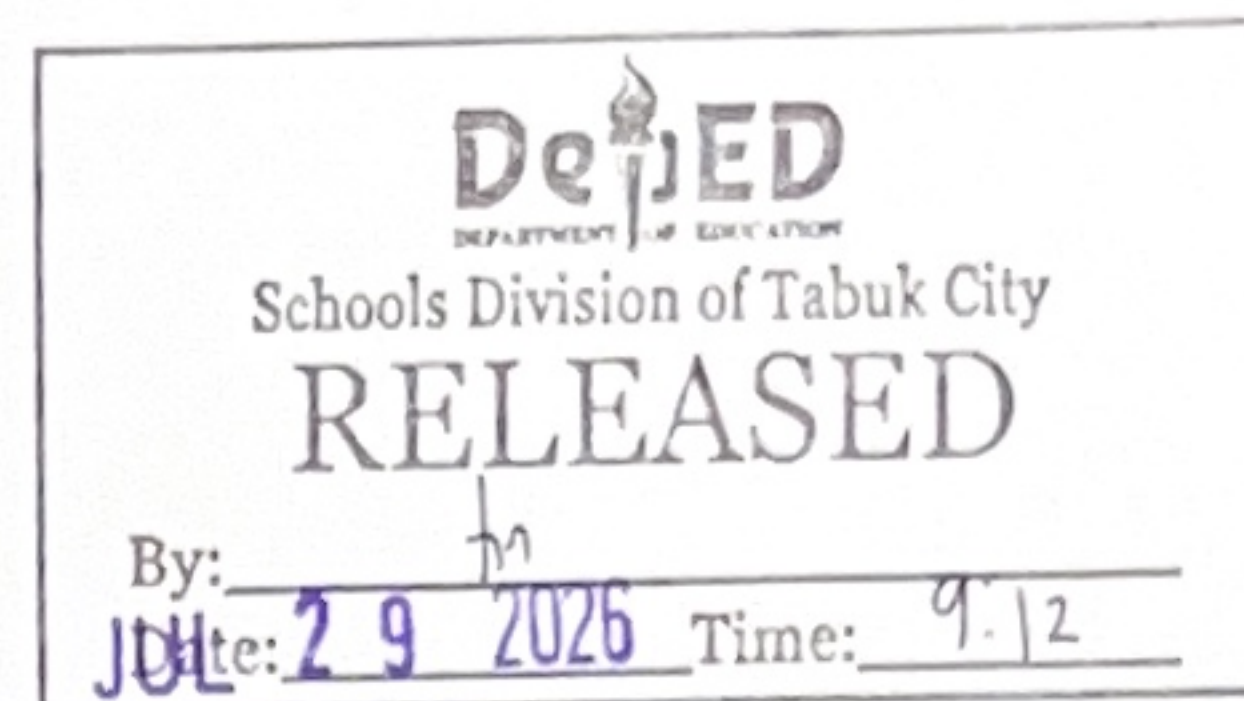




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City



Office of the Schools Division Superintendent

July 28, 2026

DIVISION MEMORANDUM
No. **337**, s.2026

**ADDENDUM TO DIVISION MEMORANDUM NO. 318, S. 2026 TITLED
CAPABILITY BUILDING ON FINANCIAL, LEGAL, ICT, PERSONNEL,
PROCUREMENT, AND SUPPLY (FLIPPS) MANAGEMENT FOR ADMINISTRATIVE
OFFICER II PERSONNEL**

TO: Assistant Schools Division Superintendent
Public Elementary and Secondary School Heads/TICs
Administrative Officer II
All Others Concerned

1. This is to inform all concerned that the Capability Building on Financial, Legal, ICT, Personnel, Procurement, and Supply (FLIPPS) Management for Administrative Officer II Personnel, originally scheduled on July 30-31, 2026, to be conducted in hybrid modality: **July 30, 2026 (onsite) and July 31, 2026 (online)**.
2. This addendum hereby includes all School Heads as additional participants to the said capability building activity on **July 30 and 31, 2026 (online)** through this link: <https://tinyurl.com/SDOTCFLIPPS-School-Head> . This will enable them to gain full understanding of the administrative functions, processes, and responsibilities of Administrative Officer II personnel under their supervision, and better coordination and compliance in school operations.
3. All other provisions, schedules, and details of the original Division Memorandum shall remain unchanged in full force and effect.
4. For information and immediate dissemination to all concerned.


CHRISTOPHER C. BENIGNO PhD, EdD, CESO VI
OIC- Schools Division Superintendent

