



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MEMORANDUM

FEB 09 2022

MONTHLY KAMUSTAHAN

TO: All Public Elementary & Secondary Schools Heads/OIC's
Administrative Officer V
Human Resource In-charge
School Administrative Officer II

1. This office will be conducting a monthly "kamustahan" following the schedule below for the whole calendar year 2022.

Month	Date
February	February 28,2022
March	March 25,2022
April	April 29,2022
May	May 27,2022
June	June 24,2022
July	July 30,2022
August	August 26,2022
September	September 30,2022
October	October 28,2022
November	November 25,2022
December	December 23,2022

Objectives are as follows.

- Enhancement of individual effectiveness
 - Solve problems encountered on previous year.
 - Review work and accomplishments.
 - Discuss reports to be prepared and submitted on deadlines.
 - Preparation for custodianship task.
 - SALN and PDS
 - Preparing NOSA and GSIS ARA Forms
 - Updating of plantilla for teaching and non-teaching personnel.
3. Meeting will be held in SDO 4th floor conference room from 1:00 pm to 5:00 pm.
4. For information, guidance and compliance.


DOMINICO C. IDANAN CESO V
Schools Division Superintendent



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Enclosure: None

Reference: None

To be indicated in the **Perpetual Index**

Under the following subjects:

MEETINGS SCHEDULE

MMP/NAV/ DM-MONTHLY KAMUSTAHAN

____/FEBRUARY 7, 2022