



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

11-2110
2024-9595HR

Office of the Schools Division
Superintendent

NOV 15 2024

MEMORANDUM

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. This Office will be conducting a quarterly "Kumustahan" for all the Administrative Officers II and HR Representatives on **November 20, 2024**, with the following topics to be discussed:

1. Orientation on the DepEd Order No. 13, s. 2024 and DepEd Memorandum No. 53, s. 2024
2. Reconciliation of the premium GSIS payment
3. Updating of Teacher's Profile
4. Review work and accomplishments
5. Other Matters

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

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

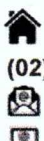
To be indicated in the Perpetual of Index under the following subjects:

EVALUATION REPORTS PROCESS

NDE/AMF/HR/441/November 13, 2024

1113063

UN-2024-441



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