



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

Office of the Schools Division
Superintendent

31 May 2024

DIVISION MEMORANDUM
SGOD No. **052** s. 2024

ADMINISTRATIVE DUTIES OF PROVINCIAL SCHOOL BOARD (PSB) TEACHERS
AND LEARNING SUPPORT AIDES (LSA) FOR THE MONTH OF JUNE 2024

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

1. All Provincial School Board Teachers and Learning Support Aides are directed to report to their respective school assignment to perform administrative tasks in assistance to their School Heads from **June 1 - 30, 2024**.
2. Anent this, they are expected to comply all administrative tasks assigned to them.
3. An accomplishment report should be made and attached to their Daily Time Record (DTR) at the end of the month.
4. Immediate dissemination of this memorandum is directed.

LEONARDO M. BALALA, CESO V
Schools Division Superintendent

Encl.: N o n e
Reference: N o n e
To be indicated in the Perpetua Index
under the following subjects:

RECORDS WORK HOURS

MSOB/DM- administrative duties PSB teachers and LSAs for the month of june
2024
0000/May 31, 2024



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