



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

June 4, 2026

DIVISION MEMORANDUM
OSDS- 2026 - 103

COORDINATION MEETING WITH SOUTH CLUSTER NON -TEACHING PERSONNEL

To: Assistant Schools Division Superintendent
School Heads
Administrative Officer II
School -based finance personnel

1. The Schools Division Office (SDO) of Tacurong City shall conduct a **Coordination Meeting** with selected non-teaching personnel on **June 9, 2026, 8:00 a.m. – 12:00 noon** at **Board Room, SDO Tacurong City**.
2. The agenda of the meeting shall include the following:
 - a. Orientation on the Budget Plans;
 - b. School MOOE Documentary Requirements; and
 - c. Other matters.
3. The list of participants is attached for reference and guidance.
4. Meals and Snacks and other related expenses incurred during the conduct of this activity shall be **chargeable against local funds**, subject to existing 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 SOUTH CLUSTER NON- TEACHING PERSONNEL/June 4, 2026



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-200-6316; 0919-065-6425
Email: tacurong.city@deped.gov.ph
Website: depdtacurong.org



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LIST OF PARTICIPANTS

PARTICIPANTS	VENUE	TIME
1. CATHERINE LOZANO 2. ALL ADMINISTRATIVE OFFICER II OF SOUTH CLUSTER 3. MARK ANTHONY SARENO 4. DISBURSING OFFICER OF SOUTH CLUSTER	BOARD ROOM	8:00 A.M. – 11:00 A.M.



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