



Republic of the Philippines
Department of Education
REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES

October 15, 2024

MEMORANDUM TO:

All Administrative Officers II (Elementary)
(Thru the PSDSs and School Heads)

There will be a meeting of all Administrative Officers II (Elementary) at SDO Hall A on October 16, 2024 at 3 o'clock in the afternoon.

Agenda:

1. Schedule of reporting to clustered schools
2. Turnover of documents to newly appointed AO II
3. Reminders on the deadline of reports (Loyalty, Step Increment, Salary Adjustment, SHA, Form 7)

For your information, guidance and compliance.

By Authority of OIC-Schools Division Superintendent:

Norlito
ATTY. NORLITO JR. P. AGUNDAY

Attorney III
Officer-In-Charge



San Roque, Virac, Catanduanes

052-8114063

catanduanes@deped.gov.ph

www.depedrocatanduanes.com / www.catanduanes.deped.gov.ph