



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



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 APR 04 2019  
 RECORDS UNIT

Division Memorandum

No. 63 s. 2019

TO : Chief Education Supervisors  
 PSDSs, EPSs  
 Elementary and Secondary School Heads  
 All Others Concerned

FROM : *[Signature]* BENEDICTA B. GAMATERO  
 OIC-Schools Division Superintendent

DATE : April 2, 2019

SUBJECT : CALENDAR OF ACTIVITIES FOR THE MONTH OF APRIL 2019

Below are proposed activities for the month of April 2019, for reference and proper coordination in scheduling programs, projects, activities in the Division Office, Schools and Learning Centers:

	Activities	Target Participants	Proponent	Proposed Date
1	Preparation and Checking of School Forms	Identified DO Personnel and School Heads	D. Bagayao	April 1-12, 2019
2	SIP Orientation	School Heads	A. Lomeng	April 15-16, 2019
	DMEA	SDO Personnel	F. Flores	April 16, 2019
3	OSDS Performance Appraisal	Identified SDO Personnel	S. Gorospe	April 17, 2019
4	Health and Wellness	Identified DO Personnel and School Heads	J. Lomeng	April 22-23, 2019
5	SGOD Meeting	SGOD Personnel	J. Reyes	April 24, 2019
6	Training on Enhancing ICT Skills and LRMDS Creative Standards among Selected Illustrators	Selected Illustrators	H. Orap	April 24-25, 2019
7	Business Correspondence for Level 1 and 2 Non-teaching personnel, offering frontline services	Selected Non-teaching DO personnel	S. Martinez	April 29-30, 2019

A separate memorandum will be issued by the proponents on the final dates and venues of their respective trainings/Learning and Development activities.

For information and dissemination.

Sgod/hrds/jar

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