



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



Reference Number: RU-2026-094

Office of the Schools Division Superintendent

October 21, 2026

OFFICE MEMORANDUM

No. 40 s, 2026

**DESIGNATION OF THE ADMINISTRATIVE OFFICER V TO OVERSEE THE
OPERATIONS OF THE SCHOOLS DIVISION OFFICE**

To: All Division Office Personnel

1. In view of the attendance of the Schools Division Superintendent and concerned personnel at the Regional Office (RO) IPED activity in Ifugao from October 21 to 23, 2026, AO V Dorothy Asingal is hereby tasked to oversee the day-to-day operations of the Schools Division Office (SDO) of Tabuk City during the said period.
2. All Division Office personnel are directed to coordinate with AO V Asingal on matters requiring immediate attention to ensure the continuous, efficient, and orderly delivery of office services.
3. For any issues or concerns that may arise, the Schools Division Superintendent and the concerned personnel attending the activity may be reached through their available communication channels.
4. All concerned are hereby enjoined to extend their full cooperation and support in the implementation of this directive.
5. For information, guidance, and compliance.


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



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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