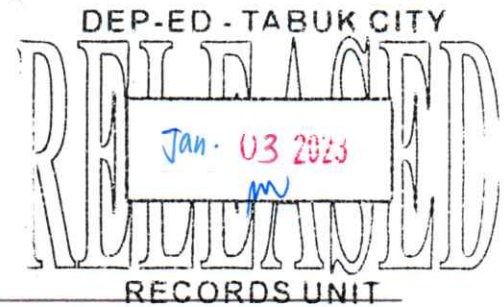




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
**Schools Division of Tabuk City**



**Office of the Schools Division Superintendent**

**Division Memorandum**

No. 02, s. 2023

TO : Administrative Officer IV- HR  
Administrative Officer IV- Supply  
Administrative Officer IIs (New)  
IT Officer I

DATE : January 3, 2023

**SUBJECT : 201 Files and Supply Documents Archiving Orientation**

1. The Schools Division Office of Tabuk City will be conducting an orientation on the Archiving of 201 Files and Supply-related Documents.
2. In this regard, all newly appointed Administrative Officer IIs are hereby required to attend the activity on January 6, 2023, 8:00AM at the SDO Conference Hall.
3. Participants of the activity are advised to bring their laptops and extension cords.
4. For inquiries, please contact the Division IT Officer

For information and compliance.

  
**IRENE S. ANGWAY, PhD, CESO VI**  
Schools Division Superintendent



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