



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

October 27, 2025

DIVISION MEMORANDUM

OSDS-2025- 145

**SUSPENSION OF THE 3RD QUARTER COORDINATION MEETING OF
ADMINISTRATIVE OFFICER II AND SDO ADMINISTRATIVE STAFF**

To: Assistant Schools Division Superintendent
School Heads
Section Heads
Administrative Officer II
All Others Concerned
This Division

1. In reference to the Division Annual Implementation Plan (AIP), which provides for the conduct of quarterly coordination meetings for Administrative Officers II and SDO Administrative Staff, the **Quarterly Coordination Meeting for the 3rd Quarter of Calendar year 2025** is hereby suspended due to overlapping of activities. **The suspended activity shall be integrated in the Year-End Coordination Meeting.** This adjustment is made to ensure the continued implementation of the Annual Implementation Plan and to sustain the regular exchange of updates, best practices, and policy directions among Administrative Personnel.
2. The specific date, venue, and details of the Year-End Coordination Meeting shall be issued through a separate memorandum.
3. All Administrative Officers and Administrative Staff in the SDO Proper are enjoined to take note of this adjustment and extend their usual cooperation in the smooth implementation of the said activity.
4. For the information and guidance of all concerned.


GILDO G. MOSQUEDA, CEQ VI
Schools Division Superintendent

ZNB/OSDS/DM/ SUSPENSION OF THE 3RD QUARTER COORDINATION MEETING OF ADMINISTRATIVE OFFICER II
AND SDO ADMINISTRATIVE STAFF/October 27, 2025



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-562-4880; 0919-065-6425
Email: tacurong.city@deped.gov.ph
Website: depedtacurong.org