



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

3239HR

Office of the Schools Division
Superintendent

AUG 16 2023

MEMORANDUM

**ADMINISTRATIVE OFFICER II AND SCHOOL HR
REPRESENTATIVE KUMUSTAHAN**

To: OIC- Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD
Chief Education Supervisor, CID
Public Elementary and Secondary School Heads/OICs
Administrative Officer V
All Others Concerned

1. This Office will be conducting a quarterly "Kumustahan" for all the Administrative Officers II and HR-Representative on **August 18, 2023** with the following topics to be discussed:

- a. Division Memorandum No. 182, s. 2023 "Reiteration of DepEd Order No. 22 s. 2013 Re: Revised Guidelines on the Transfer of Teachers from One Station to Another"
- b. Division Memorandum No. 289, s. 2022 "Reiteration on the Submission of the List of Retiring and Resigning Teaching and Non-Teaching Personnel and Other Documents for the Payroll Services"
- c. Form 7 and Supplementary Payroll
- d. Clearance
- e. Unpaid Benefits/Summary of Payments
- f. Other issues and concern

2. The said meeting will be held in the Schools Division Office 4th Floor Conference Room from **9:00 am to 2:00 pm**.

3. For information, guidance, and compliance.


EVANGELINE P. LADINES, CESO V
Schools Division Superintendent

Enclosure: None

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

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