



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

5157 HR

Office of the Schools Division
Superintendent

NOV 06 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 Representatives on **November 17, 2023** with the following topics to be discussed:

- a. Regional Memorandum No. ORD-2023-924 "Request for Foreign Travel Authority"
- b. 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"
- c. Summary of Differential Payment
- d. Proper filling out of Form 6 (Leave Form)
- e. Clearance
- f. Other issues and concerns.

2. The said meeting will be held in the Schools Division Office 4th Floor Conference Room from **1:00 to 5:00 pm**.

3. For information, guidance, and compliance of all concerned.


EVANGELINE P. LADINES, CESO V
Schools Division Superintendent

Enclosure: None

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

EVALUATION REPORTS PROCESS

HR-5B/365/ October 26, 2023

UN-2023-365



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