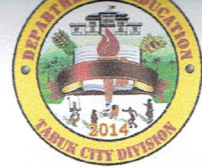




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF TABUK CITY
 City Hall Compound, Dagupan, Tabuk City



DIVISION MEMORANDUM:

No. 296s. 2019

TO: Assistant Schools Division Superintendent,
 Education Program Supervisors,
 Division Section Heads and Staff Concerned
 Public School District Supervisors
 Public Elementary and Secondary School Heads

DEP-ED - TABUK CITY
RECEIVED
 DEC 09 2019
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FROM: *Irene S. Angway*
 IRENE S. ANGWAY
 OIC-Schools Division Superintendent

SUBJECT: Division Management Committee Meeting

DATE: December 9, 2019

1. This is to announce the conduct of 2nd Division Management Committee Meeting on December 10, 2019 at 8:00 A.M. at Kingsquare Davidson Hotel.
2. The agenda will be the following:
 - a. December break activities
 - b. Status of Financial matters
 - c. Strategies in teaching beginning reading
 - d. Role of SPET Teachers
 - e. Division Accomplishment Reports (DAIP, OPCRF)
 - f. Administrative updates/matters
 - g. Other issues and concern

3. Participants to the meeting are the following:

Participants	No. Of Participants
1. OIC-SDS	1
2. OIC-ASDS	1
3. Division Education Supervisors	10
4. PSDS	10
5. Chief Education Supervisors SGOD/CID	2
6. Administrative Section	5
7. Finance Personnel(Budget Officer and Accountant)	2
8. SGOD Personnel	10
9. SDS/ASDS Personnel	2
10. All Public Schools Elementary and Secondary School Heads/ TICs	103
11. Attorney III	1
12. ITO	1
TOTAL	148

4. Meals and snacks shall be charged against Division Funds subject to the usual accounting and auditing rules and regulations.
5. School Heads who will not be able to attend must submit a written excuse letter detailing reasons for not attending.
6. Strict compliance is enjoined.