



Republic of the Philippines  
**Department of Education**

REGION XII

SCHOOLS DIVISION OF SOUTH COTABATO

**Office of Schools Division  
Superintendent**

**21 Feb 2025**

DIVISION MEMORANDUM  
OSDS No. **033**s. 2025

2025 MONTHLY MEETING CUM LEARNING ACTION CELL FOR FIELD  
ADMINISTRATIVE OFFICER II

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

1. To ensure effective coordination and communication, foster collaborative spirit among Administrative Officers and to perform effectively the specific functions of all field Administrative Officers II, a monthly meeting cum learning action cell for the field administrative officers shall be conducted to discuss relevant administrative matters, updates, and concerns including, among others, preparation of Salary request documentary requirements, orientation on the Preparation of the Personal Data Sheet (PDS), D.O 20, s. 2024 and other important matters. Further, this meeting will enhance collaboration, address concerns, and streamline processes for the efficient delivery of basic support services.

2. The orientation shall start at 8:00 a.m. for the morning session and 1:00 PM for the afternoon session on the following batch and schedule:

<b>Batch and Municipality</b>	<b>Schedule</b>
Batch 1 Polomolok & Tampakan	March 12, 2025   Afternoon
Batch 2 Tantaran & Tupi	March 13, 2025   Morning
Batch 3 Tboli & Sto. Nino	March 13, 2025   Afternoon
Batch 4 Banga & Surallah	March 14, 2025   Morning
Batch 5 Lake Sebu & Norala	March 14, 2025   Afternoon

3. Participants are advised to bring laptop, extension wires and are required to prepare a comprehensive summary or status report on their respective areas, which shall be presented during the meeting.

4. Transportation and other incidental expenses of the participants shall be chargeable against school MOOE and/or other local funds subject to the usual accounting and auditing rules and regulations.

5. Immediate dissemination of this memorandum is directed.



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**LEONARDO M. BALALA, CESO V**  
Schools Division Superintendent

Encl.: None

Reference: DM-OUHROD-2023-1252 Deployment of School-based AO2

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

MEETING

ORIENTATION

SJLDR/DM- 2025 monthly meeting cum learning action cell for field administrative officer 2

0000/February 21, 2025