



Republic of the Philippines  
**Department of Education**

REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division  
Superintendent**

**03 Mar 2023**

DIVISION MEMORANDUM  
OSDS No. **022**, s. 2023

**CAPACITY BUILDING FOR NEWLY APPOINTED ADMINISTRATIVE OFFICERS II  
THROUGH WORK IMMERSION (BATCH 1&2)**

To: Public Schools District Supervisors/Principals In-Charge  
Public Elementary and Secondary Schoolheads  
All Others Concerned

1. In lieu of the redeployment and to capacitate the skills of all newly appointed Administrative Officers II to schools and ensuring a high quality, efficient and effective programs and services, this division shall conduct Capacity Building through Work Immersion for identified Administrative Officer II.
2. The following are the personnel unit processes to be included in the work immersion:
  - a. Preparation of Service Record,
  - b. Preparation of Special Orders (*Maternity Leave, Change Name due to Marriage, Service Credits, etc.*)
  - c. Newly Hired Salary Preparations,
  - d. Newly Hired Salary Integration,
  - e. Salary Integrations Due to Step Increment and Promotion, and
  - f. Preparation of documents for Maternity pay and Loyalty Pay
3. Transportation and other incidental expenses shall be chargeable against School MOOE subject to the usual accounting and auditing rules and regulations.
4. For more information and inquiry on this memorandum, you may contact Arlene L. Albuna, HRMO II through Messenger or at 0832283742.

SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020



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5. Immediate dissemination of this memorandum is directed.

**RUTH L. ESTACIO PhD, CESO VI**  
Schools Division Superintendent

Encl.: As stated

Reference: N o n e

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

ORIENTATION

SJDR/DM- capacity building for newly appointed administrative officers ii through  
work immersion (batch 1&2)  
0000/March 3, 2023

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