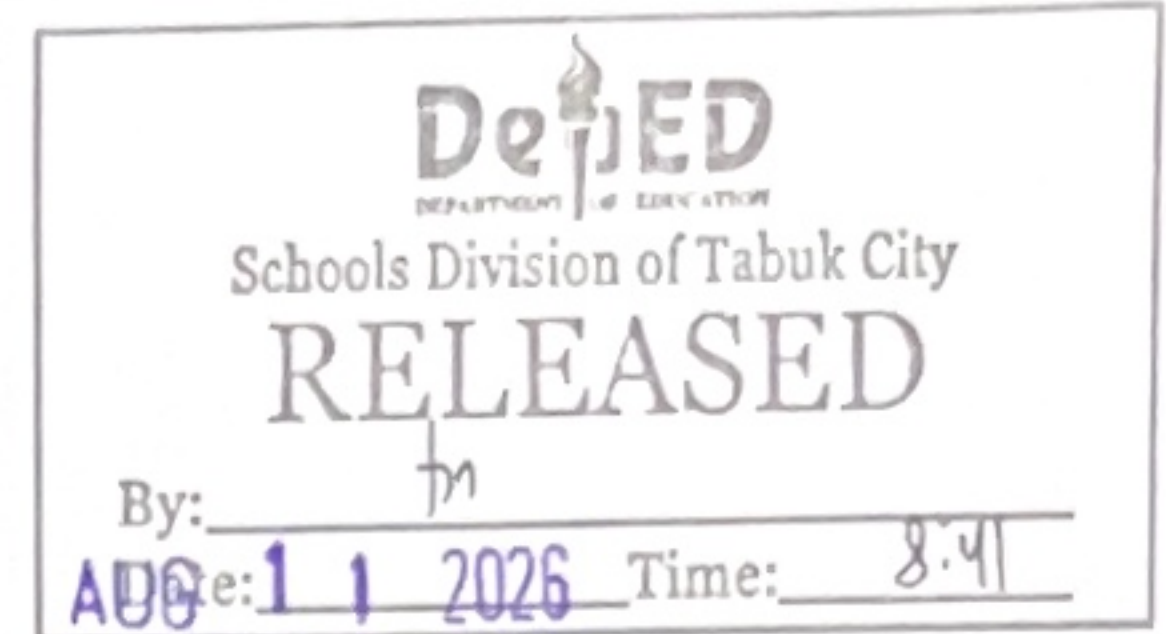




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City



Office of the Schools Division Superintendent

August 11, 2026

DIVISION MEMORANDUM
NO. **359** s. 2026

PREPARATION AND PRESENTATION OF DIVISION PLANNING DOCUMENTS

To: All SDO Tabuk City Personnel

1. All Division personnel are hereby directed to prepare, review, finalize, and present their respective planning documents on **August 12, 2026, from 8:30 AM to 4:30 PM at the SDO Tabuk City upper conference hall**, in support of the effective implementation of the DepEd Quality Management System (QMS) and the Division's strategic directions.
2. The planning documents shall include, as applicable, the DEDP/Strategic Plan, Annual Implementation Plan, Work and Financial Plan, OPCRF/IPCRF, Quality Control Plan, PPA plans, M&E plans, procurement-related plans, HRD plans, risk management plans, and other required planning and implementation documents.
3. All documents shall be aligned, data-driven, complete, internally consistent, and supported by appropriate evidence, with clear objectives, targets, activities, responsible persons, timelines, resources, indicators, and expected outputs.
4. All Division Chiefs, Section Heads, and Unit Heads shall ensure the technical review and completeness of their respective submissions. The principle of Complete Staff Work (CSW) shall be strictly observed for all documents requiring review, recommendation, approval, or decision.
5. The activity shall likewise provide an opportunity to validate gaps, harmonize plans, strengthen quality controls, and ensure alignment with DepEd policies, QMS requirements, and Division priorities.
6. All concerned are directed to come prepared with complete and presentation-ready documents on August 12, 2026.
7. Strict compliance is enjoined.


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Assistant Schools Division Superintendent
OIC – Schools Division Superintendent



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 DepEd Tayo Tabuk City