



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

17 Nov 2025

DIVISION MEMORANDUM
OSDS-2025-176

**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 along with the Accounting Unit will conduct an online meeting with all field-based Administrative Officers II and Administrative Assistants on November 20, 2025, at 9:30 a.m. via Microsoft Teams.
2. The agenda of the meeting is as follows:
 - a. Medical Allowance Liquidation
 - b. Other Payroll-Related Matters
 - c. Other Accounting-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 9:00 a.m.
4. For inquiries, contact Mr. Glen J. Gula, Administrative Officer II/Payroll in-charge of Division Payroll Services Unit.
5. 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

Irma May G. Dinasas/OSDS/MLA – online meeting with field based administrative officers ii
and administrative assistants
1170/November 17, 2025