



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

Office of the Schools Division
Superintendent

MEMORANDUM

ADMINISTRATIVE OFFICER II AND SCHOOL HR
REPRESENTATIVE KUMUSTAHAN

To: Assistant Schools Division Superintendent
Chief Education Supervisor, CID
Education Program Supervisor, SGOD
Public Elementary and Secondary School Heads
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 **February 15, 2024** with the following topics to be discussed:
 - a. Enhancement of individual effectiveness
 - b. Solve problems encountered in the previous year.
 - c. Review work and accomplishments.
 - d. Discuss reports to be prepared and submitted on deadlines.
 - e. Preparation for Appointment
 - f. Unpaid Benefits
 - g. Other matters
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 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-SB/___/ February 13, 2024
048

UN-2024-048



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
(02) 8829-2308 / (02) 8478-2846
sdo.muntinlupa@gmail.com
deped-muntinlupa.com

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