



Republic of the Philippines  
**Department of Education**  
 REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

OFFICE MEMORANDUM  
 SGOD-2026-090

18 JUN 2026

To: All SGOD Personnel

**NOTICE OF MEETING**

- All SGOD personnel are advised to attend the Secon Quarter Special Meeting on June 24, 2026 at 1:30 in the afternoon at the SGOD Office.
- The agenda and presenters are as follows:

Agenda	Presenter
a. Finalization of O/IPCRF Mid-Year Rating	Nemalyn M. Ulep Chief Education Supervisor
b. Status of QMS Operations Manual, Forms and Templates	
c. Updates on the status of downloaded funds (Continuing and Current)	
d. Pre and Post Requirements of PPAs Implementation	
e. Third Quarter Schedule of Activities	Jocelyn L. Aribuabo Education Program Supervisor
f. Status of Q2 Internal Audit Findings for SGOD	
g. Q2 Technical Assistance Status	Dolores A. Ubiña SEPS-SMME
h. Q2 Program Implementation Review Status	
i. Process of Operational Plan (Downloaded Budget to PMIS)	Deejay R. Opelac Planning Officer III
j. Q2 Status of PMIS Data	
k. Procurement Process (Proposal to Request for Quotation)	Chrisse Julianne R. Pugat Administrative Assistant III
l. Other Matters	Section Heads

- Attendance is a must.

**ANSELMO R. ALUDINO**  
 Schools Division Superintendent

By the Authority of the SDS:

**ARNEL S. BANDIOLA**  
 Assistant Schools Division Superintendent

SGOD/nmu/ OM-SGOD Q2  
 260\_\_/June 11, 2026



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