuk City.

1. In accordance with the Constitution and By-laws of the Non-Teaching Employees Association, the office announces the conduct of the election of the First Level and Second Level Non-Teaching Officers of the School Division Office on **April 16, 2026, 3:30 PM** at the Division Multi-Purpose Hall, SDO-Tabuk City.

2. The election aims to select qualified officers who will represent the interest and welfare of the non-teaching members in the division.

3. The following positions shall be elected for each level:

- President
- Vice-President
- Secretary
- Treasurer
- Auditor
- Public Information Officer
- Business Manager
- District Representative

4. Relative to this, only permanent non-teaching employee are qualified to vote and run for any elective positions.



Address: Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga

Email: tabuk.city@deped.gov.ph

Website: <https://www.depedtabukcity.com>


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5. The elected officers shall assume office after the oath-taking ceremony and shall serve the term prescribed in the Division Non-Teaching Constitution and By-laws.
6. Immediate dissemination of and strict compliance with this memorandum is desired.


CHRISTOPHER C. BENIGNO PhD, EdD, CESO VI
Assistant Schools Division Superintendent/
Officer-in-Charge
Schools Division Superintendent



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