



Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF THE CITY OF BATAC

OFFICE MEMORANDUM;  
SGOD-2026-001

**NOTICE OF MEETING**

To: All SGOD Personnel

1. All SGOD personnel are advised to attend the First Quarter Meeting on January 8, 2026 at 9:30 in the morning at the SGOD Office.
2. The agenda are as follows:
  - a. 2026 SGOD Programs, Activities and Projects (PAPs)
  - b. First Quarter Schedule of Activities
  - c. Finalization of 2025 O/IPCRF Rating
  - d. Finalization of QMS Operations Manual, Forms and Templates
  - e. Updates on the status of downloaded funds (Continuing)
  - f. Technical Assistance Plan 2026
  - g. Other matters
3. Attendance is a must.

**NEMALYN M. ULEP**  
Chief Education Supervisor

**APPROVED:**

**ANSELMO R. ALUDINO**  
Schools Division Superintendent

OM/nmu

