



Republic of the Philippines
Department of Education

REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division
Superintendent**

29 Jan 2024

DIVISION MEMORANDUM
OSDS No. **013**s. 2024

AUGMENTATION FORCE FROM FIELD ADMINISTRATIVE OFFICERS II

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

1. In line with the preparation and encoding of the data necessary for downloading of payroll preparation, all identified Administrative Officers II are advised to report at the Schools Division Office for the month of January 29 to February 29, 2024 from 8:00 A.M. to 5:00 P.M. to wit:

No.	Name	Assignment	Schedule
1	RAMOS, MARILYN PELARCO	Encoding & Integration	Monday to Friday
2	ANTONIO, GRACIELL NERI	Encoding & Integration	Monday to Friday
3	REYES, SHEREE ANN AMOLORIA	Encoding & Verification	Monday to Friday
4	ADORACION, SHERYMAE PALETE	Encoding & Salary Preparation	Monday to Friday
5	ERA, JOHANNA MARIE CORALES	Encoding & ARA-A/B	Monday to Friday

2. All identified Administrative Officers II are advised to register at the SDO Biometrics for recording of daily attendance. Also, we encourage Administrative Officers II to bring their laptops and extension cords to be used during the process.

3. Transportation expenses shall be chargeable against school MOOE and or other local funds subject to the usual accounting and auditing rules and regulations.



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
Telephone Number: (083)228-3801
Email Address: south.cotabato@deped.gov.ph



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4. Immediate dissemination of this memorandum is desire.


LEONARDO M. BALALA, CESO V
Schools Division Superintendent

Encl.: None

Reference: None

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

AUGMENTATION

RMEB/DM- augmentation force from field administrative officers II
0000/January 29, 2024



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