



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JAN 11 2023

MEMORANDUM

QUARTERLY 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 quarterly "Kamustahan" following the schedule below for the whole calendar year 2023.

MONTH	DATE
February	February 10, 2023
May	May 12, 2023
August	August 11, 2023
November	November 10, 2022

Objectives are 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 Appointment
- Updating of Plantilla for teaching and non-teaching personnel
- Preparing NOSA and GSIS ARA Forms
- Other matters

2. Meeting will be held in Schools Division Office 4th Floor conference room from 1:00 pm to 5:00 pm.

3. For information, guidance, and compliance.


CARLEEN S. SEDILLA, CESO V
Schools Division Superintendent

To be indicated in the Perpetual of Index
under the following subjects:

EVALUATION REPORTS

HR-SB/ 008 / January 4, 2023

UN-2023-008



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