



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

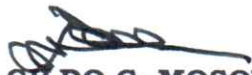
November 24, 2025

DIVISION MEMORANDUM
OSDS No. 158, s. 2025

COORDINATION MEETING WITH CLUSTER HEADS AND SCHOOL -BASED FINANCE PERSONNEL

To: Assistant Schools Division Superintendent
Cluster Heads
Non- IUs School Heads
School -based finance personnel

1. The Schools Division Office (SDO) of Tacurong City shall conduct a coordination meeting with the Cluster Heads and School -based Finance, on **December 3, 2025, 8:00 a.m. - 12:00 noon** at **Division Conference Hall**.
2. The agenda for this meeting are as follows:
 - a. Status of Utilization of School MOOE and Other Funds
 - b. Liquidation Reports
 - c. Other matters
3. The participants for this meeting are as follows:
 - a. Cluster Heads
 - b. Administrative Officer II of West Cluster
 - c. Non - IUs School -based Administrative Assistant III
 - d. Non- IUs School-based Administrative Assistant II
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 CLUSTER HEADS AND SCHOOL BASED FINANCE PERSONNEL/NOVEMBER 24, 2025



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