



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

Office of the Schools Division
Superintendent

16 Nov 2023

DIVISION MEMORANDUM
OSDS No. **157** s. 2023

To: Gelli E. Templonuevo (Administrative Officer II)
Jelly N. Dolor (Administrative Officer II)
John Lloyd E. Tenebro (Administrative Officer II)

AUGMENTATION ON THE BUDGET UNIT

1. You are directed to report at the Budget Office from 8:00 a.m. to 5:00 p.m. on the following dates:

Task	Dates
Assist in the evaluation of documents for the integration of step increments and promotions, as well as the processing of claims for salary differentials.	November 20 – November 30, 2023

2. Travel and other incidental expenses of the personnel shall be chargeable against Division MOOE, subject to the usual accounting and auditing rules and regulations.
3. Immediate dissemination of this memorandum is directed.


LEONARDO M. BALALA, CESE
Schools Division Superintendent

SSW/DM- augmentation on the budget unit
0000/November 16, 2023

SDOSC-OSDS-DIO-NM-v3.0r0.0,effective04/06/2020



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