



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

24 Oct 2023

DIVISION MEMORANDUM
No. 589 s. 2023

**COORDINATION MEETING FOR THE IMPLEMENTATION OF THE TULONG
PANGHANAPBUHAY SA ATING DISADVANTAGED WORKERS
(TUPAD) PROGRAM**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public and Private Secondary Schools
Heads, Unit/Section
All Others Concerned

1. Pursuant to **Department Order (DO) 239, s. 2023**, known as “**Guidelines in the Implementation of the Department of Labor and Employment Integrated Livelihood and Emergency Employment Program**” or (**DILEEP**) and **Republic Act (RA) 8525**, titled “**Adopt-A-School Program of 1998**”, the City Schools Division of the City of Tayabas together with the Department of Labor and Employment will conduct an online coordination meeting for the implementation of the TUPAD Program on October 25, 2023 at 1:30 p.m. via meet.google.com/ghi-ytds-meb.
2. This activity aims to discuss matters on the deployment, work program, and attendance of the beneficiaries for the implementation of the TUPAD Program.
3. Participants to the coordination meeting are the school heads of all the public schools in the division.
4. Enclosed is the copy of the matrix for the coordination meeting.
5. Immediate dissemination of this memorandum is desired.

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl: As stated
Reference: DO 239 s.2023 and RA 8525 s. 1998
To be indicated in the Perpetual Index
Under the following subjects:

COORDINATION MEETING
IMPLEMENTATION OF TUPAD PROGRAM

SGOD – coordination meeting for the implementation of the tulong panghanapbuhay sa ating disadvantaged workers (tupad) program
Tracking Number/DTS/October 25, 2023

Enclosure 1: Coordination Meeting Matrix

Time	Topic	Facilitator
1:30 p.m. – 1:50 p.m.	Preliminaries	Joan Kathleen M. Talabong Education Program Specialist II
1:50 p.m. – 2:30 p.m.	DO 239 s. 2023	Angelica Cuario TUPAD Coordinator
2:30 p.m. – 2:45 p.m.	Presentation of Clustered Schools TUPAD Beneficiaries Deployment	Dr. Maria Corazon A. Borbon EPS - SGOD
2:45 p.m. – 3:00 p.m.	Presentation of Forms (Work Program, Attendance Sheets, Oath of Undertaking, Sinumpaang Salaysay and Tupad Contract)	Angelica Cuario TUPAD Coordinator
3:00 p.m. – 3:30 p.m.	Presentation of Work Program aligned with School SIP and AIP	Dr. Montano L. Agudilla Jr. SEPS – SMME
3:30 p.m. – 3:50 p.m.	Open Forum	