



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MEMORANDUM

NOV 25 2022

To : OIC – Assistant Schools Division Superintendent
Administrative Officer V
School Heads
Admin officer II, School HR In-Charge
All Others Concerned

SUBJECT: **KAMUSTAHAN WITH ADMINISTRATIVE OFFICERS
AND SCHOOL HR IN-CHARGE**

Date : November 25, 2022

Please be informed of the “Kamustahan with Administrative Officers and HR In-Charge” on November 28, 2022, 1pm – 4pm, 4th Floor Conference Room, Student Center for Life Skills Bldg., Centennial Avenue, Laguerta, Tunasan, Muntinlupa City.

The Agenda of the meeting are as follows. To wit:

1. Updates on request for travel
2. Submission of application for Leave
3. DTR Submission
4. Brief Orientation on Amendment KRA of AOIIs
5. Others

Attendance is a must.


CARLEEN S. SEDILLA CESO V
Schools Division Superintendent

Enclosure: None
Reference: DM No. 047/Feb. 7, 2022
To be indicated in the perpetual Index
Under the following subjects:

MEETINGS SCHEDULE

HR/AMC/KAMUSTAHAN WITH AO's
125/November 25, 2022



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