



Republic of the Philippines
 Department of Education
 NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

2024-192HR

01-141

Office of the Schools Division
 Superintendent

JAN 11 2024

MEMORANDUM

QUARTERLY KUMUSTAHAN

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 "Kumustahan" following the schedule below for the FY 2024.

MONTH	DATE
February	February 16, 2024
May	May 17, 2024
August	August 16, 2024
November	November 15, 2024

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
- Unpaid Benefits
- Other matters

2. Meeting will be held in Schools Division Office 4th Floor conference room from 10:00 am to 3:00 pm.

3. For information, guidance, and compliance.


EVANGELINE P. LADINES, CESO V
 Schools Division Superintendent

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

EVALUATION REPORTS

HR-SB/ 013/ January 9, 2024

UN-2024-013



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