



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

January 23, 2024

OFFICE MEMORANDUM

OSDS No. 003, s. 2024

DIVISION COORDINATION MEETING

To: OIC – Assistant Schools Division Superintendent
SGOD Chief
Administrative Office V – Budget & Administrative Section
Accountant III
Administrative Officer IV – Supply & H.R Section
This Office

1. The SDO Tacurong City Finance Section shall conduct a coordination meeting on January 24, 2023, 2:00 p.m at Board Room.
2. The agenda of this meeting are the following:
 - a. Job Descriptions of AO II, School – based ADAS III & ADAS II
 - b. Unified IPCRF of AO II, School – based ADAS III & ADAS II
 - c. other matters
3. The participants to this meeting are as follows:
 - a. SGOD Chief
 - b. Administrative Officer V
 - c. Budget Officer
 - d. Accountant III
4. For the information, guidance, and compliance of all concerned.

GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosures: None.

Reference:

Allotment: none

To be included in the perpetual Index under

REPORTS RECORDS

JGS/OSDS/DM/COORDINATION MEETING/January 23, 2024



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