



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City

Office of the Schools Division Superintendent



Reference No.:RU-2026-016

September 4, 2026

DIVISION MEMORANDUM
NO. 400 2026

**COORDINATION MEETING ON THE READINESS AND CONTINGENCY PLAN
FOR THE 2026 CITY MEET**

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Public Schools District Supervisors
Division Sports Officer
Division Screening Committee Chairperson
School Heads of TCNHS and Bulanao CS
All Others Concerned

1. In preparation for the conduct of the 2026 City Meet, a Coordination Meeting on the Readiness and Contingency Plan for the 2026 City Meet shall be conducted on September 7, 2026, from 9:00-11:00 AM at Kagitingan Hall, CID Building, SDO Tabuk City.
2. The meeting aims to assess the overall readiness and preparedness of the concerned committees and participating schools for the successful conduct of the 2026 City Meet. Specifically, the meeting shall discuss and address the following:
 - a. status of preparations and readiness of the different City Meet Committees;
 - b. readiness of playing venues, equipment, and other logistical requirements;
 - c. schedule and conduct of the Parade and Opening Program;
 - d. safety, security, health, and emergency preparedness measures;
 - e. weather-related concerns and possible disruptions during the conduct of the games and other activities;
 - f. contingency and alternative plans in the event of heavy rainfall or other unfavorable weather conditions; and
 - g. other matters relevant to the safe, orderly, and successful conduct of the 2026 City Meet.
3. Participants to this meeting are the following:

NO.	PARTICIPANTS	NUMBER OF PARTICIPANTS
1	Schools Division Superintendent	1
2	Assistant Schools Division Superintendent	1
3	Division Chiefs	2
4	Public Schools District Supervisor	10
5	Division Sports Focals	2
6	Athletic Manager for Secondary and Elementary	2



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



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7	DSAC Chairperson	1
8	Division Medical Officer	1
9	DRRM Focal	1
	TOTAL	21

3. In particular, the meeting shall formulate and finalize appropriate alternative arrangements and contingency measures to ensure the continuity of the sports activities in case heavy rains affect the scheduled games, playing venues, parade, and other related activities.
4. All concerned are expected to come prepared with updates, concerns, recommendations, and proposed solutions relative to their respective assignments and areas of responsibility.
5. The attendance and active participation of all concerned are hereby requested and enjoined to ensure the timely resolution of issues and the effective implementation of the necessary preparations and contingency measures.
6. Immediate and wide dissemination of this Memorandum is desired.

CHRISTOPHER C. BENIGNO PhD, EdD, CESO VI

Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent