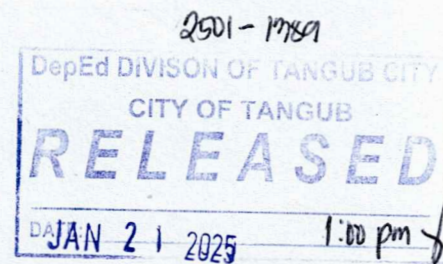




Republic of the Philippines
Department of Education
Region X
SCHOOLS DIVISION OF TANGUB CITY



January 20, 2025

DIVISION MEMORANDUM
No. 010, s. 2025

**REPORTS AND UPDATES FROM DIVISIONAL FUNCTIONAL OFFICES
DURING FLAG-RAISING**

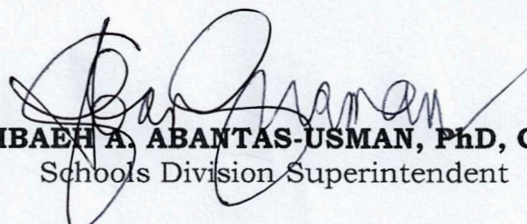
To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Education Program Supervisors
Section Heads
All Others Concerned

1. To promote unity, transparency and accountability within division office, each functional division/unit is hereby directed to prepare and deliver maximum of three-minute report immediately after the conduct of the weekly flag-raising ceremony.

2. This report aims to provide updates, share accomplishments, deadlines, requirements and other important announcements with the following sequence.

- 2.1 Human Resource Unit by AO IV/Representative
- 2.2 Records Unit by AO IV/Representative
- 2.3 Supply Unit by AO IV/Representative
- 2.4 Cashier Unit by AO IV/Representative
- 2.5 Admin Unit by AO V/Representative
- 2.6 Budget Unit by AO V/Representative
- 2.7 Accounting Unit by Accountant III/Representative
- 2.8 Information Technology Unit by ITO I
- 2.9 Health (1st and 3rd Monday) and Sports, (2nd and 4th Monday)
- 2.10 DEDP Implementation updates and Education Statistics Monitoring by Planning Officer III/Representative
- 2.11 SGOD-HRTD by SEPS HRTD/Representative
- 2.12 SGOD M & E by SEPS M & E/Representative
- 2.13 SGOD by Chief, EPS/Representative
- 2.14 LRMDs by LR EPS/Representative
- 2.15 CID by Chief, EPS/Representative
- 2.16 Other Matters: Professional Development/Activities, etc.
- 2.17 ASDS
- 2.18 SDS

3. For strict compliance.


SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI
Schools Division Superintendent