



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

Office of the Schools Division
Superintendent

3 June 2024

DIVISION MEMORANDUM
OSDS No. 099 s. 2024

AUGMENTATION FORCE FROM FIELD ADMINISTRATIVE OFFICERS II

To: Identified Administrative Officers II
All Others Concerned

1. In line with the parallel payroll preparation with RPSU and other payroll task, all identified Administrative Officers II are advised to report at the Schools Division Office for the month of June 3-30, 2024 from 8:00 A.M. to 5:00 P.M. to wit:

No.	Name	Assignment	Schedule
1	ANTONIO, GRACIELL NERI	Encoding & Integration	Monday to Friday
2	ERA, JOHANNA MARIE CORALES	Encoding & ARA-A/B	Monday to Friday
3	HUBERO, OMAR KEVIN	Preparation of Benefits, Philhealth remittances and encoding of loans	Monday to Friday
4	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.

4. Immediate dissemination of this memorandum is desire.

LEONARDO M. BALALA. CESO V
Schools Division Superintendent



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LBL/DM- augmentation force from field administrative officers II
0000/June 3, 2024



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