



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

Office of the Schools Division
Superintendent

MAY 31 2024

MEMORANDUM

**CORRIGENDUM TO THE DIVISION UNNUMBERED MEMORANDUM ON
ADMINISTRATIVE OFFICER II AND SCHOOL HR REPRESENTATIVE
KUMUSTAHAN**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance and Operations
Division
Public Elementary and Secondary School Heads
Administrative Officer V
All Others Concerned

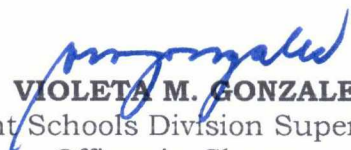
1. Relative to the Division Unnumbered Memorandum dated May 24, 2024, Administrative Officer II and School HR Representative Kumustahan is rescheduled to **June 6, 2024, 9:00 am - 5:00 pm** at 4th Floor Conference Room, Schools Division Office of Muntinlupa with the following topics to be discussed:

1. Reconciliation of the premium GSIS payment
2. Personnel Audit and Validation Report
3. Updating of Teacher's Profile
4. Review work and accomplishments
5. Other Matters

2. Please bring **Laptop, extension cords, updated soft copies of Teacher's Service Record, Teacher's Profile, and Leave Card.**

3. All expense relative to this activity shall be charged 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/___/ May 28, 2024

182

UN-2024-182



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182