



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

February 20, 2025

DIVISION MEMORANDUM  
OSDS No. 020, s. 2025

**COORDINATION MEETING WITH SELECTED SCHOOL -BASED NON -TAEACHING PERSONNEL**

To: Assistant Schools Division Superintendent  
School Heads  
Administrative Officer II  
Bookkeepers and Disbursing Officers

1. The Schools Division Office (SDO) of Tacurong City will conduct a coordination meeting with selected Bookkeepers and Disbursing Officers on February 21, 2025, 9:00 a.m. at SDO Tacurong City Conference Hall.
2. The agenda of this meeting is as follows:
  - a. Procurement Process
  - b. IPCRF of School -based non – teaching personnel
  - c. Other matters
3. Please refer to **Annex A** for the list of participants.
4. Meals, snacks, and other related expenses for this activity is chargeable against local funds subject to government accounting and auditing rules and regulations and travelling expenses is chargeable against School MOOE.
5. Immediate dissemination of this Memorandum is desired.

**GILDO G. MOSQUEDA, CEO VI**  
Schools Division Superintendent

Enclosures: None  
Reference: None  
Allotment: None  
To be included in the perpetual Index under  
RECORDS

JGS/OSDS/DM/ COORDINATION MEETING WITH SELECTED SCHOOL-BASED NON-TEACHING PERSONNEL/ February 20 2025

For and in the absence of  
  
GILBERT B. BARRERA, CEO



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Annex A.

**List of Participants**

<b>Name</b>	<b>Position</b>	<b>School</b>
1.Merry Queen I. Quines	Bookkeeper	Upper Katungal NHS
2.Edmar P. Panila	Disbursing Officer	Rajah Muda NHS/Upper Katungal NHS
3.Heaven Grace B. Arroza	Bookkeeper	North Cluster
4.Kathryna S. Celendro	Disbursing Officer	North Cluster
5.Adelpa A. Abenoja	AO II	Upper Katungal NHS
6.Maria Lina A. Toring	AO II	Dr. Manuel J. Grino MCS
7.Catherine M. Lozano	Bookkeeper	East Cluster
8.Chinnie B. Quibuyen	AO II	Tina Elementary School
9.Charish G. Fabrigar	Disbursing Officer	East Cluster



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