



Republic of the Philippines
Department of Education

REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division
Superintendent**

30 Apr 2024

DIVISION MEMORANDUM
OSDS No. **078** s. 2024

AUGMENTATION FORCE FROM FIELD ADMINISTRATIVE OFFICERS II

To: 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 May 2-31, 2024 from 8:00 A.M. to 5:00 P.M. to wit:

No.	Name	Assignment	Schedule
1	RAMOS, MARILYN PELARCO	Encoding, Salary Computation & Integration	Monday to Friday
2	ANTONIO, GRACIELL NERI	Encoding & Integration	Monday to Friday
3	REYES, SHEREE ANN AMOLORIA	Encoding & Verification	Monday to Friday
4	ERA, JOHANNA MARIE CORALES	Encoding & ARA-A/B	Monday to Friday
5	HUBERO, OMAR KEVIN	Preparation of Benefits, Philhealth remittances and encoding of loans	Monday to Friday
6	MAGULING, EDENSON P.	Preparation of GSIS & Pag-ibig remittances and encoding of loans	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



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

4. Immediate dissemination of this memorandum is desired.


LEONARDO M. BALALA, CESO V
Schools Division Superintendent

RMEB/DM- augmentation force from field administrative officers II
0000/April 30, 2024