




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF TABUK CITY
City Hall Compound, Dagupan, Tabuk City



DIVISION MEMORANDUM

NO. 51 s. 2019

To : ASDS, CID & SGOD Chiefs
Unit Heads, ITO, Legal Officer
School Heads (Elem. And Secondary)
All concerned

From :  **BENEDICTA B. GAMATERO**
OIC- School Division Superintendent

Date : March 13, 2019

Subject : 1st Quarter Field Staff Meeting

1. In order to inform all concerned of the Accomplishment of the Office for the 1st Quarter CY 2019, the 1st Quarter Field Staff Meeting is scheduled on March 19, 2019 at Davidson Hotel and Restaurant.
2. Participants to the meeting are the ff:

ASDS (1)	Engineer (1)	Supply (1)
Chiefs (SGOD, CID) (2)	ITO (1)	Budget Officer (1)
EPS (10)	Legal Officer (1)	SBM Coordinator (1)
PSDS (10)	Planning Officer (1)	School Heads (Elem & Secondary) (68)
SEPS (SGOD) (4)	Cashier (1)	
AO V (1)	Records Officer (1)	
Accountant (1)	HR Officer (1)	Secretariat (2)

3. Chiefs of the CID and SGOD or their representatives, Accountant, Administrative Division, shall present their accomplishment for the first quarter.
4. Attendance of all concerned are desired.
5. Your usual cooperation is hereby enjoined.