



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

Office of the Schools Division  
Superintendent

**MEMORANDUM**

MAY 24 2024

**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 **June 7, 2024** with the following topics to be discussed:
  - a. Review work and accomplishments.
  - b. Unpaid Benefits.
  - c. GSIS
  - d. Personnel Audit and Validation Report.
  - e. Other matters
2. The said meeting will be held in the Schools Division Office 4<sup>th</sup> Floor Conference Room from **9:00 am to 3:00 pm**.
3. All expense relative to this activity shall be charge against local funds/MOOE subject to the existing accounting and auditing rules and regulations.
4. For information, guidance, and compliance of all concerned.

**VIOLETA M. GONZALES**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Enclosure: None  
To be indicated in the Perpetual of Index  
under the following subjects:  
EVALUATION      REPORTS      PROCESS

HR-SB/174/ May 5, 2024

UN-2024-174



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