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

DIGITALLY RELEASED
DATE: November 4, 2026
TIME: 2:01 p.m.
BY: Kristine Keith Ambatang
SDO TABUK CITY — RECORDS UNIT —
Reference Number: RU-2026-120

**Office of the Schools Division Superintendent**

November 4, 2026

**DIVISION MEMORANDUM**
No. 501, s. 2026

**CONDUCT OF THE DIVISION EXECUTIVE COMMITTEE MEETING (DEXECOM)**

To: Assistant Schools Division Superintendent
Chief Education Program Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Units and Offices
All Other Concerned Personnel

1. The Schools Division Office of Tabuk City shall conduct a **Division Executive Committee Meeting (DEXECOM)** on **November 5, 2026**, at **Balawag Library Hub, Balawag, Tabuk City.**

2. The meeting aims to provide a venue for the Division Executive Committee members to discuss pressing operational and strategic concerns, review existing policies and programs, resolve implementation issues, and formulate appropriate agreements and action points to strengthen governance, institutional performance, and the delivery of quality basic education services in the Division.

3. The following matters shall be presented and discussed during the meeting:

| No. | AGENDA ITEMS | LEAD DISCUSSANT |
|---|---|---|
| 1 | Regional Festival of Talents (RFOT): Preparations, Participation, and Related Concerns | Curriculum Implementation Division (CID) |
| 2 | Regional Schools Press Conference (RSPC): Preparations, Participation, and Related Concerns | Curriculum Implementation Division (CID) |
| 3 | Updated Learning and Service Continuity Plan (LSCP) in Response to El Niño | School Governance and Operations Division (SGOD) |
| 4 | Status of Obligation Rate: Financial Performance, Obligations, Unobligated Balances, and Measures to Improve Fund Utilization | Finance Section |
| 5 | Presentation and Operationalization of the FLIPPS Tracker: Integration of Plans, Funds, | Information Technology Office (ITO) |

| | | |
|---|---|---|
| | Programs, Projects, Activities, Outputs, MOVs, Timelines, and Accountable Persons | |
| 6 | Other matters | Concerned Offices/Units |

4. All designated discussants are directed to prepare and submit their respective final reports and presentations. These shall include relevant updates, accomplishments, issues and concerns, proposed interventions, and recommended actions. Presentations shall be concise, data-driven, and focused on matters requiring executive action, policy direction, or management decisions.

5. Specifically, the Finance Section shall present the latest obligation rate, financial performance, unobligated balances, identified bottlenecks, and proposed measures to accelerate obligation and utilization within the prescribed timelines. The ITO shall demonstrate the FLIPPS Tracker, emphasizing its functionality in monitoring plans, fund allocations, obligations, PPAs, deliverables, MOVs, timelines, and accountable persons to strengthen transparency, accountability, and performance monitoring.

6. Meals and snacks of the authorized DEXECOM participants shall be charged against the Schools Division Office's Maintenance and Other Operating Expenses (MOOE), subject to the availability of funds, applicable expenditure rules, and existing budgeting, accounting, procurement, and auditing regulations.

7. The list of authorized participants and the program of activities are attached as Enclosures 1 and 2, respectively, for reference and guidance.

8. All concerned are enjoined to attend and actively participate in the meeting. The timely submission of required reports and presentations, as well as the active engagement of all participants, are expected to ensure productive, strategic, and results-oriented deliberations.

9. Immediate dissemination of and strict compliance with this Memorandum are hereby enjoined.

Digitally signed by
CHRISTOPHER
C. BENIGNO
Date: 2026.11.04
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**CHRISTOPHER C. BENIGNO, PhD, EdD, CESO VI**
Assistant Schools Division Superintendent
OIC - Schools Division Superintendent

***Enclosure 1 to the DM No.*** 501 ***, s. 2026***

| LIST OF PARTICIPANTS | | |
|---|---|---|
| | **POSITION/DESIGNATION** | **NUMBER** |
| 1 | Schools Division Superintendent | 1 |
| 2 | Asst. Schools Division Superintendent | 1 |
| 3 | Chief Education Supervisors | 2 |
| 4 | Education Program Supervisors | 11 |
| 5 | Public Schools district supervisors | 10 |
| 6 | Administrative Officer V | 2 |
| 7 | Administrative Officer IV | 4 |
| 8 | Accountant III | 1 |
| 9 | Division Legal Officer | 1 |
| 10 | Division Physical and Facilities/ Engineer | 1 |
| 11 | Information and Technology Officer | 1 |
| 12 | Health and Nutrition Section | 2 |
| 13 | Senior Education Program Specialist | 2 |
| 14 | Division Planning Officer | 1 |
| 15 | Secretariat | 2 |
| | **TOTAL** | **42** |

***Enclosure 2 to the DM No.*** 501 ***, s. 2026***

**PROGRAM MATRIX**

| TIME | AGENDA ITEMS | DISCUSSANT |
|---|---|---|
| 8:30AM - 9:00AM | Preliminaries<br>• Attendance and Quorum;<br>• Prayer;<br>• Roll call;<br>• Welcome Remarks. | Secretariat |
| 9:00AM- 10:00AM | Regional Festival of Talents | Chief Education Supervisor-CID |
| 10:00AM- 11:00AM | Regional Schools Press Conference | Chief Education Supervisor-CID |
| 11:00AM- 12:00PM | SUPER EL NIÑO Preparedness | Chief Education Supervisor-SGOD |
| 12PM- 1:00PM | Lunch | |
| 1:00PM-5:00PM | Other matters | |