



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

August 27, 2025

DIVISION MEMORANDUM
OSDS No. 114, s. 2025

**COORDINATION MEETING WITH CENTRAL & WEST CLUSTER HEADS AND
SELECTED NON -TEACHING PERSONNEL**

To: Assistant Schools Division Superintendent
Cluster Heads – West & Central
Non-teaching personnel – West & Central

1. The Schools Division Office (SDO) of Tacurong City shall conduct a coordination meeting with the Central & West Cluster Heads, together with selected non – teaching personnel, on **August 28, 2025, 1:00 p.m.** at **Division Conference Hall**.
2. The agenda for this meeting are as follows:
 - a. Designation Order of Mr. J J. Lamita
 - b. Liquidation Reports
 - c. Other matters
3. The participants for this meeting are as follows:
 - a. Cluster Head - West & Central Cluster
 - b. Administrative Officer II – West & Central Cluster
 - c. Project Development Officer 1 – West & Central Cluster
 - d. Disbursing Officers & Bookkeepers – West & Central Cluster
4. Meals and Snacks and other related expenses during this activity is chargeable against local funds subject to government accounting and auditing rules and regulations.
5. Immediate dissemination of and compliance to 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
MEETING RECORDS

JGS/OSDS/DM/ COORDINATION MEETING WITH CENTRAL & WEST CLUSTER HEADS AND SELECTED NON -TEACHING PERSONNEL/AUGUST 27, 2025



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