



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division
Superintendent**

26 June 2023

DIVISION MEMORANDUM
OSDS No. **078**, s. 2023

**2023 SEMI-ANNUAL MEETING OF ALL DISTRICT AND SCHOOL ADMINISTRATIVE
OFFICERS II**

To: Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
District/School Administrative Officers
All Others Concerned

1. Aligned with *MATATAG* Agenda of the department as continuing commitment to improve efficiency and effectiveness of service delivery, the Administrative Services, Personnel Section shall conduct the Division Administrative Meeting on **June 27, 2023**, to commence at **8:00 in the morning** for the Upper Valley Area; Banga, Surallah, Tboli, Lake Sebu, Sto. Nino and Norala, and **1:00 in the afternoon** for the Lower Valley Area; Tantangan, Tampakan, Tupi and Polomolok at Division Conference Hall, Schools Division of South Cotabato, City of Koronadal.
2. The following are the objectives of the meeting:
 - 2.a Align the processes, requirements and timelines of the submission of DTR of all Newly hired Personnel;
 - 2.b Discuss the plan, timelines, procedures and preparation for the Salary Integration/ Differential of all qualified candidates;
 - 2.c Discuss the processes and timelines for updating the leave card;
 - 2.d Discuss the requirements, timelines, procedures and preparation for the loyalty pay benefits of all qualified candidates; and
 - 2.e Discuss issues and other concerns regarding administrative matters.
3. Since this is a face-to-face activity, all participants must adhere to the minimum public health standards of the DOH that include but not limited to the following: wearing of facemask, physical distancing of participants, utilizing hand washing facility and/or hand sanitizer.

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



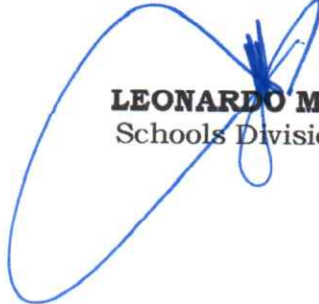
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4. Travelling expense of the attendees shall be borne from their respective School MOOE, subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of this memorandum is directed.


LEONARDO M. BALALA, CESE
Schools Division Superintendent

Encl.: None
Reference: None

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

MEETING PERSONNEL

SJDR/DM- 2023 semi-annual meeting of all district and school administrative officers ii
0000/June 26, 2023

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