



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION  
SCHOOLS DIVISION OF SARANGANI

04 Jun 2025

**DIVISION MEMORANDUM**

OSDS-2025-069

**ONLINE MEETING WITH FIELD BASED ADMINISTRATIVE OFFICERS II AND  
ADMINISTRATIVE ASSISTANTS**

To: This division  
All Field-based Admin. Officers II and Assistants

1. The Payroll Services Unit of the Administrative Services Section will conduct an online meeting with all field-based Administrative Officers II and Administrative Assistants on June 9, 2025, at 9:00 a.m. via Microsoft Teams.
2. The agenda of the meeting are as follows:
  - a. PVP Submission for SY 2024–2025
  - b. Other Personnel Services Claims Processes
  - c. Other Payroll-Related Matters
3. The meeting link will be shared through the respective Municipality Group Chats. All participants are expected to be in the loop on or before 8:30 a.m.
4. The Internet/communication expenses of participants may be charged against local funds, subject to the usual accounting and auditing rules and regulations.
5. For inquiries, contact Mr. Glen J. Gula, Administrative Officer II/Payroll in-charge of Division Payroll Services Unit.
6. Immediate dissemination of the Memorandum is desired.

  
**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent

Encl.: N o n e

Reference: N o n e

To be indicated in the Perpetual Index  
under the following subjects:

MEETINGS

GJG/OSDS-PSU/MLA – online meeting with field based administrative officers ii and administrative assistants  
0477/June 4, 2025